www.GoArmyEd.com
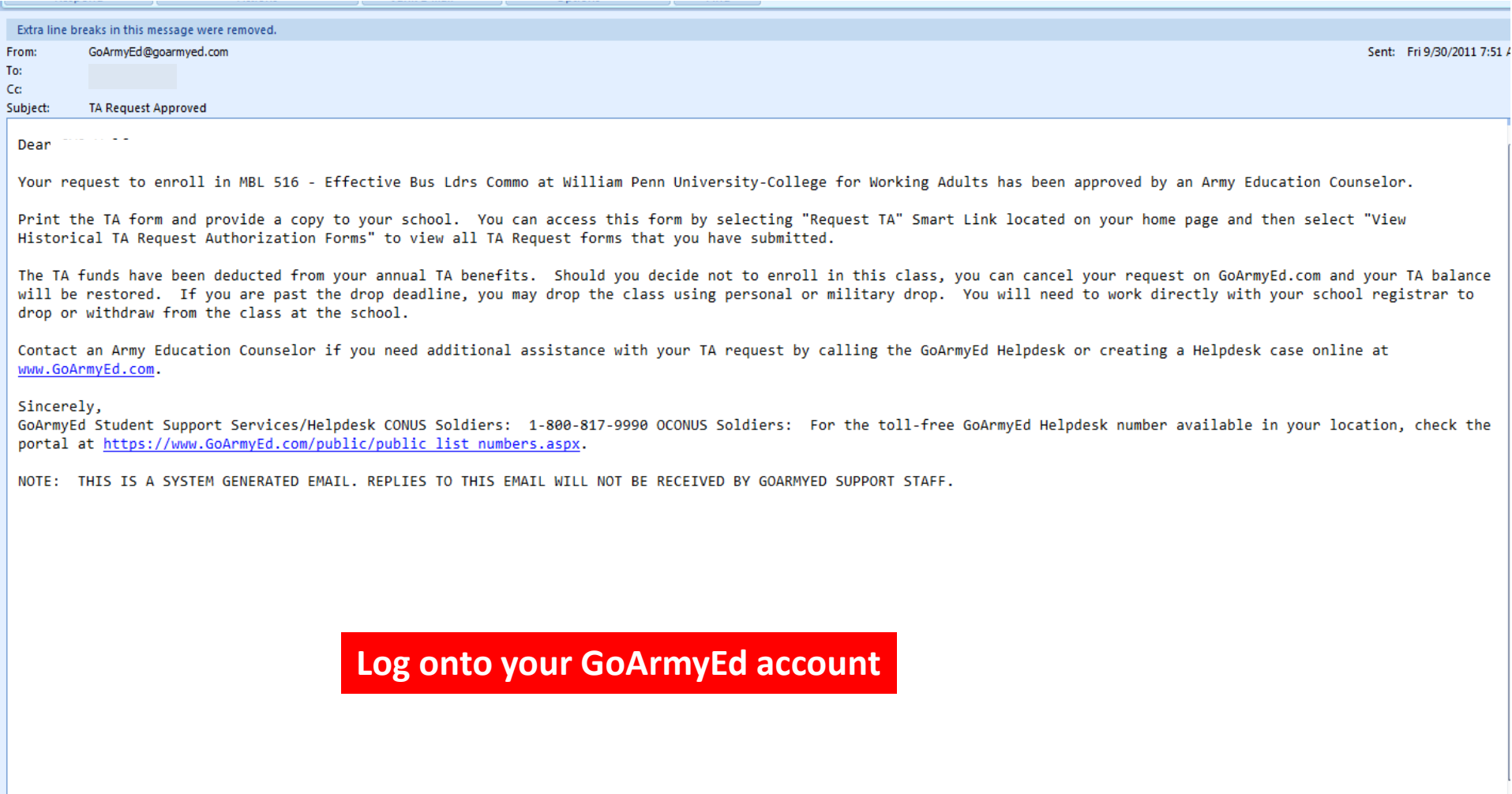
How to generate your TA Authorization form for GoArmyEd

Soldier receives approval email from GoArmyEd

From: GoArmyEd@goarmyed.com   Sent: Fri 9/30/2011 7:51 A
To:
Cc:
Subject: TA Request Approved

Dear

Your request to enroll in MBL 516 - Effective Bus Ldrs Commo at William Penn University-College for Working Adults has been approved by an Army Education Counselor.

