

How To Guide

Navigate Student Dashboard (1 of 9)

Purpose

This guide provides an overview on navigating the Student's dashboard. The functions available to the Student are: Home, Education Path, Credential Path, Program Path, Find Ed Center, Account, Document Repository, Help Center, and Sign Out. The Student can follow the steps below to access each function. **Note: This guide provides a high-level overview of the Student Dashboard.**

Steps to Navigate Student Dashboard – Student Homepage

The initial landing page is the Student Homepage. Here, you're able to view the following:

- Undergraduate Semester Hours
- Graduate Semester Hours
- Certificate Hours
- Semester Hours
- Total Amount of Financial Assistance
- Credentialing Assistance Used
- Tuition Assistance Used
- Pending Assistance

The screenshot shows the ArmyIgnitED Student Dashboard for a user named Agatha. The dashboard is divided into several sections:

- Navigation:** Home (selected), Education Path, Credential, Program Path, Find Ed Center, Support.
- Welcome Message:** "Welcome to ArmyIgnitED. Pursue a credential to advance your military career. Get started now."
- Hours Progress:** Four circular progress indicators showing the following data:

Category	Current	Target
Undergraduate Hours	90	130
Graduate Hours	0	39
Certificate Hours	11	21
Semester Hours	14	16
- Buttons:** "Request Credentialing Assistance" (highlighted in yellow) and "Add Credential".
- Financial Assistance:** "Financial Assistance Fiscal Year 2020". Shows "\$0.00" as of 09/10/20. A progress bar is shown below. Legend:

Assistance Type	Amount
Credentialing Assistance	\$0.00
Tuition Assistance	\$0.00
Pending Assistance	\$0.00
Total Available	\$4,000.00

How To Guide

Navigate Student Dashboard (2 of 9)

Steps to Navigate Student Dashboard – Education Path

On the **Education Path** tab you're able to view the following sections:

- **My Education Path**
 - Add and Edit Education Paths
 - View Current and Previous Education Paths
 - View Status of Education Path Requests
- **Request Tuition Assistance**
 - Request Tuition Assistance for Courses within Education Paths
- **My Courses**
 - View Current and Previous Courses
 - View Cumulative Army Tuition Assistance Grade Point Average (GPA)
- **Student Degree Plan**
 - View Student Degree Plan

Note: Clicking **View** will allow you to download and view each training document.

The screenshot shows the Ignited Student Dashboard with the 'Education Path' tab selected. The navigation bar includes 'Home', 'Education Path', 'Credential', 'Program Path', 'Find Ed Center', 'Support', and 'Welcome Agatha'. Below the navigation bar, there are four main sections: 'My Education Path', 'Request Tuition Assistance', 'My Courses', and 'Student Degree Plan'. The 'Current Education Path' section is highlighted with a red box. It shows a 'My Education Path' card with an 'Add Education Path' button. The card details include: 'Education Institution: Florida State University', 'Degree Level: Bachelor's Degree', and 'Area of Study: Computer Science'. A red box highlights the 'View Courses' button. A red box also highlights the 'Pending Counselor Review' status, with a sub-note 'Request submitted 09/10/2020'.

The screenshot shows the Ignited Student Dashboard with the 'Education Path' tab selected. The navigation bar is the same as the previous screenshot. The 'Current Education Path' section is highlighted with a red box. It shows a 'My Education Path' card with an 'Add Education Path' button. The card details are the same: 'Education Institution: Florida State University', 'Degree Level: Bachelor's Degree', and 'Area of Study: Computer Science'. A red box highlights the 'View Courses' and 'View SDP' buttons. A red box also highlights the 'Approved' status, with a sub-note 'Request submitted 09/08/2020'. A red box highlights the 'Request Tuition Assistance' button.

Note: This guide provides a high-level overview of the Student Dashboard.

