**Soldier Quick Start**  
Class Enrollment Guide

### General Information
This Step-by-step Class Enrollment Guide includes the following topics to assist you with enrolling in classes through GoArmyEd and requesting Tuition Assistance (TA). Select the name of the instruction to go directly to it. To return to this page, select the arrow.

- [Requesting TA for a Class Through GoArmyEd](#)
- [How to Print an Army Tuition Assistance Authorization form](#)
- [What do I do if my school is listed in the Class Schedule but a specific class is not available through GoArmyEd?](#)

You will need the following:

- Internet access
- User name and password for GoArmyEd

**Prerequisites:** You should have completed the **Soldier Quick Start Training.**

### Business Policies

- The enrollment window is open a maximum of two months before a class start date.
- Base your search on your degree map criteria to ensure you select classes that fulfill your degree requirements.
- There are two ways to request TA in GoArmyEd. Depending on your school, you will automatically be routed to one of the following processes:
  - **Register for a class directly in GoArmyEd:** Some schools upload classes and tuition costs to an online class schedule in GoArmyEd, enabling Soldiers to search and register for the class through GoArmyEd without requiring Army Education Counselor review and approval, and without requiring a Soldier to register for the class at the school.
  - **Process a TA Request form in GoArmyEd:** Some schools do not upload classes and tuition costs to GoArmyEd. Soldiers must enter the class and tuition cost information on a TA Request form in GoArmyEd and receive Army Education Counselor approval for the request. Documentation of the cost of tuition and fees must be attached to the TA Request in order to submit the form. After providing the school the approved Army Tuition Assistance Authorization form, Soldiers then register for the class directly with the school.

- A *quarterly online* TA Statement of Understanding (TA SOU) must be acknowledged prior to enrolling in a class. You will not be permitted to use TA until you complete that step.
- You must submit an *annual* TA SOU to your Army Education Counselor with your Commander’s signature. The GoArmyEd portal will prompt you to do that annually. (SFC and above may sign for the commander)
- Depending on your tuition ceiling, semester-hour cap, or other Army TA policies, you may be responsible for all or a portion of the cost of the class. If payment is required, self-pay the balance not covered by TA directly to your school.
Step-by-step Instructions-Requesting TA for a Class Through GoArmyEd

Use the following steps to process a TA request for a class from your GoArmyEd homepage.

**Note:** Screen images in this document may vary slightly from the current GoArmyEd view.

1. Log in to GoArmyEd at www.goarmyed.com with your user name and password.

2. From your GoArmyEd homepage, select the “Request TA” button in the Smart Links section.

3. A quarterly TA Statement of Understanding (TA SOU) must be acknowledged prior to enrolling in a class. When this screen appears, carefully read the document.
Step-by-step Instructions—Requesting TA for a Class Through GoArmyEd

Select the “Yes” radio button to acknowledge that you agree to the terms of the TA SOU. Enter your password in the “Password” field. Next select the “Submit” button. You will not be permitted to use TA until you complete that step.

There are two ways to request TA in GoArmyEd based on your school choice. Please follow the instructions below to request TA for a class.

The Select Classes to Add screen appears. If only the “School” field is marked with an asterisk (*), the school uploads classes and tuition costs to GoArmyEd. Continue with steps on pages 4–9 to search for a class that meets your criteria.

The Select Classes to Add screen appears. If ALL the fields are marked with an asterisk (*), the school does not upload classes and tuition costs in GoArmyEd. The TA Request form must be completed in GoArmyEd. Continue with steps on pages 10–16.
If only the “School” field is marked with an asterisk (*) when the Select Classes to Add screen appears, you register for a class directly in GoArmyEd, since your school uploads classes and tuition costs in the GoArmyEd Class Schedule. Continue with the steps below.

1. The Select Classes to Add page appears.
   - The “School” field is pre-populated with your home school.
   - Narrow your search by entering the class subject and catalog number (i.e., Eng 100) in the “Subject” and “Catalog Number” fields. Leave those fields blank to view all classes available at the school.
   - The “Start Date Between” fields are pre-populated with the current date and 30 days in the future. Select the calendar icons to change the dates. Select the “Next” button to proceed.

