How to Enroll in a Class through GoArmyEd

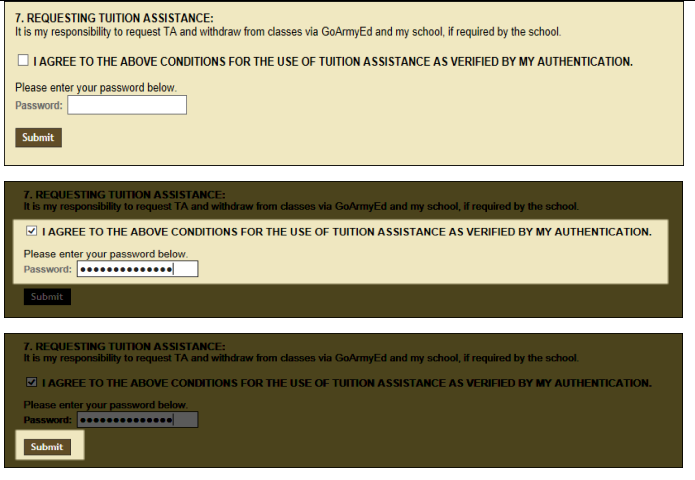This instructional video explains how to enroll in a class.

Step	Screenshot
1.	Welcome to this video tutorial on how to enroll in a class through GoArmyEd. If at anytime you need to stop this video, select the pause button.	GoArmyEd® How to enroll in a class through GoArmyEd
2.	**NOTE:** Your TA request must be approved before the start date of the class. Soldiers whose TA Requests are not approved by the class start date will be rejected. Soldiers creating a TA Request on or after the class start date will receive a message stating the class will be Soldier funded and auto approved.	• Your TA request must be approved before the start date of the class. • Soldiers whose TA Requests are not approved by the class start date will be rejected. • Soldiers creating a TA Request on or after the class start date will receive a message stating the class will be Soldier funded and auto approved.
3.	From your GoArmyEd Homepage in the Smart Links section select the **"Request TA"** button.	Smart Links Request TA... / Withdraw from a Class... / On-Duty Courses... Recoupment-Information... / My Education Record / Auto Advisor Other Links **My Smart Links** [Edit] You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links. My Education Center / Army Personnel Testing / Class Enrollment Guide (PDF Version)...
4.	If the quarterly online Statement of Understanding screen appears, carefully read the information concerning the use of Tuition Assistance.	Statement of Understanding Effective 1 Oct 04 ALL Soldiers are required to acknowledge and authenticate an electronic version (e-version) of the Army Tuition Assistance (TA) Statement of Understanding (TA SOU) at the beginning of each term prior to course enrollment. Soldiers who do not acknowledge the e-version TA SOU will be placed on HOLD and unable to enroll in courses. Statement of Understanding for Use with Army Tuition Assistance (TA) For use of this form, see AR 621-5; the proponent agency is DCS, G-1 DATA REQUIRED BY THE PRIVACY ACT OF 1974 AUTHORITY 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 2005, Advanced education assistance; active duty agreement; reimbursement requirements; 10 U.S.C. 4302, Enlisted members of Army; schools; AR 621-5, Army Continuing Education System; and E.O. 9397 (SSN). PRINCIPAL PURPOSES To provide a record for soldiers that agree to the terms and conditions of the Army Tuition Assistance program. This statement becomes part of the Soldier's military education records used to document Army Education management actions. ROUTINE USES The DoD "Blanket Routine Uses" that appear at the beginning of the Army's compilation of systems of records apply to this system. DISCLOSURE Voluntary. However, failure to agree with the terms of the Army Tuition Assistance Statement of Understanding will prevent enrollment and financial assistance.