How To Guide

Navigate Student Dashboard (3 of 9)

Steps to Navigate Student Dashboard – Credential

On the **Credential** tab you're able to:

- **My Credentials**
 - Add Credentials
 - View Current and Previous Credentials
 - View Status of Credentialing Assistance Requests
 - Mark Credentials as Complete
- **Request Credentialing Assistance**
 - Request Credentialing Assistance for Credentials
 - View Status of Credentialing Assistance Requests
 - Withdraw Credentialing Assistance Requests

The screenshot displays the Ignited Student Dashboard interface. At the top, the navigation bar includes the Ignited logo and menu items: Home, Education Path, **Credential** (highlighted), Program Path, Find Ed Center, Support, and a user greeting 'Welcome Agatha'. Below the navigation bar, a secondary menu contains 'My Credentials' and 'Request Credentialing Assistance'. The main content area is titled 'Current Credentials' and features an 'Add Credential' button. A credential entry is shown for 'AWS Certified Advanced Networking - Specialty', which includes a 'no requests' button. Below the credential name, there is an icon of a map with a location pin and a star, followed by the text 'Agency: Amazon Web Services (AWS)'. At the bottom of the credential entry, there are two buttons: 'Delete Credential' and 'Request Credentialing Assistance'.

Note: This guide provides a high-level overview of the Student Dashboard.

How To Guide

Navigate Student Dashboard (4 of 9)

Steps to Navigate Student Dashboard – Program Path

The **Program Path** tab provides the following features:

- **Program Path**
 - Add Special Program Paths
 - View Current and Previous Program Paths
 - View Status of Program Path Requests
- **Program Path Request**
 - Request Tuition Assistance for Special Program Paths
 - View Status of Tuition Assistance Requests
- **My Courses**
 - View Current and Previous Courses
 - View Cumulative Army Tuition Assistance Grade Point Average (GPA)
- **Student Degree Plan**
 - View Student Degree Plan

The screenshot shows the Ignited Student Dashboard with the **Program Path** tab selected. The navigation bar includes Home, Education Path, Credential, **Program Path**, Find Ed Center, Support, and Welcome Agatha. Below the navigation bar, the **Program Path** sub-tab is active, showing options for Program Path Request, My Courses, and Student Degree Plan.

Current Program Paths

- Add Special Program Path** (highlighted)
- Prerequisite Classes for Army In-Service
- Career Advancement Programs [Edit](#)
- Approved** Request submitted 09/01/2020 (highlighted)
- View Courses** (highlighted)
- View SDP** (highlighted)
- Complete Program** (highlighted)
- Request Tuition Assistance** (highlighted)

Previous Program Paths

- Defense Department Strategic Foreign Languages
- Completed** Completed on 01/12/2021 (highlighted)
- View Courses** (highlighted)
- View SDP** (highlighted)

Note: This guide provides a high-level overview of the Student Dashboard.

How To Guide

Navigate Student Dashboard (5 of 9)

Steps to Navigate Student Dashboard – Find Ed Center

The **Find Ed Center** tab allows you to search for an Education Center and view its profile. Enter one of the following into the search bar to find an Education Center:

- City
- State
- UIC Code
- Zip Code
- Education Center Name

Note: Clicking **View Profile** on a search will allow you to view additional information about the Education Center you selected.

The screenshot shows the Ignited Student Dashboard interface. The navigation bar includes 'Home', 'Education Path', 'Credential', 'Program Path', 'Find Ed Center' (highlighted), and 'Support'. A user greeting 'Welcome Agatha' is visible on the right. The main heading is 'Find an Education Center' with a search prompt: 'Enter City, State, UIC Code, Zip Code, or Education Center name'. The search bar contains 'Kentucky' and a 'Clear All' link. Below the search bar, it says 'Showing 4 of 4 Results'. Two results are shown: 'Fort Knox Education Center' and 'Fort Annie'. Each result includes contact information and a 'View Profile' button. The 'View Profile' button for Fort Knox is highlighted with a red box.

