

How To Guide

Navigate Student Dashboard (1 of 9)

Purpose

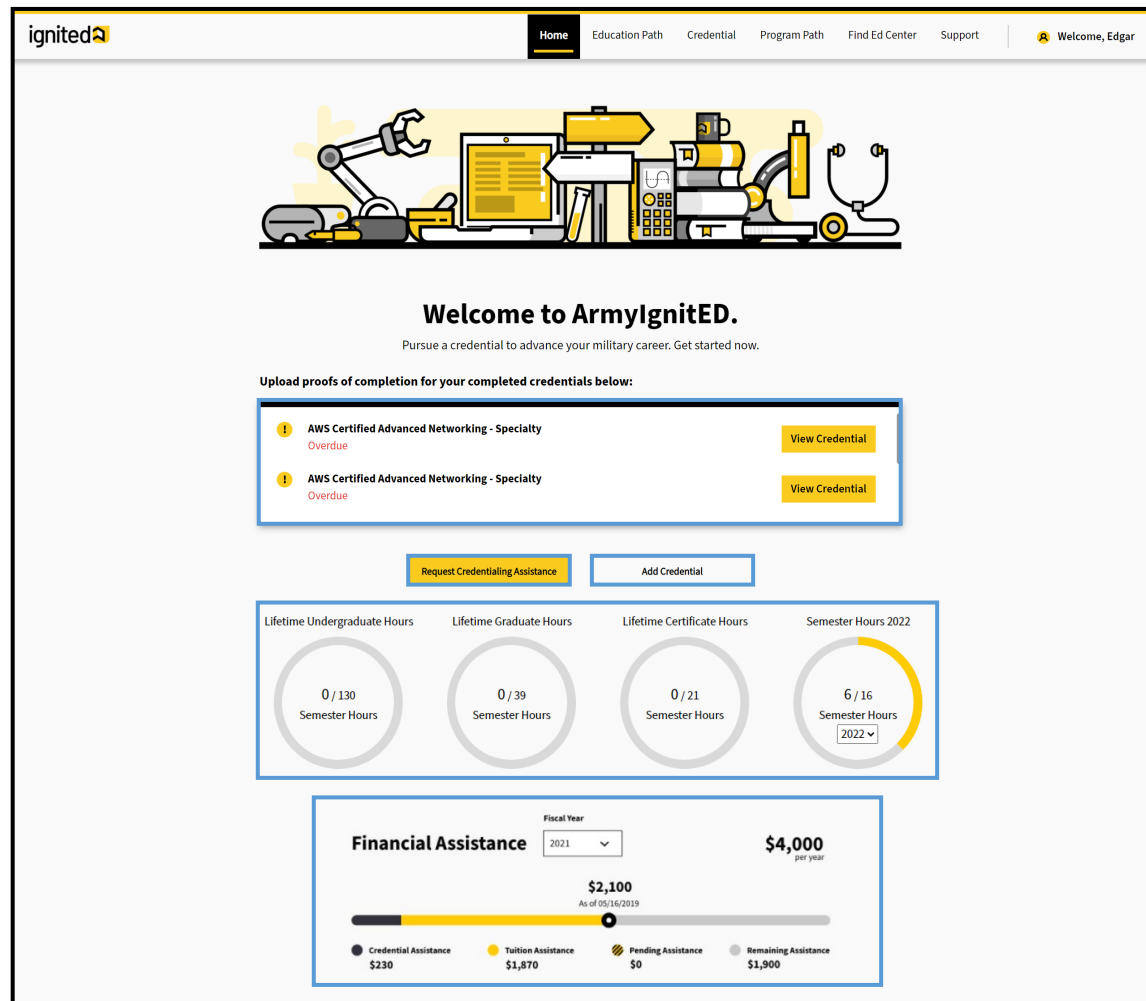
This guide provides an overview on navigating the Student's dashboard. The functions available to the Student are: Home, Education Path, Credential Path, Program Path, Find Ed Center, Account, Document Repository, Help Center, and Sign Out. The Student can follow the steps below to access each function.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

Navigate the Student Dashboard – Home Tab

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

- Ongoing Credentials
- Request Credentialing Assistance Button
- Add Credential Button
- Lifetime Undergraduate Hours
- Lifetime Graduate Hours
- Lifetime Certificate Hours
- Semester Hours
- Total Amount of Financial Assistance
- Credentialing Assistance
- Tuition Assistance
- Pending Assistance
- Remaining Assistance

Note: Soldiers can view financial information for a specific fiscal year by selecting a fiscal year from the dropdown box above the Financial Bar or within the Semester Hours donut tracker.