Print the TA form and provide a copy to your school. You can access this form by selecting "Request TA" Smart Link located on your home page and then select "View Historical TA Request Authorization Forms" to view all TA Request forms that you have submitted.

The TA funds have been deducted from your annual TA benefits. Should you decide not to enroll in this class, you can cancel your request on GoArmyEd.com and your TA balance will be restored. If you are past the drop deadline, you may drop the class using personal or military drop. You will need to work directly with your school registrar to drop or withdraw from the class at the school.

Contact an Army Education Counselor if you need additional assistance with your TA request by calling the GoArmyEd Helpdesk or creating a Helpdesk case online at www.GoArmyEd.com.

Sincerely,
GoArmyEd Student Support Services/Helpdesk CONUS Soldiers: 1-800-817-9990 OCONUS Soldiers: For the toll-free GoArmyEd Helpdesk number available in your location, check the portal at https://www.GoArmyEd.com/public/public_list_numbers.aspx.

NOTE: THIS IS A SYSTEM GENERATED EMAIL. REPLIES TO THIS EMAIL WILL NOT BE RECEIVED BY GOARMYED SUPPORT STAFF.

Log onto your GoArmyEd account

GoArmyEd

Welcome back, **Your name**

Helpdesk Logout [Search]

Smart Links

| Request TA... | Withdraw from a Class... | On-Duty Courses... | Recoupment-Information... |
| My Education Record | Student Agreement/Degree Progress Reports | Training | Other Links |

My Smart Links [Edit]
You may select additional Smart Links. Select the

| My Education Center | Schools and Programs | GI Bill |

Select Request TA

Help Desk Resources

- View GoArmyEd Introductory Slides
- Launch Quick Start Training
- View Reference Documents
- Test Schedule
- Create a Helpdesk Case
- Track Helpdesk Case(s)

Tip of the Day

Green to Gold Scholarship Soldiers
Soldiers in the Army ROTC Green to Gold Active Duty Program are NOT el...View

Army Tuition Assistance (TA) FY11 End of Fiscal Year

My Education

Home School: William Penn University-College for Working Adults - West Des Moines,IA   Degree Plan: External Degree Plan   TA GPA: Not Available

Distance Learning Courses:

No Distance Learning Courses found.

Classroom Courses:

Course Number	Title	College Name	Hours	Start	End	Evaluate	Class Type	Fund Type

Your Name

Search	Enroll	My Academics
my class schedule	add	drop

Add Classes

1 —2—3

1. Select classes to add

⚠️ **Officers incur a Duty Service Obligation when using Federal Tuition Assistance. The obligation will be calculated from the end date of the last course for which Tuition Assistance is used based on Reserve and/or active/mobilized time served. By proceeding with this enrollment request, the officer accepts a (4) year Reserve Duty Service Obligation (RDSO) or two (2) year Active Duty Service Obligation (ADSO) for AGR officers.**

The system has pre-populated your home school. If you would like to take a class from a different school, select the magnifying glass icon to search for the school. Complete the additional required fields and select Next.

*School: [   ] 🔍

*Subject: [   ] (example: BIO)

*Catalog Number: [   ] (example: 101)

*Start Date: [   ] 📅
(MM/DD/YYYY)

Next

View Historical TA Request Authorization Forms ◄——— **Select "View Historical TA Request Authorization Forms"**

▼ Jul - Sep 2011 Class Schedule

You are not registered for classes in this term.

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TA Request Search

To search for an existing TA request, enter search criteria and press the 'Search' button.

To look up the School, please click on the magnifying glass to the right of the School field and select one of the available values.

School: WPU02   🔍   School of Army

Subject Code: [   ]   *EX: BIO*

Catalog Nbr: [   ]   *EX: 225*

Start Date: [   ] 📅

Class Title: [   ]

Geo Ed Center: [   ]

Submit Date: [   ] 📅

Fiscal Year: [▼]

[Search]   [Clear]

**1. Type in information needed for search,
You can search by Subject code and Catalog Nbr.**

2. Select "Search"

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GoArmyEd

TA Request Search

To search for an existing TA request, enter search criteria and press the 'Search' button.

To look up the School, please click on the magnifying glass to the right of the School field and select one of the available values.

