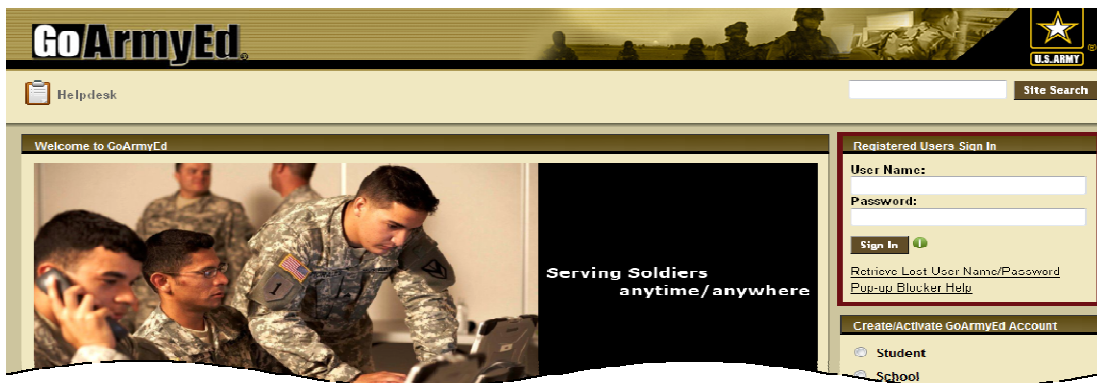## Uploading a Student Agreement/Documented Degree Plan in Course Planner

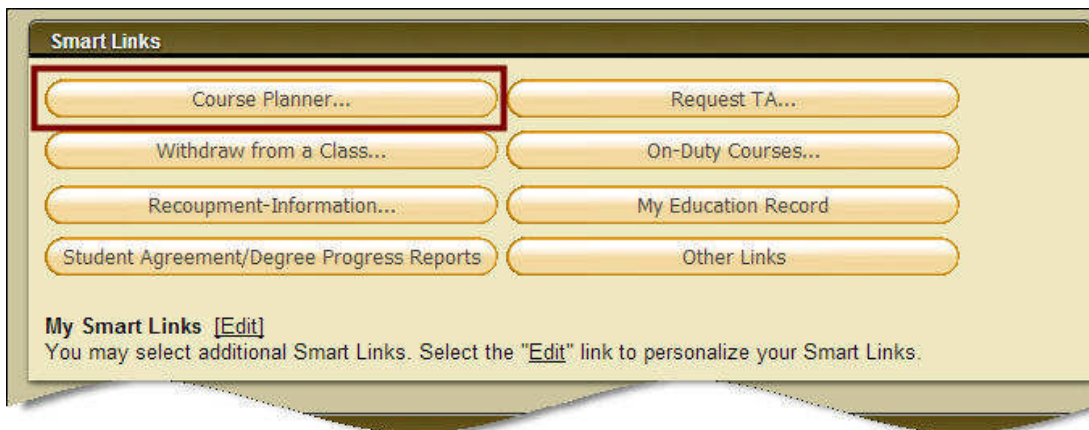| Step-by-step Instructions - Uploading Student Agreement in Course Planner |
|---|
| Use the following steps to upload a Student Agreement/Documented Degree Plan in Course Planner from your GoArmyEd homepage. |
| **Note:** *Screen images in this document may vary slightly from the current GoArmyEd view.* |

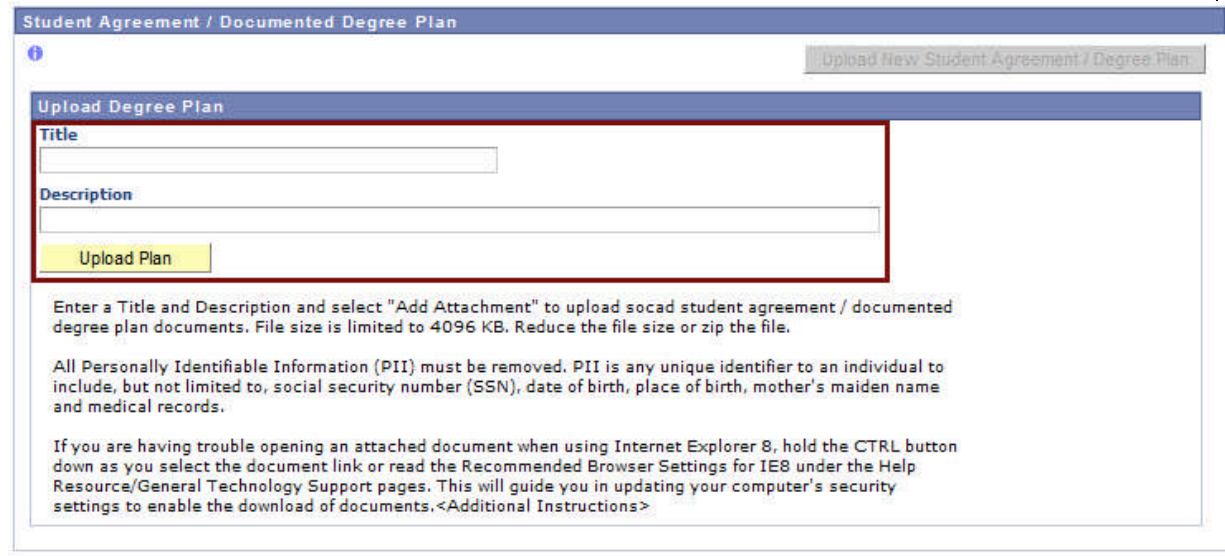1. Log in to GoArmyEd at www.goarmyed.com with your user name and password.