Fort Knox Education Center		
Address 31 Warehouse Street Fort Knox, KY, 40121, US	Phone (502) 624-2427	Hours of Operation Mon: 0730-1630 Tues: 0730-1630 Thurs: 0730-1630 Fri: 0730-1630 Sat: 0930-1330
Email usarmy.knox.imcom-atlantic.mbx.dhr-aces-counselor@mail.mil	Fax	

Fort Annie		
Address 888 Orange Ave	Phone (718) 993-2455	Hours of Operation Mon: 0800-1400 PT

Note: This guide provides a high-level overview of the Student Dashboard.

How To Guide

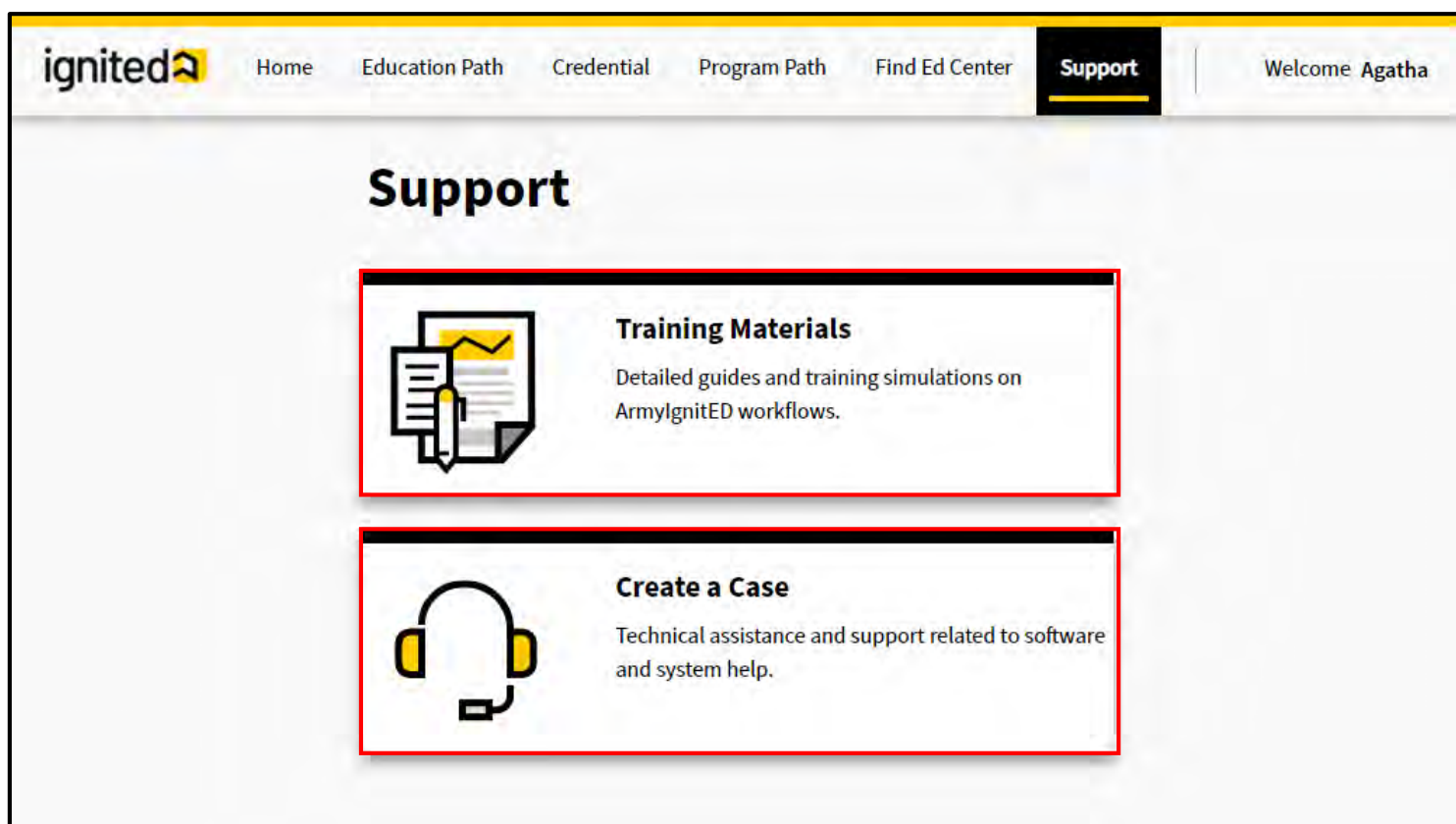
Navigate Student Dashboard (6 of 9)