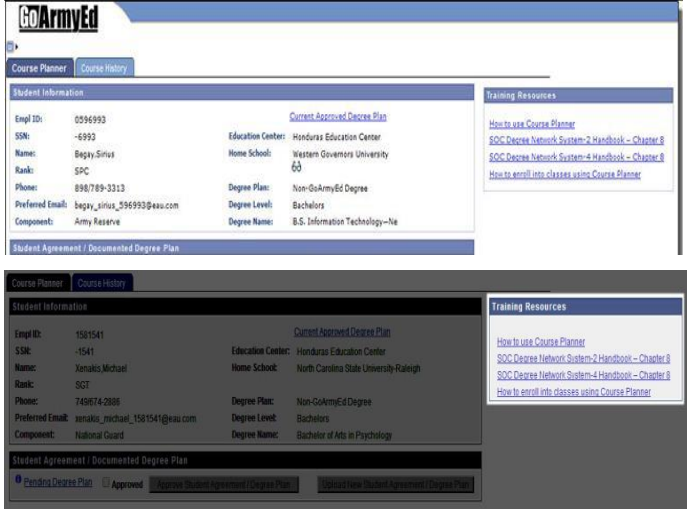|		
5.	Scroll down the screen and enter your password in the **"Password"** field to acknowledge that you agree to the terms of using Tuition Assistance. Select the **"Submit"** button to proceed.	**7. REQUESTING TUITION ASSISTANCE:** It is my responsibility to request TA and withdraw from classes via GoArmyEd and my school, if required by the school. ☐ I AGREE TO THE ABOVE CONDITIONS FOR THE USE OF TUITION ASSISTANCE AS VERIFIED BY MY AUTHENTICATION. Please enter your password below. Password: [ ] [Submit] **7. REQUESTING TUITION ASSISTANCE:** It is my responsibility to request TA and withdraw from classes via GoArmyEd and my school, if required by the school. ☑ I AGREE TO THE ABOVE CONDITIONS FOR THE USE OF TUITION ASSISTANCE AS VERIFIED BY MY AUTHENTICATION. Please enter your password below. Password: [●●●●●●●●●●●●] [Submit] **7. REQUESTING TUITION ASSISTANCE:** It is my responsibility to request TA and withdraw from classes via GoArmyEd and my school, if required by the school. ☑ I AGREE TO THE ABOVE CONDITIONS FOR THE USE OF TUITION ASSISTANCE AS VERIFIED BY MY AUTHENTICATION. Please enter your password below. Password: [●●●●●●●●●●●●] [Submit]
6.	If the Course Planner screen appears you must complete the Course Planner and have it approved before enrolling in more classes. Select the **"How to use Course Planner"** link under Training Resources of your screen for assistance with using the Course Planner. After your Course Planner is approved, select the **"How to enroll into classes using Course Planner"** link in Training Resource section for steps on enrolling in a class.	*[screenshot of GoArmyEd Course Planner screen with Student Information and Training Resources]*
7.	There are two ways to request Tuition Assistance in GoArmyEd depending on your degree plan; you will automatically be routed to one of the following processes. The Select Classes to Add screen appears.	*[screenshot of GoArmyEd Add Classes screen for James Online]*
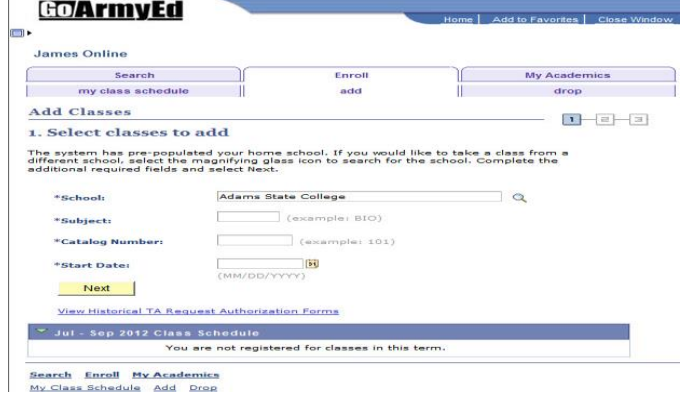
8.	If **ALL** the fields are marked with an asterisk (*) there are separate training resources to provide the steps you need to enroll in a class in this case. These instructions are located on your GoArmyEd homepage by selecting the **"View Reference Documents"** link in the Training Resources Section. On the Reference Documents page scroll to the resources titled **"How to request tuition assistance through the Tuition Assistance Request process in GoArmyEd"** to view the video or select the PDF to access Step-by-step Instructions.	
9.	If the school field is the only field with an asterisk, you can register for a class directly in GoArmyEd since your school does upload courses and tuition costs into GoArmyEd.