Note: Select the “Advanced Search” link to expand your search.
Step-by-step Instructions—Requesting TA for a Class Through GoArmyEd

2. The Search Results page displays classes that meet your search criteria. Carefully review the details specific to each class. A variety of class types or delivery options may appear.
   - Classroom On-Post (TA) and Classroom Off-Post (TA): Classes taught in a classroom
   - Distance-learning (TA): Classes that are delivered remotely to Soldiers via multimedia channels, including classes by written correspondence, video, CD-ROM, DVD, television, or the Internet

[Image of GoArmyEd interface showing class search results and enrollment options]

A statement appears confirming your search criteria.

Before requesting a class, please review all the details including start date, end date, instruction mode, description, and prerequisites. To do so, select the Class Details button for the class.

Select the Request Class button to enroll.

Class

ACCT 100 - Basic College Accounting

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Subject</th>
<th>Catalog</th>
<th>Section</th>
<th>Description</th>
<th>Semester</th>
<th>Start Date</th>
<th>End Date</th>
<th>Avail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1727</td>
<td>ACCT</td>
<td>100</td>
<td>D74</td>
<td>Basic College Accounting</td>
<td>3</td>
<td>04/25/2011</td>
<td>10/25/2011</td>
<td>30</td>
</tr>
</tbody>
</table>

In-State Cost / Unit: $165.26
In-State Total Cost: $495.64
Out-of-State Cost / Unit: $205.00

TA Eligible Fees: None
Soldier Funded Fees: None

Last Day to Drop for Full Refund: 05/01/2011

Carefully view the details specific to each class section.

[Image of GoArmyEd interface showing class details and enrollment options]

Request Class

START A NEW SEARCH
3. Select the “Class Details” button before enrolling in a class to review additional class information such as class description, semester-hour cost, prerequisites, required materials, and other information.

4. The Class Detail page appears. Carefully review the class details, including delivery mode, instructional mode, start and end dates, tuition cost, class description, prerequisites, if applicable, and the school offering the class.

Select the “Request Class” button to enroll in the class.
5. The Confirm Classes page appears. Review the class cost information to view the cost covered by TA (in the “GoArmyEd Amount” field) and any class cost you must self-pay (in the “Student Amount” field).

Select the “Process Request” button to proceed with the TA request and class enrollment.

**PROCESS REQUEST**

**Important:** If you must pay for any or all cost of the class, several statements, including the following warning, appear stating you must pay.

**WARNING: YOU MUST PAY!**

If you must pay for part or all of a class, several statements appear informing you of this. Payment is paid to your school.

You must select the “I Agree To Pay” button to process the class enrollment.
6. The Account Information screen appears. Review your mailing and contact information to ensure that all fields are updated to reflect your current location.

Select the "**Account Information Verified**" button.

7. The View Results page appears. Review your schedule to ensure that the class you selected is listed. A message appears stating the class has been added to your schedule and a green checkmark appears in the Status column. Your enrollment is submitted successfully for registration, pending final approval from the school. You will receive an email confirming that the enrollment request is successful.

**Note:** If the request is *not* accepted by your school, you will receive a follow-up email.
Select the “My Schedule” button to view the classes you have elected to take. Select the “Add Another Class” button to enroll in additional classes.

8. Select the “Close Window” link to return to your GoArmyEd homepage.
Step-by-step Instructions—Requesting TA for a Class Through GoArmyEd

If ALL the fields are marked with an asterisk (*) when the Select Classes to Add screen appears, the school does not upload classes and tuition costs in GoArmyEd. The TA Request form must be completed in GoArmyEd.

Important: You are required to provide documentation of the cost of your tuition and fees in order to submit a TA Request form for approval. Valid cost verification WILL include one or more of the following: an itemized receipt or screenshot from an online account with the school, a current invoice from the school, or a statement of tuition and fees specific to your enrollment or account with the school. Tuition and fees must be listed separately. The course start date and number of credit hours is also required for each request.

Note: Screen images in this document may vary slightly from the current GoArmyEd portal.

1. The Select Classes to Add screen appears.
   - The “School” field is pre-populated with your home school. If you want to select a new school, select the magnifying glass icon.
   - Enter the class subject (i.e., Eng) in the “Subject” field.
   - Enter the catalog number (i.e., 100) in the “Catalog Number” field.
   - Select the calendar icon for the “Start Date” field to configure the class start date correctly.
   - Select the “Next” button to proceed.
Step-by-step Instructions—Requesting TA for a Class Through GoArmyEd

2. The TA Request screen appears. Read the instructions carefully.

Upon entering the class information below, press the 'Submit' button to submit this data as an enrollment request. You will receive notification of approval or rejection of this request either via email or by returning to this page and viewing the Class Status. If you do not wish to submit this request, close the window without clicking the 'Submit' button below.