2. From your GoArmyEd homepage, select the **"Course Planner"** button in the Smart Links section.

3. The Course Planner screen appears. In the Upload Degree Plan section, enter the document title in the **"Title"** field. Enter a description of the document in the **"Description"** field.

Select the "**Upload**" button to upload Student Agreement/Documented Degree Plan.

Student Agreement / Documented Degree Plan

Upload New Student Agreement / Degree Plan

Upload Degree Plan
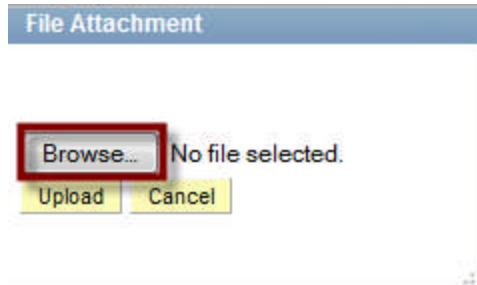
Title

Description

Upload Plan

Enter a Title and Description and select "Add Attachment" to upload socad student agreement / documented degree plan documents. File size is limited to 4096 KB. Reduce the file size or zip the file.

All Personally Identifiable Information (PII) must be removed. PII is any unique identifier to an individual to include, but not limited to, social security number (SSN), date of birth, place of birth, mother's maiden name and medical records.

If you are having trouble opening an attached document when using Internet Explorer 8, hold the CTRL button down as you select the document link or read the Recommended Browser Settings for IE8 under the Help Resource/General Technology Support pages. This will guide you in updating your computer's security settings to enable the download of documents.<Additional Instructions>

4. On the file attachment screen, select the **"Browse"** button to choose a file.
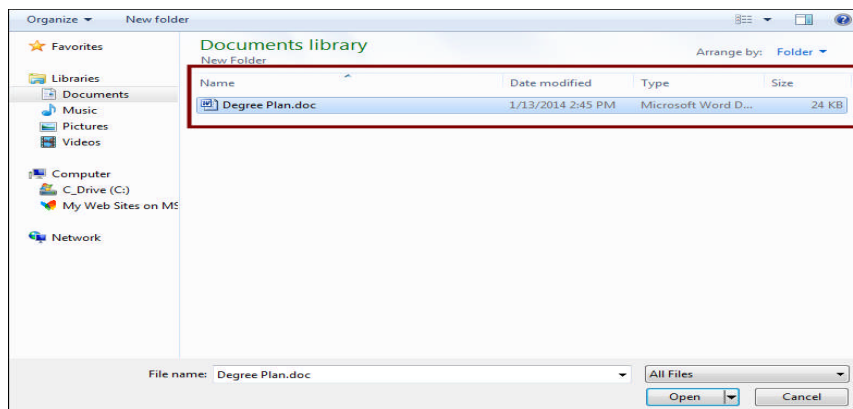
File Attachment

Browse... No file selected.

Upload   Cancel

5. Select the name of the file you want to upload.

Organize ▾   New folder

★ Favorites

📚 Libraries
  Documents
  ♪ Music
  🖼 Pictures
  🎞 Videos

💻 Computer
  💽 C_Drive (C:)
  My Web Sites on M

🌐 Network

Documents library
New Folder

Arrange by: Folder ▾

Name	Date modified	Type	Size
📄 Degree Plan.doc	1/13/2014 2:45 PM	Microsoft Word D...	24 KB

File name: Degree Plan.doc   All Files

Open ▾   Cancel

6. The file name appears. Select the **"Upload"** button to upload your document to Course Planner.

File Attachment

C:\Users\IBM_ADMIN\Documents\New Folder\Degree | Browse...

Upload   Cancel

7. The Course Planner screen appears. Your Student Agreement/Documented Degree plan is pending review status.

Go/ArmyEd

| Course Planner | Course History |

Student Information

Empl ID:	C007362			**Training Resources**
SSN:	-7362	Education Center:	Honduras Education Center	How to use Cours
Name:	Online, James	Home School:	Our Lady Of The Lake University	SOC Degree Netw
Rank:	SGT			SOC Degree Netwo
Phone:	369/655-6812	Degree Plan:	Non-GoArmyEd Degree	How to enroll into cla
Preferred Email:		Degree Level:	Bachelors	
Component:	National Guard	Degree Name:	Psychology	

Student Agreement / Documented Degree Plan

Pending Degree Plan   ☐ Approved   Approve Student Agreement / Degree Plan   Upload New Student Agreement / Degree Plan

Semester Hours Needed To Graduate

Units Remaining to Graduate: [   ]   Unit Type: [▼]   Semester Hours:

8. Proceed to enter your "Units Remaining to Graduate" and add courses to your Course Planner. For further assistance please review the training document titled "How to use Course Planner" in the Training Resources Section of your Course Planner screen.

| Course Planner | Course History |

Student Information

Empl ID:	1581541		Current Approved Degree Plan	**Training Resources**
SSN:	-1541	Education Center:	Honduras Education Center	How to use Course Planner
Name:	Xenakis,Michael	Home School:	North Carolina State University-Raleigh	SOC Degree Network System-2 Handbook – Chapter 8
Rank:	SGT			SOC Degree Network System-4 Handbook – Chapter 8
Phone:	749/674-2886	Degree Plan:	Non-GoArmyEd Degree	How to enroll into classes using Course Planner
Preferred Email:	xenakis_michael_1581541@eau.com	Degree Level:	Bachelors	
Component:	National Guard	Degree Name:	Bachelor of Arts in Psychology	

Student Agreement / Documented Degree Plan

Pending Degree Plan   ☐ Approved   Approve Student Agreement / Degree Plan   Upload New Student Agreement / Degree Plan