GoArmyEd Process for Non-LOI Schools

1. What you need to get started:
   - Go to https://www.goarmyed.com
   - Username and password to GoArmyEd (Create an account if you do not have one)
   - Class Schedule
   - Account Summary / Itemized Bill
   - Degree Plan (Also referred to as a Student Agreement)
   - Statement of Understanding (Located on your main page once you’ve logged in)

2. Click on, “My Virtual Education Center”
   - A drop down menu will appear. Click on, “Before you Enroll in Courses”
   - Complete the checklist of tasks

3. Click on, “My Student Record”
   - A drop down menu will appear. Click on, “Account Information”
   - A new screen will appear. Click on the tab at the top, “eFile”

4. Upload all Documents in your eFile
   - Documents that need to be uploaded are as follows: Class schedule, Itemized Bill, Degree Plan, and the Statement of Understanding
   - Please make sure to properly label and upload documents separately

5. Request Tuition Assistance
   - Click on, “My Virtual Education Center” and a drop down menu will appear
   - Click on, “Enroll or Drop/Withdrawal from a Course”
   - A new screen will appear. Click on, “Request TA and Enroll in a Course”
   - If you need detailed instructions, please refer to the Enrollment Guides
   - If you have properly requested Tuition Assistance you should be able to view each course listed under your “Personnel” tab, under education.

6. Wait for an Application Response
   - Once your Application has been reviewed you will receive an email to your primary account listed for GoArmyEd

7. Print your Approved Tuition Assistance
   - Once you’ve logged in on your homepage, click on, “My Virtual Education Center”
   - A drop down menu will appear. Click on, “After you Enroll in a Course”
   - A new screen will appear. Click on, “View TA Request”
   - A new browser will appear. Find the appropriate approval and print

8. Bring Approved TA form to your School

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**eFile Reviews:**
If GoArmyEd is prompting you to have a document reviewed in your eFile, create a Help Desk Ticket online
- You can find the Help Desk Creation tab under your, “Related Links” (right hand side of your Student information page once you’ve logged in

**Holds:**
- If you have a hold on your account, contact your Army Personnel Center to have the hold removed.
- Create a help desk ticket if you need your hold deferred due to a related error in GoArmyEd

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If you have questions regarding the 8 step process above please contact your local Education Office