Once approved, the 'Print TA Request Form' button will become active allowing you to create a PDF request form. If you are unable to print the request form immediately after the PDF is created, you may click the 'Save a Copy' button on the PDF to save the form. Please be advised: If you are using a shared computer, save the PDF to a disk to ensure privacy.

NOTE:
To drop this enrollment, update the Class Status to 'Dropped' and click the 'Submit' button.
To retrieve an existing request, click the 'Return to Search' button at the bottom of the page. Please do NOT press the 'Back' button on your browser.
To generate a new TA request, click the 'Add' button at the bottom of the page.
**Step-by-step Instructions—Requesting TA for a Class Through GoArmyEd**

**Class Information Section:** Carefully review the populated "Subject," "Start Date," and "Catalog Number" fields for accuracy and update if necessary. Complete each required field marked with an asterisk (*). Enter "End Date" and "Class Title" and select the "Instruction Mode."

Cost of tuition and fees **must be attached to the TA Request** in order to submit the form. This can be done in one of two ways:

- Upload the document that has been saved on a computer and attach to this TA Request or;
- Upload the document in eFile first and select the transaction type, **Cost and/or Course Enrollment Verification**, so it will appear when you select the "Search eFile" button to attach to this TA Request.
  - **Multiple documents can be attached to the TA Request by selecting the radio button next to the documents and then selecting the “Attach File” button.**

**Note:** Detailed steps on how to upload a document in eFile are available. Access the reference document titled “Using eFile” by selecting the yellow “Helpdesk” button located on the top right on any screen when logged into your GoArmyEd account.
Class Cost Section: Complete each required field marked with an asterisk (*). Select the Unit Type your school uses (semester hours, quarter-hours or clock hours). Next, complete the “Unit” and “Unit Cost” fields and, if applicable, “Additional TA-eligible Fees” and “Additional Soldier Fees” fields.

Select the “Calculate Cost” button.

After selecting the “Calculate Cost” button, the following message appears stating the TA amount may be adjusted based on the approved class level.

IMPORTANT: Remember to upload the required cost verification information to eFile in your Student Record.

Select the “OK” button.
Additionally in the Class Cost section, if applicable, review State/Outside Funding and Chapter 33 (Post 9/11) information and select what applies to you. If you will receive external funds outside of federal TA, enter the applicable amounts in the "State TA Funding," "Outside Funding," or "Chapter 33 (Post 9/11)" fields.
3. A message appears stating your request has been submitted. You will receive an automated email alert from GoArmyEd telling you whether the TA Request form was approved or denied. Select the “OK” button.
4. The next message appears stating changes to Army Cost will be reflected on your TA Details screen within one hour of the update. Select the “OK” button.

5. The Select Classes to Add screen appears. The TA request for the class you processed appears in the Class Schedule section.

**IMPORTANT NEXT STEPS:**

- An Army Education Counselor will review your TA request.
- If the TA request is approved, view the steps on pages 17-20 on how to print the Army Tuition Assistance Authorization form.
- You will need to provide the school the approved Army Tuition Assistance Authorization form and then register for the class directly with the school.

To submit a TA request for another class, follow steps on pages 10-15. The “School” field will populate with the same school as the previous school for which you processed a TA Request form.
6. Select the “Close Window” link to return to your GoArmyEd homepage.
If your TA request is approved, you are ready to enroll in your class directly with your selected school.

**Note:** If the TA Request is rejected, please view the steps on page 21 to review the TA Request form.

You can access the Army Tuition Assistance Authorization form by selecting the “Request TA” button or selecting the “Other Links” button in the Smart Links section.

From your GoArmyEd homepage, select the “Request TA” button in the Smart Links section.

The Select Classes to Add screen appears. Select the “View Historical TA Request Authorization Forms” link.

Select the plus sign (+) next to “After You Enroll in a Class” link on the Other Links screen.

Select the “View Historical TA Request Authorization Forms” link.
Step-by-Step Instructions–How to Print an Army Tuition Assistance Authorization form

1. The TA Request Search screen appears. Search by “School,” “Subject Code,” “Catalog Number,” “Start Date,” “Class Title,” Geo Ed Center,” “Submit Date,” or “Fiscal Year” field. Select the “Search” button.

