



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
200 STOVALL STREET
ALEXANDRIA VA 22332-0472

June 30, 2009

Education Division

Dear School Representative:

Effective October 1, 2009, the U.S. Army will use www.goarmyed.com to process tuition assistance requests and invoice payments directly to all accredited colleges and universities. Currently, Active Duty Soldiers attending schools like yours, that are listed in GoArmyEd as non-Letter of Instruction schools, use www.goarmyed.com to submit their tuition assistance reimbursement request and pay their tuition directly to the school. Beginning October 1, 2009, these Soldiers will receive tuition assistance "up front," that is, the Army will pay the tuition directly to the school. All schools at which Soldiers use their tuition assistance benefits will be required to submit electronic invoices to the Army and post course grades via the GoArmyEd portal.

To implement this new solution by October 1, 2009, the U.S. Army requests that your school set up its profile in GoArmyEd beginning July 11, 2009. You must complete your school profile no later than September 30, 2009 so that Soldiers can enroll and receive upfront tuition assistance for courses at your school beginning on or after October 1, 2009. To begin, go to https://www.hrc.army.mil/site/education/GoArmyEd_School_Instructions.html for complete instructions on how to obtain a login and password as well as additional information. When you have a login and password, you may then set up your school profile. The profile will include your Tax ID, various points of contact, and payment information.

We look forward to working with you on making this a reality. Visit https://www.hrc.army.mil/site/education/GoArmyEd_School_Instructions.html for frequent updates. You can email specific questions to tapcpde@conus.army.mil. If you are not the individual at your school most responsible for processing Army tuition assistance benefits, please forward this letter to the appropriate person. We are excited about this new solution to improve educational services for both Soldiers and the colleges and universities that support them.

Sincerely,

A handwritten signature in cursive script that reads "Ileen F. Rogers".

Ileen F. Rogers
Director, Army Continuing
Education System