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Steps to Navigate Student Dashboard – Education Path Tab

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

- **My Education Path**
 - 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

Current Education Path

My Education Path [Edit](#)

Approved
Request submitted 06/24/2021

Education Institution: Stanford University

Degree Level: Bachelor's Degree

Area of Study: Computer Science.

[View Courses](#)

[View SDP](#)

[Request Tuition Assistance](#) >

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

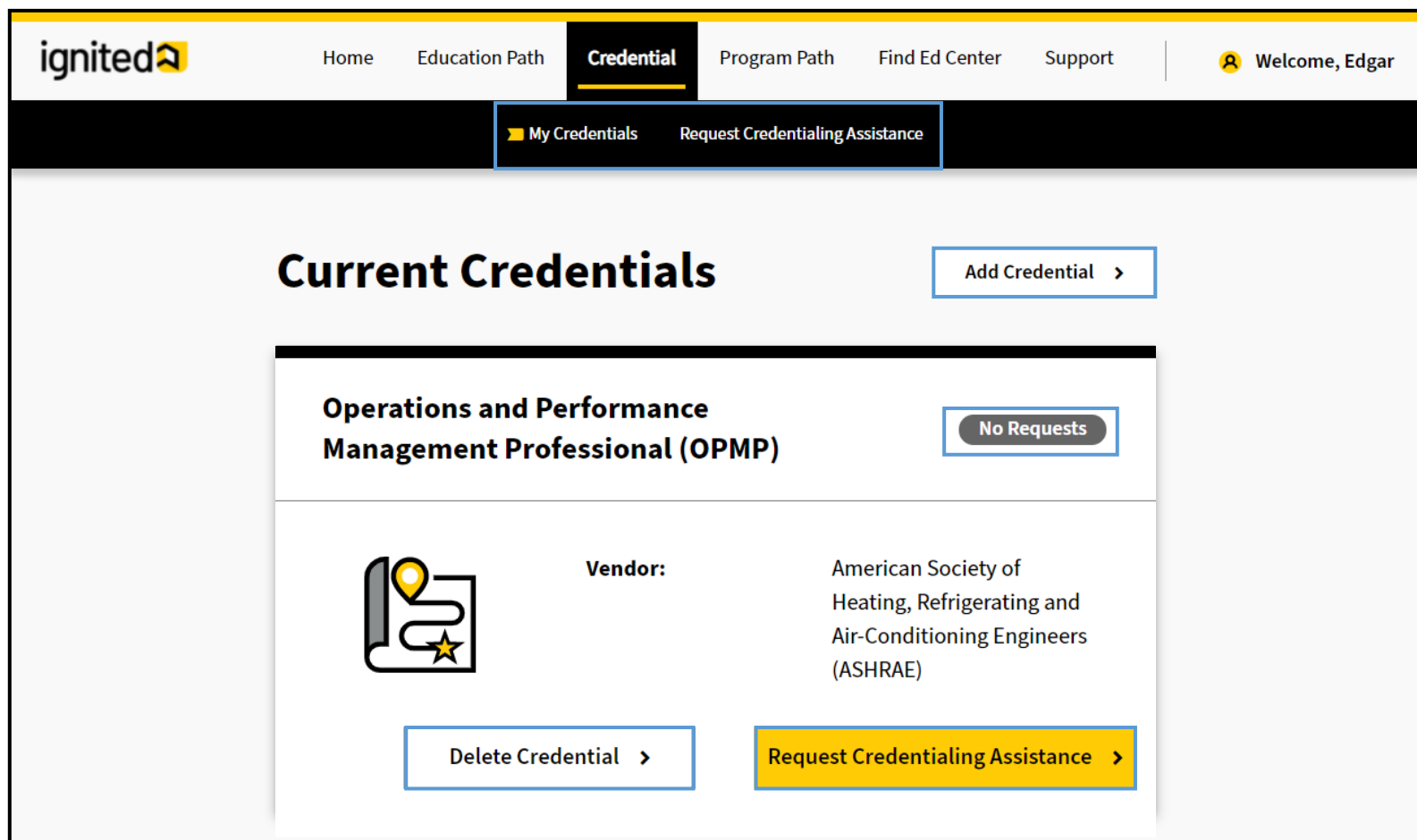
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Steps to Navigate Student Dashboard – Credential Tab

