



FEDERAL TUITION ASSISTANCE (FTA) PROCESSING GUIDE

**ARMY
IGNITED**
YOUR PATH. OUR MISSION.

Follow these steps to successfully apply for Federal Tuition Assistance in ArmyIgnitED.



IMPORTANT: Soldiers are required to use their CAC Card and CAC reader when applying.



1



LOG IN TO ARMYIGNITED

Go to:
<https://armyignited.cce.af.mil/student/account/login>

2



COMPLETE REQUIRED TRAINING

- From the left-hand menu, select Virtual Benefits Training.
- Follow the prompts.
- Complete the required training before submitting a TA Request.

3



UPDATE YOUR CONTACT INFORMATION

- Duty phone number
- Personal cell phone number
- Work email address
- Personal email address

You cannot submit a TA Request if required contact information is missing or incorrect.

4



TALK TO YOUR UNIT SUPERVISOR

Communicate with your Unit Supervisor before requesting Tuition Assistance.

Your Unit Supervisor may be:

- The person who signs your annual evaluation
- Someone designated by your Commander
- Your Commander

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GATHER SUPERVISOR CONTACT INFO

You will need your Unit Supervisor's:

- Military email address
- Civilian email address
- Phone number

All Soldiers, regardless of rank, must receive Unit Supervisor approval for TA Requests.

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CONFIRM YOUR COURSE INFORMATION

Make sure you can see your:

- Course name and code
- Cost per semester hour
- Term start date
- Term end date

If this information is missing, contact your school and ask them to enter it into the Academic Institution (AI) Portal.

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SUBMIT YOUR TA REQUEST EARLY

- You may submit up to 60 days before the course start date.
- Submit no later than 14 days before the term start date, when possible.

Although ArmyIgnitED may allow submission up to 7 days before the term starts, submitting early gives your Unit Supervisor time to approve the request.

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SELECT ONE COURSE

- Choose only one course at a time.
- Do NOT click "Add Another Class."

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ENTER COURSE DETAILS CAREFULLY

Confirm the correct:

- Course code
- Course title
- Number of credits
- Type of credits (SH)
- Start date
- End date
- Location: Off Installation or Distance Learning (DL), if applicable

Note: "Installation" means a military installation, not a college campus.

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DO NOT SELECT VA TOP-UP

When completing the TA Request, do NOT select VA TOP-UP.

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SUBMIT THE TA REQUEST

1. Click Submit.
2. Click Finished.
3. Repeat for each additional course.

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MONITOR FOR SUPERVISOR APPROVAL

Your TA Request must be approved before the course start date. Check ArmyIgnitED regularly to confirm approval status.

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PRINT THE APPROVED AUTHORIZATION

1. Log back into ArmyIgnitED.
2. Print the signed TA Authorization Form.
3. Provide the authorization form to your school.

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REVIEW THE APPROVED AUTHORIZATION

Carefully check the approved form for accuracy, including:

- Course information
- Credit hours
- Start date
- End date

If anything is incorrect, contact an Education Counselor immediately.

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ASK FOR HELP WHEN NEEDED

For the quickest response, submit a message through your ArmyIgnitED account and select:

TUITION ASSISTANCE

ArmyIgnitED Help Desk: 276-231-0938

FTA OVERVIEW



Up to \$250 per semester hour



Up to 18 semester hours per fiscal year



Paid directly to your school

FY26 term start dates:
1 Oct 2025 –
30 Sep 2026



IMPORTANT POLICY UPDATE

Effective 19 March 2026
(AR 621-5)

All Soldiers, regardless of rank, must receive
**UNIT SUPERVISOR
APPROVAL** for all
TA Requests.

KEY DEADLINES



- Up to 60 days before term start date
- NLT 14 days before term start date (Recommended)

ArmyIgnitED may allow submission up to 7 days before, but submit early!

SOLDIER RESPONSIBILITY

Soldiers are solely responsible for submitting timely, accurate, and complete TA Requests and may be held liable for costs incurred because of inaccuracies, errors, or omissions on the Soldier's part.



PLAN AHEAD. SUBMIT EARLY. STAY INFORMED. Your education. Your future. Our mission.