   Hint: You can view all your TA requests by leaving all fields blank and selecting the “Search” button.

2. The TA Request Search screen appears. Select the title of the approved class you wish to print.
3. The TA Requests by Submit Date screen appears with all the TA requests submitted on the same day.
   - TA requests submitted for more than one school or for classes starting in different fiscal years and submitted on the same date can be printed in one PDF and will be separated by school and fiscal year.
   - Any approved TA request submitted on different days for the same school will appear in a separate PDF file.

To print approved TA Request forms to submit to the school, select the box next to the class in the Print Select column. A checkmark appears for the selected classes. Select the “Print TA Form” button.

4. A message appears stating the report is running.

   Report is running. Please wait. A link will be displayed when the report is done.
5. Select the “Click here to view the report” link when it appears.  
[Click here to view the report]

6. The Army Tuition Assistance Authorization form appears. Instructions are provided on the Army Tuition Assistance Authorization form pertaining to actions you are required to complete. You are responsible for providing your school with the approved Army Tuition Assistance Authorization form and registering for approved classes at the school.

**Note:** You must process all drops and withdrawals at the school and in GoArmyEd.

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**ARMY TUITION ASSISTANCE AUTHORIZATION**

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<tr>
<td>C. Rank</td>
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<th>3. SCHOOL SECTION</th>
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<tr>
<th>4. CLASS DATA</th>
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<tbody>
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**Page 2**

<table>
<thead>
<tr>
<th>Name/Case File No.</th>
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<th>N.D.E. Number</th>
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</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>Address</td>
<td>Student ID</td>
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</table>

**SOLDIER SIGNATURE DATE**

Date: December 23, 2012

**GREEN UNDERLINED TEXT DESIGNATES NEW INFORMATION OR CHANGES**

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*Version 14, Last revised: 12-Sep-2012*  
*Green underlined text designates new information or changes*  
*Page 21 of 28*
How to Resolve a TA Request form Rejection

If your TA Request is rejected, you will receive an email stating the reason. If you resolve the issue within seven days after the class start date, you can resubmit the same TA Request form. If you have any questions, please contact your Army Education Counselor.

1. From your GoArmyEd homepage, select the “Request TA” Smart Links on your homepage.

2. The Select Classes to Add screen appears. Select the “View Historical TA Request Authorization Forms” link.
How to Resolve a TA Request form Rejection

3. The TA Request Search screen appears. Search by “School,” “Subject Code,” “Catalog Number,” “Start Date,” “Class Title,” Geo Ed Center,” “Submit Date,” or “Fiscal Year” field. Select the “Search” button.

Hint: You can view all your TA requests by leaving all fields blank and selecting the “Search” button.

4. The TA Request Search screen appears. Select the title of the rejected class you wish to view.
How to Resolve a TA Request Form Rejection

5. The TA Request By Submit Date screen appears. Select the “Details” button to access the TA Request for the rejected class.

TA Request By Submit Date

The information on this page provides a summary of your TA requests that have been submitted for Army Education Counselor approval within the same day (Eastern Time) and the class status for each request. A class status may either be Pending (for TA requests that have not yet been approved by a Counselor), Rejected (for TA requests that were not approved by a Counselor), Approved (for TA requests that were approved by a Counselor), or Dropped (for approved TA requests that have been dropped).

Place a checkmark in the box under the Print column for TA Requests that are in approved status that you wish to print on a single TA Request Report for your own records or to provide to a school. Please note that if you select Print for TA Requests offered by more than one school or fiscal year, a separate report will print for each school and only list the classes offered by that school. To drop or modify a TA Request, select the “Delete” button for the TA Request you wish to change and make the change on the detailed TA Request Form with an active CAGE Code number for your school. If you choose to renew your CAGE Code with CCR, your expiration date will be updated within 24 hours in GoArmyEd.

Student Information

- EmplID: 00001234
- Name: Doe, John
- Rank: SSG
- Phone: 270-123-4567
- Current PA Type: Traditional eCourse
- PA Migration Date: 08/22/2011
- UIC Title: Det 1/WPKSA1
- Geo Ed Center: NG-Texas Education Services Office
- Army Location: BAGHDAD
- Submission Date: 03/17/2012

Soldier Mailing Address

- 123 Moon Drive
- KILLEEN, TX 76549

Print TA Request Details

- School Name: Adams State College
- Class Status: Rejected
- Subject: ART
- Catalog NR: 100
- Class Title: Art History
- Start Date: 04/02/01

Print TA Form
How to Resolve a TA Request form Rejection

6. The TA Request form appears for the rejected class. Select the pull-down arrow in the “Class Status” field and select “Pending” to resubmit the TA Request form. Select the “Submit” button.