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 with the 'Credential' tab selected. The top navigation bar includes links for Home, Education Path, Credential (highlighted), Program Path, Find Ed Center, and Support. A user greeting 'Welcome, Edgar' is visible on the right. Below the navigation bar, a sub-menu shows 'My Credentials' and 'Request Credentialing Assistance'. The main content area is titled 'Current Credentials' and features a button to 'Add Credential'. A specific credential is listed: 'Operations and Performance Management Professional (OPMP)' with a 'No Requests' button. Below this, a vendor card for the 'American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)' is shown, including a 'Delete Credential' button and a 'Request Credentialing Assistance' button.

Current Credentials [Add Credential >](#)

Operations and Performance Management Professional (OPMP) [No Requests](#)

 **Vendor:** American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)

[Delete Credential >](#) [Request Credentialing Assistance >](#)

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Steps to Navigate Student Dashboard – Program Path Tab

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 displays the Ignited Student Dashboard with the **Program Path** tab selected. The top navigation bar includes links for Home, Education Path, Credential, Program Path (active), Find Ed Center, and Support. A user greeting "Welcome, Phyllis" is visible on the right. Below the navigation bar, a sub-menu highlights **Program Path**, **Program Path Request**, **My Courses**, and **Student Degree Plan**. The main content area is titled **Current Program Paths** and features a button to **Add Special Program Path**. A card displays the **Defense Department Strategic Foreign Languages** program, marked as **Approved** with a request submitted on 03/02/2021. Below the program name is an **Edit** link. At the bottom of the card, there are icons for a graduation cap and a document, followed by buttons for **View Courses**, **View SDP**, **Complete Program**, and **Request Tuition Assistance**.

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Steps to Navigate Student Dashboard – Find Ed Center Tab

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

 Home Education Path Credential Program Path **Find Ed Center** Support |  Welcome, Phyllis

Find an Education Center

Enter City, State, UIC Code, Zip Code, or Education Center name

Search: [Clear All](#)

Showing 5 of 5 Results

Fort Knox Education Center

Address
31 Warehouse Street
Fort Knox, KY, 40121, US

Phone
(502) 624-2427

Hours of Operation

Email
usarmy.knox.imcom-atlantic.mbx.dhr-aces-counselor@mail.mil

Fax

[View Profile](#)