Steps to Navigate Student Dashboard – Support

The Support tab provides access to the following:

- **Training Materials** - Detailed guides and training simulations on ArmyIgnitED workflows.
- **Create a Case** - Technical assistance and support related to software and system help.

Note: For more information related to creating a case in ServiceNow, refer to the **Create a Case** How to Guide



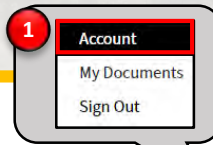
The screenshot shows the ArmyIgnitED Student Dashboard with the 'Support' tab selected. The navigation bar includes 'Home', 'Education Path', 'Credential', 'Program Path', 'Find Ed Center', and 'Support'. A user greeting 'Welcome Agatha' is visible in the top right. The main content area is titled 'Support' and features two highlighted cards:

- Training Materials**: Detailed guides and training simulations on ArmyIgnitED workflows. (Icon: document with pencil)
- Create a Case**: Technical assistance and support related to software and system help. (Icon: headset)

Note: This guide provides a high-level overview of the Student Dashboard.

How To Guide

Navigate Student Dashboard (7 of 9)



Steps to Navigate Student Dashboard – Student Profile

1. Click **your name** in the top right corner and select **Account**.

Your Student Profile displays. Information in your Student Profile is auto-populated from the Integrated Total Army Personnel database (ITAP). The **Student Profile** shows you the following information:

Use the **Left Panel** to:

- View Military Information
- View and/or Edit Contact Information
- View and/or Edit Mailing Information
- View ArmyIgnitED Messages

Use the **Right Panel** to view:

- Student Degree Plan
- Account Holds
- Account Information:
 - Civilian Education Level
 - Military Education Level
 - Tuition Assistance Approved
 - Signed SOU Date

Use the **Education Information** section to view:

- Education Center
- Current Education Path Details
- Highest Education Level Completed Details

Use the **Special Program**

section to:

- View Special Program Paths

Use the **Credential** section to:

- View Most Recent Credential Completed
- View all Credentials

Use the **Financial Assistance** section to:

- View Tuition Assistance and Credentialing Assistance Funding Status

ignited Home Education Path Credential Program Path Find Ed Center Support Welcome **Agatha**

Profile Page

Education Information [View All Paths](#)

Education Center: Fort Benning Education Center

Current Education Path

None

Highest Education Level Completed

Highest Level of Education: N/A Education Institution: The Florida State University
 Graduation Date: 12/14/2015
[View Previous Paths](#)

Special Program [View All Paths](#)

Current Special Program Paths

Special Program: Prerequisite Classes for a Graduate Programs
 Education Institution: Stanford University
Prerequisite Classes for a Graduate Programs Uploaded Document List:
 Uploaded Files: 0/1.pdf

Special Program: Prerequisite Classes for Army In-Service Career Advancement Programs
 Education Institution: Stanford University
Prerequisite Classes for Army In-Service Career Advancement Programs Uploaded Document List:

Credential [View All Paths](#)

Most Recent Credential Completed
 You don't have a completed Credential.

