

GoArmyEd's Class Enrollment Guide Overview

There are several ways to request Tuition Assistance in GoArmyEd. Depending on your school and the degree you are pursuing, you will automatically be routed to one of the following processes:

Step 1: From your GoArmyEd homepage, in the Smart Links section, select the “**Request TA**” or the “**Course Planner**” button if your Course Planner has been approved.

Note: If you have access to the Degree Progress Report and Auto Advisor, you will not see the Course Planner button.



Step 2: 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. You will not be permitted to use TA until you complete the step.

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Statement of Understanding

Effective 1 Oct 04 ALL Soldiers are required to acknowledge and authenticate an electronic version (e-version) of the Army Tuition Assistance (TA) Statement of Understanding (TA SOU) at the beginning of each term prior to course enrollment. Soldiers who do not acknowledge the e-version TA SOU will be placed on HOLD and unable to enroll in courses.

Statement of Understanding for Use with Army Tuition Assistance (TA)

For use of this form, see AR 621-6, the proponent agency is DCS, G-1
DATA REQUIRED BY THE PRIVACY ACT OF 1974

10 U.S.C. 2013, Secretary of the Army, 10 U.S.C. 2038, Advanced education assistance; active duty agreement; reimbursement requirements, 10 U.S.C. 4302, Enlisted members of Army

AR 621-6, Army Continuing Education System; and E.O. 13526 (SSN)

7. REQUESTING TUITION ASSISTANCE:
I understand that I will be required to provide course and cost verification data to the Army and provide a copy of the TA Request Form to my school to complete the enrollment process for schools that do not upload their courses in GoArmyEd. Failure to request Tuition Assistance via the GoArmyEd portal in accordance with the time conditions described in Paragraph 3 above will result in the denial of TA. I am responsible to process class enrollments, drops and withdrawals both with my school and in the GoArmyEd portal.

I agree to the terms of the Army Tuition Assistance Statement of Understanding and agree to the conditions for the use of tuition assistance as verified by my authentication.

☒ Yes

Please enter your password below.

Password:

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Step 3: Depending on the next screen that appears, view the recommended training on how to enroll in a class.

Request TA...

The **Select Classes to Add** screen appears.

If only the **"School"** field is marked with an asterisk (*) select the **"View Reference Documents"** link in the Training Resources Section to view the **How to enroll in a Class through GoArmyEd** video or select PDF to access Step-by-step Instructions.

If **ALL** the fields are marked with an asterisk (*), select the **"View Reference Documents"** link in the Training Resources Section to view the **How to request tuition assistance through the Tuition Assistance Request process in GoArmyEd** video or select PDF to access Step-by-step Instructions.

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Jane Sample

Search my class schedule Enroll add

Add Classes

1. Select classes to add

The system has pre-populated your home school. If you would like to add a different school, select the magnifying glass icon to search for additional required fields and click Next.

*School: Vincennes University

Subject: [magnifying glass icon]

Catalog Number: [magnifying glass icon]

Start Date Between: 04/12/2011 [magnifying glass icon] and 05/12/2011 [magnifying glass icon]

GoArmyEd Class Number: [magnifying glass icon]

Next

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Jane Sample

Search my class schedule Enroll add

Add Classes

1. Select classes to add

The system has pre-populated your home school. If you would like to add a different school, select the magnifying glass icon to search for additional required fields and click Next.

*School: Adams State College

*Subject: ENG

*Catalog Number: 100

*Start Date: 04/26/2011 [magnifying glass icon]

Next

Apr - Jun 2011 Class Schedule

You are currently viewing 1 of 1 classes in this list.

Course Planner...

The **Class Planner** tab appears.

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Course Planner Course History

Student Information

Empl ID: 0007362

SSN: -7362

Name: Jane Sample

Rank: SGT

Phone: 444/778-2008

Preferred Email: 13-10-t2@goarmyed.com

Component: National Guard

Select the **"How to enroll into classes using Course Planner"** link directly on the Course Planner screen to access Step-by-step Instructions.

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Home Add to Favorites Clear Site

Course Planner Course History

Student Information

Empl ID: 0007362

SSN: -7362

Name: Jane Sample

Rank: SGT

Phone: 444/778-2008

Training Resources

[How to use Course Planner](#)

[SOC Degree Network System-2 Handbook - Chapter 8](#)

[SOC Degree Network System-4 Handbook - Chapter 8](#)

[How to enroll into classes using Course Planner](#)