
 **Step 1- Talk to an Army Education Counselor about your educational goals and Tuition Assistance (TA) benefits.**

- Use the **Army Decision Support Tool (DST)** in MilGears to assist you in researching your options before selecting credentials and/or degrees by completing an interest inventory assessment: <https://milgears.osd.mil/ArmyDST>
- Contact your Education Center via email, phone or in-person, or by submitting an ArmyIgnitED ServiceNOW helpdesk case.

 **Step 2- Create an ArmyIgnitED account:** <https://armyignited.com>. Select “Get Started” in the top right corner to create an account. **Be sure to use your military email when creating your account, not a personal email.*

- **Select Create your Education Path** in which you will select your Education Institution (EI) and degree. Once submitted, it will be sent to an Army Education Counselor for review. Once approved, your Education Path request will be submitted to the EI and the EI will send you an admissions application.

 **Step 3- Contact your Education Institution**

- **Contact the EI** to learn more about your desired degree program and any additional admission requirements. This may include sending your high school, previous college and/or Joint Service Transcript (JST) to the school. A copy of your JST can be requested at: <https://jst.doded.mil>.
- Some schools may require that you complete an assessment exam. Prior to the exam you may utilize the OASC/CPST to help you improve your math and reading skills. This can be completed at: <http://www.nelnetsolutions.com/DantesNet/>

 **Step 4- Speak with an Veteran Transition Specialist (VTS)**

- Once admitted to Collin, make an appointment to **review your Student Degree Plan (SDP) with a Veteran Transition Specialist**. The Student Degree Plan (SDP) will list the courses required to complete your degree, as well as accepted JST and transferred credit. The EI is required to send the SDP to ArmyIgnitED prior to the completion of 6SH of TA-funded coursework.

 **Step 5- Register for Your Course(s) with the School.**

- Once you have discussed which course(s) you want to take with a VTS, **register for your desired course(s)**. Your school will then send your class schedule to ArmyIgnitED.

 **Step 6- Request TA for Your Courses**

- **Log into ArmyIgnitED and request TA for your courses.** If the courses you request TA for match your SDP, they will be automatically approved. If they don't, it will be referred to an Army Education Counselor for review. **We recommend you request TA at least 10 days prior to the start date.**
 - You can access How-to-Guides for requesting TA by clicking on the “Support” tab at the top of the page within your ArmyIgnitED account.
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- If Approved please email confirmation of voucher to Allison Leake (aleake@collin.edu)
 - Recouped for failed courses (undergraduate level D & F/graduate level C, D & F)
 - TA does NOT fund personal withdrawals; however, you may pursue a Military Withdrawal for valid unforeseen/unanticipated reasons. You MUST withdraw from a course at Collin, then withdraw from the course in ArmyIgnitED. You can access the Military Withdrawal How-to-Guides by clicking the “Support” tab at the top of the page within your ArmyIgnitED account.