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

11/03/21



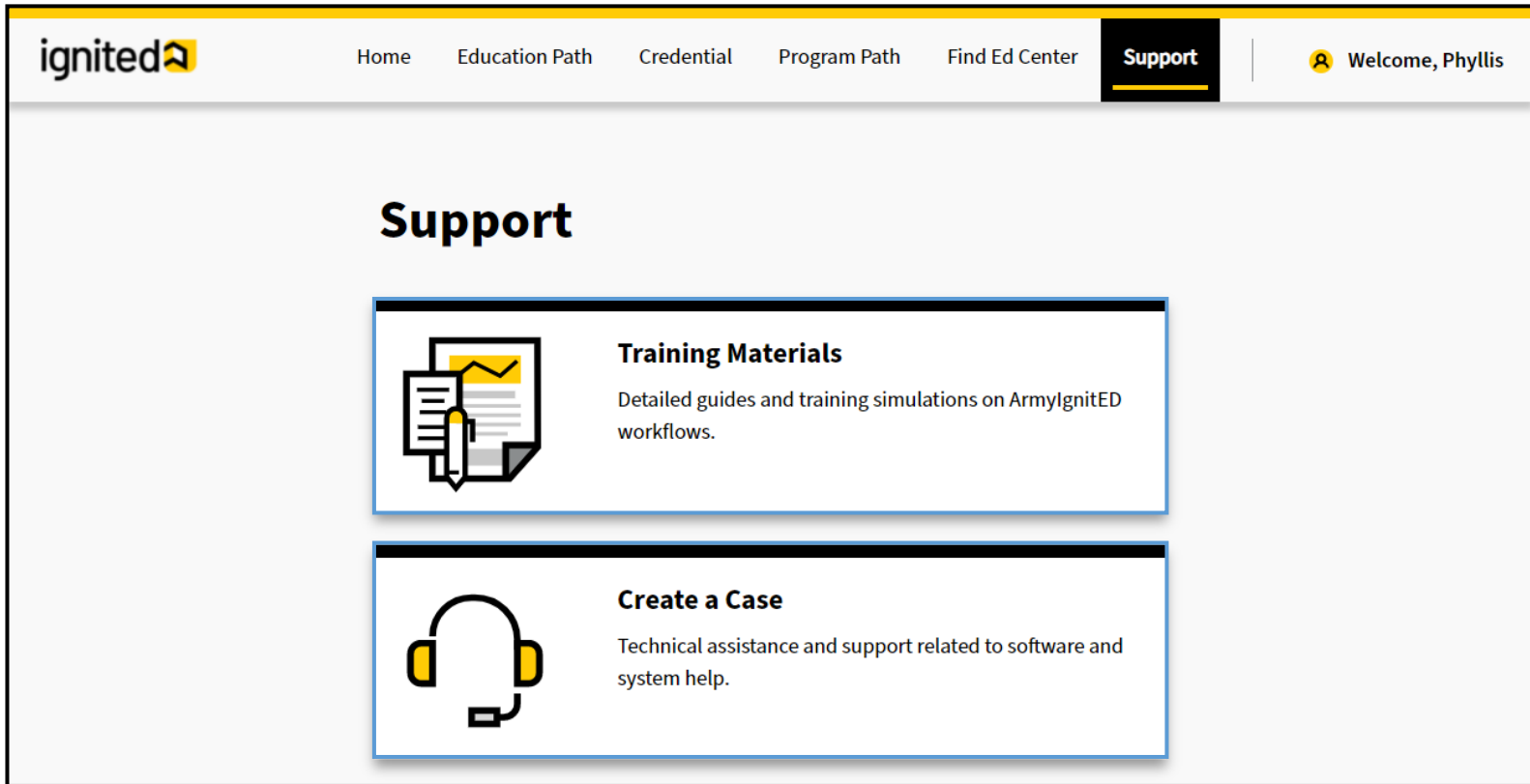
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Steps to Navigate Student Dashboard – Support Tab

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

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Steps to Navigate Student Dashboard – Student Profile

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

Note: 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

The screenshot displays the Ignited Student Profile Page. The top navigation bar includes links for Home, Education Path, Credential, Program Path, Find Ed Center, Support, and a user menu (Welcome, Edgar) with options for Account, My Documents, and Sign Out. The profile is for PVT Edgar Poe.

Left Panel:

- Messages:** Most Recent Messages from Jon Snow (04/26/2021).
- Military Information** (dropdown)
- Contact Information** (dropdown)
- Mailing Information** (dropdown)

Profile Page Content:

- Education Information:** Education Center: Fort Benning Education Center; Current Education Path: Education Institution: Stanford University, Degree Level: Bachelor's Degree, Expected Graduation: 12/14/2015; Highest Education Level Completed: Highest Level of Education: N/A, Education Institution: The Florida State University, Graduation Date: 12/14/2015.
- Special Program:** 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: testuploadSchool333.pdf.
- Credential:** Most Recent Credential Completed: Credential Name: ACSM Certified Group Exercise Instructors (ACSM-GEI), Vendor: American College of Sports Medicine (ACSM), Completion Date: 06/23/2021.
- Enrolled Courses:** Table with columns: Subject, Catalog Number, Credits, Course Title, Start Date.