School:	WPU02 🔍	School of Army
Subject Code:	MBL	*EX: BIO*
Catalog Nbr:	516	*EX: 225*
Start Date:	📅	
Class Title:		
Geo Ed Center:		
Submit Date:	📅	
Fiscal Year:	▼	

[Search] [Clear]

Customize | Find | View All | ▦   First ◀ 1 of 1 ▶ Last

Name	Geo Ed Center	School	School Name	Subject	Catalog	Start Date	Status	Title	Submit Date	Fiscal Year
	NG-Iowa Education Services Off	WPU02		MBL	516	10/10/2011	Approved	Effective Bus Ldrs Commo	08/11/2011	FY12

Select any of the Blue information

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GoArmyEd

Place a checkmark in the box under the Print column for TA Requests that are in approved status that you wish to print on a single TA Request Report for your own records or to provide to a school. Please note that if you select Print for TA Requests offered by more than one school or fiscal year, a separate report will print for each school and only list the classes offered by that school. To drop or modify a TA Request, select the "Details" button for the TA Request you wish to change and make the change on the detailed TA Request Form with an active CAGE Code number for your school. If you choose to renew your CAGE Code with CCR, your expiration date will be updated within 24 hours in GoArmyEd.

Student Information

EmplID:	0527990	Current Degree Plan
Name:	SGT Soldier	
Rank:		SSN:
Phone:		Email:
Current PA Type:	Traditional eCourse	Original PA Type: Traditional eCourse
PA Migration Date:	06/11/2011	Home School: School of Army
UIC Title / Code:	TITLE UNKNOWN / WPXTHD	
Geo Ed Center:	NG-Iowa Education Services Office	
Army Location:		Submission Date: 08/11/2011

Soldier Mailing Address

1. Select "Print Select" Box

Customize | Find | View All | First ◄ 1 of 1 ► Last

Print Select	TA Request Details	School	Class Status	*Class Level	Subject	Catalog Nbr	Class Title	Start Date	End Date	Drop Date	SH	SH Cost	TA-Eligible Fee	Soldier Fee	Final Army Cost	Final Soldier Cost
1 ☐	Details		Approved	Graduate Level Course	MBL	516	Effective Bus Ldrs Commo	10/10/2011	11/14/2011		3.00	$460.00	$0.00	$0.00	$750.00	$630.00

Print TA Form

2. Select "Print TA Form"

Q Return to Search

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Soldiers may see this page

Click here to view the report

Select "Click here to view the report"

ARMY TUITION ASSISTANCE AUTHORIZATION

1. APPLICANT DATA

SDN Number: ATA2WILMPNCWAN

A. Name (Last, First, M.I.)   B. SSN (Last Four)   C. Rank   D. Home School

E. Soldier Mailing Address   F. Phone Number   G. Email   H. UIC Title / Code
TITLE UNKNOWN / WPXTHD

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2. SCHOOL SECTION

A. School / Degree Name   B. Address   C. School Primary POC
Name
Phone
Email

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3. CLASS DATA — Class 1

A. Class Number	MBL516
B. Class Title	Effective Bus Ldrs Commo
C. Instruction Mode	Classroom Off-Post
D. Number of Semester Hours	3.00
E. Cost Per Semester Hour	$460.00
F. Additional TA-Eligible Fees	$0.00
G. Additional Soldier Fees	$0.00
H. Soldier Intends to use State/Outside Funding	N
I. Soldier Intends to use Chapter 33 (Post 9/11)	N
J. Total Class Cost	$1,380.00
K. Soldier Cost	$630.00
L. Army Cost	$750.00
M. Soldier Status	Guard
N. Class Start Date	10/10/2011
O. Class End Date	11/14/2011
P. Days of the Week	Mo
Q. Start Time	06:00 PM
R. End Time	10:00 PM

All information should be validated by the soldier.

The soldier can either save this document to the desk top and email the form to the School's Primary POC or print the form off and turn it into the Primary POC.

PLEASE CALL THE PRIMARY POC FOR DIRECTION.

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4. EDUCATION APPROVING OFFICIAL

A. Name	Scott Reisinger
B. Phone	515-252-4468
C. E-Mail	scott.j.reisinger@us.army.mil
D. Approval Date	09/29/2011

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