7. A message appears stating changes to Army Cost will be reflected on your TA Details screen within one hour of the update. Select the “OK” button.

8. Select the “Close Window” link to return to your GoArmyEd homepage.
What do I do if my school is listed in the Class Schedule but a specific class is not available through GoArmyEd?

The following steps are to request a class be added to the Class Schedule if your school uploads classes and tuition costs to an online class schedule in GoArmyEd.

Note: Screen images in this document may vary slightly from the current GoArmyEd portal.

1. Schools that upload classes and tuition costs to an online Class Schedule in GoArmyEd can do so within two months of a class start date. If the class you want to take does not start within the next two months, you must wait before you can enroll in the class.

   Check to see that the class you decide to take is still available. Classes may close when seats have been filled.

   - Select the “Other Links” Smart Link on your homepage.
   - The Other Links screen appears. Select the Earn a Degree or Credential plus (+) icon to expand the section to view more links.
   - Select the “Class Schedule” link.
   - The Class Schedule screen appears. Select the “Class Schedule” link.
   - The Search for Classes screen appears.

![Search for Classes](image)

You must select courses that satisfy the requirements stipulated on your Student Agreement. If you have not received a Student Agreement, refer to the degree map for your degree program.

<table>
<thead>
<tr>
<th>Class Search Description Fields</th>
<th>Class Search Examples</th>
<th>Clear Search Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term:</td>
<td>Apr - Jun 2011</td>
<td></td>
</tr>
<tr>
<td>(Start Date Range)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select at least 2 search criteria. Click Search to view your search results.

Select your preferred search criteria and click Search. If your search does not return any results, select fewer search criteria. If you wish to use those search criteria in the future, select Save Search Preferences.

Click here if you wish to take a class from a school not listed.

Click here if you wish to enroll in a different degree.
What do I do if my school is listed in the Class Schedule but a specific class is not available through GoArmyEd?

2. On the Search for Classes screen, select your chosen school from the drop-down list in the “School” field to view all classes offered for the term. Next, select the drop-down arrow in the “Class Registration Status” field to verify class availability, and then select All (Open/Closed/Future).

3. Select the “Search” button on the Search for Classes screen.
**What do I do if my school is listed in the Class Schedule but a specific class is not available through GoArmyEd?**

4. Create a GoArmyEd Helpdesk case from your homepage to request that your school add a missing class to the Class Schedule. Specify the school name, the class title, the class section number, and the start and end dates of the requested class.

<table>
<thead>
<tr>
<th>Help Desk Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>View GoArmyEd Introductory Slides</td>
</tr>
<tr>
<td>Launch Quick Start Training</td>
</tr>
<tr>
<td>View Reference Documents</td>
</tr>
<tr>
<td>Test Schedule</td>
</tr>
<tr>
<td><strong>Create a Helpdesk Case</strong></td>
</tr>
<tr>
<td>Track Helpdesk Cases</td>
</tr>
</tbody>
</table>

The school will add the class to the GoArmyEd class schedule, if appropriate. When the class is added to the Class Schedule, you will be able to enroll through GoArmyEd using the steps described in this guide.

**Key Points to Remember**

- The enrollment window is opened two months before a class start date.
- Base your search on your degree map criteria to ensure you select classes that fulfill your degree requirements.
- If your school is not listed in GoArmyEd, create a helpdesk case with the subject “School Not in Portal”. Headquarters ACES will determine if the school is accredited and will advise you appropriately. Soldiers will not be able to request TA at the school until the school sets up an account in GoArmyEd.
- If you must complete the TA Request form, documentation of the cost of tuition and fees must be attached to the TA Request in order to submit the form. Valid cost verification WILL include one or more of the following: an itemized receipt or screenshot from an online account with the school, a current invoice from the school, or a statement of tuition and fees specific to your enrollment or account with the school. Tuition and fees must be listed separately. The course start date and number of credit hours is also required for each request.
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- You must submit an Annual TA SOU to your Army Education Counselor with your Commander's signature. The GoArmyEd portal will prompt you to do that annually.