Subject	Catalog Number	Credits	Course Title	Start Date
BIO	100	0.5	Intro to Biology - cc333	08/15/2021
ECON	100	1	Intro to Economics	08/18/2021
ECON	200	1	Economics 200	08/18/2021
- Financial Assistance:** Fiscal Year: 2021. Total Assistance: \$2,100. Breakdown: Credential Assistance \$230, Tuition Assistance \$1,870, Pending Assistance \$0, Remaining Assistance \$1,900. Progress indicators for Lifetime Undergraduate Hours (0/130), Lifetime Graduate Hours (0/39), Lifetime Certificate Hours (0/21), and Semester Hours 2022 (6/16).

Right Panel (Accessability Inspector/ Plans E):

- Current Requests:** There are no current requests at this time.
- Microsoft Office Specialist (MOS): Microsoft Word 2016:** Current Requests: There are no current requests at this time.
- Microsoft Certified Solutions Associate (MCSA): Universal Windows Platform:** Current Requests: There are no current requests at this time.
- Microsoft Certified Solutions Associate (MCSA): SQL Server 2012/2014:** Current Requests: MCSA 2 Testing Requester 4404 (Overdue).
- Microsoft Certified Solutions Associate (MCSA): Web Applications:** Current Requests: There are no current requests at this time.
- Microsoft Certified Educator (MCE):** Current Requests: There are no current requests at this time.
- Microsoft Certified Solutions Associate (MCSA): SQL 2016 Database Development:** Current Requests: There are no current requests at this time.
- Microsoft Certified Solutions Associate (MCSA): SQL 2016 Business Intelligence Development:** Current Requests: There are no current requests at this time.

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Steps to Navigate Student Dashboard – My Documents

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 can upload, download, and/or remove documents within this repository.

My Document Repository

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.

Search: Search by File Name, Upload By, User Group Clear Upload File

File Name	Upload Date	Uploaded By	User Group	Other Locations	Download	Remove
doc 212.txt	03/17/2021	Phyllis Wheatley		Credential Assistance-requests		—
doc55.txt	03/17/2021	Phyllis Wheatley		Credential Assistance-requests		—
doc 104.txt	03/17/2021	Phyllis Wheatley		Credential Assistance-requests		—
doc 104.txt	03/23/2021	Phyllis Wheatley		Credential Assistance-requests		—
doc 212.txt	03/23/2021	Phyllis Wheatley		Credential Assistance-requests		—
doc 104.txt	03/26/2021	Phyllis Wheatley		Credential Assistance-requests		—
ALICEN TEST FILE 5.txt	08/02/2021	Phyllis Wheatley		Credential Assistance-requests		—
TEST FILE 3.txt	08/03/2021	Phyllis Wheatley		Credential Assistance-requests		—
ALICEN TEST FILE 4.txt	08/02/2021	Phyllis Wheatley		Credential Assistance-requests		—
ALICEN TEST FILE 5.txt	08/03/2021	Phyllis Wheatley		Credential Assistance-requests		—

Show 10 20 50 100 « 1 2 3 4 »

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

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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.

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 dashboard interface. At the top, a navigation bar includes the 'ignited' logo, a 'Home' button (highlighted with a yellow underline), and links for 'Education Path', 'Credential', 'Program Path', 'Find Ed Center', and 'Support'. On the right side of the navigation bar, a user profile dropdown is open, showing 'Welcome, Edgar' with a user icon. Below this, the dropdown menu lists 'Account', 'My Documents', 'Use ArmyIgnitED as a:' (which is highlighted), 'Soldier', 'Civilian', and 'Sign Out'. The main content area features a large illustration of various educational and military-related items, including a laptop, a microscope, a calculator, a stethoscope, a robotic arm, and a signpost. Below the illustration, the text 'Welcome to ArmyIgnitED.' is prominently displayed, followed by the subtitle 'Pursue a credential to advance your military career. Get started now.'