Enrolled Courses [View All Enrolled Courses And Grades](#)

Spring 2020 Semester

Subject	Catalog Number	Credits	Course Title	Start Date
COO	230C	2	COP Testing	08/22/2019
Comput	1212	2	Computer Science 101	08/22/2019
Anthrop	1234	1	Anthro 101	10/02/2020
Macro	2323	3	Macroeconomics 101	02/08/2021

Financial Assistance

Financial Assistance Fiscal Year 2021:

\$0.00

As of

● Credentialing Assistance \$0.00 ● Tuition Assistance \$0.00 ● Pending Assistance \$0.00 **\$4,000.00** Per Year

TA/CA Funding Status:
 User Type:

Undergraduate Hours: / Semester Hours
 Graduate Hours: / Semester Hours
 Certificate Hours: / Semester Hours
 Semester Hours: / Semester Hours

Messages

Most Recent Messages:

Edgar Poe 11/20/2020
 Joy Bradford 11/20/2020
[View Messages](#)

How To Guide

Navigate Student Dashboard (8 of 9)

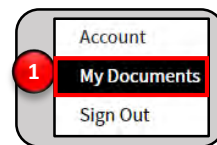
Steps to Navigate Student Dashboard – My Document Repository

1. Click **your name** in the top right corner and select **My Documents**.

My Document Repository provides you with a space to upload documents that you may need in ArmyIgnitED. These documents can be sorted by:

- File Name
- Upload Date
- Uploaded By
- User Group

You also have the ability to upload, download, and/or remove documents within this repository.



A screenshot of the ArmyIgnitED 'My Document Repository' page. The page header includes the 'ignited' logo and navigation links: Home, Education Path, Credential, Program Path, Find Ed Center, and Support. A 'Welcome Agatha' message is visible in the top right. Below the header is a 'Go Back' button. The main heading is 'My Document Repository' with a sub-heading: 'Please upload a document or search through the table below to find the document you're looking for. The maximum file size for upload to ArmyIgnitED is 50 MB.' A search bar is present with the text 'Search: Search by File Name, Upload By, User Group' and a 'Clear' button. To the right of the search bar is a yellow 'Upload File' button. Below the search bar is a table with columns: File Name, Upload Date, Uploaded By, User Group, Other Locations, Download, and Remove. The table contains two rows of data: 'joy.jpg' (uploaded 11/12/2020 by Jon Snow) and 'Sample Document.docx' (uploaded 01/06/2021 by Edgar Allen Poe). At the bottom of the table, there is a pagination control showing 'Show 10 20 50 100' and a page indicator '1 2'.

Note: Clicking the **Download** icon will allow you to download and view each training document.

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How To Guide

Navigate Student Dashboard (9 of 9)

Optional: Steps to Navigate Student Dashboard – Switch User Roles

Users who have multiple roles within ArmyIgnitED can switch between their roles to complete tasks in each respective role. Once assigned a role in Liferay, the role will be added to the username dropdown in ArmyIgnitED.

1. Click **your name** in the top right corner and select the role you would like to **Use ArmyIgnitED as a**:

Note: Users with multiple roles will have the option to select from their multiple roles.

Note: A confirmation pop up will appear indicating that you have switched roles. You are now using ArmyIgnitED with the permissions of the role you selected.

The screenshot displays the ArmyIgnitED student dashboard. At the top right, the user's name 'Agatha' is highlighted in a red box. A dropdown menu is open, showing the following options: 'Account', 'Document Repository', 'Use ArmyIgnitED as a:', 'Soldier', 'Civilian', and 'Sign Out'. The 'Use ArmyIgnitED as a:' section is highlighted with a red box, and a red circle with the number '1' is placed next to the 'Soldier' option. Below the dashboard header, there is a large illustration of various educational and military-related items, including a laptop, a microscope, a calculator, and a robotic arm. The main content area features a 'Welcome to ArmyIgnitED.' message and four circular progress indicators for 'Undergraduate Hours', 'Graduate Hours', 'Certificate Hours', and 'Semester Hours'. At the bottom, there are two buttons: 'Request Credentialing Assistance' and 'Add Credential'.