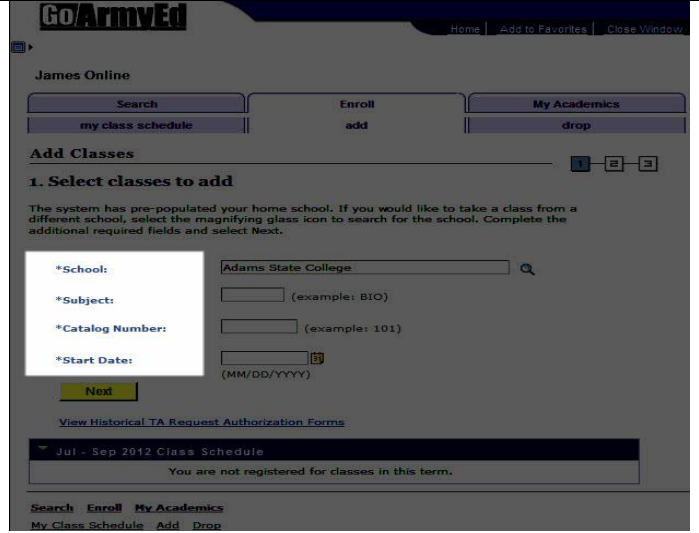
To refine your search, enter the course subject code into the subject field and the catalog number into the catalog number field. Leaving these fields blank will result in every class your school has uploaded. |
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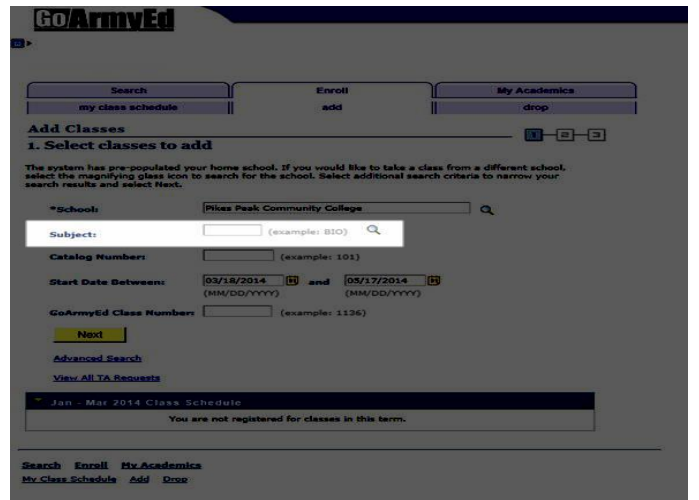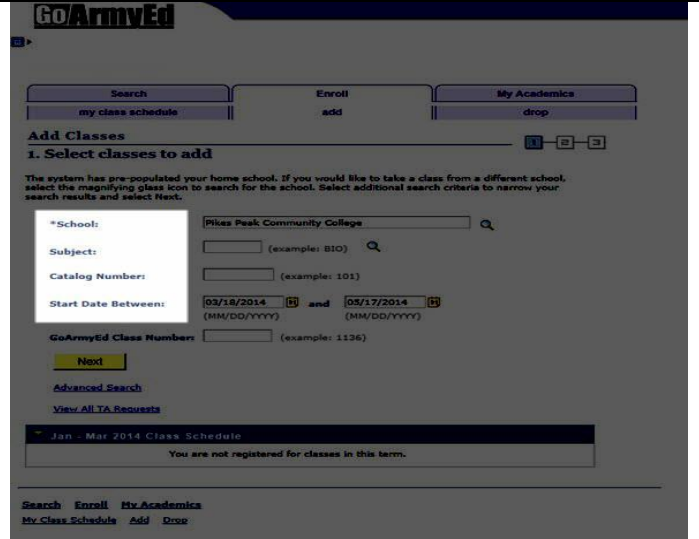
10.	The **"Start Date Between"** fields are pre-populated with the current date and 60 days in the future.	
	The enrollment window is open two months (60 days) before a class start date and you can select the calendar icons to change the dates.	
	Select the **"Next"** button to display your search results.	
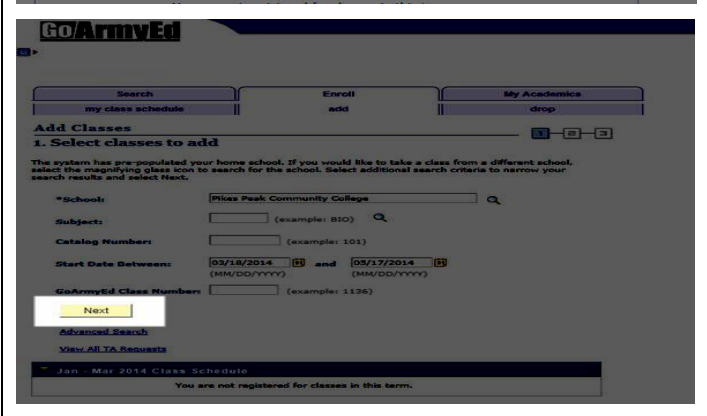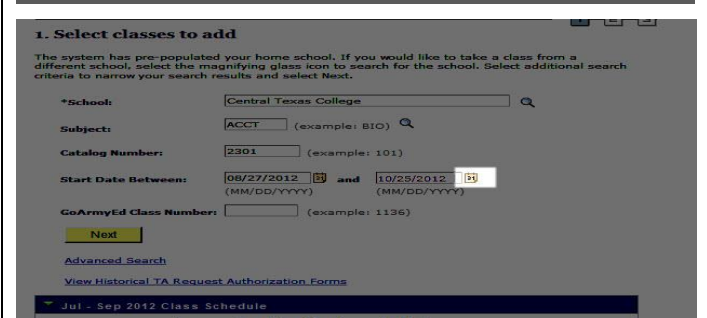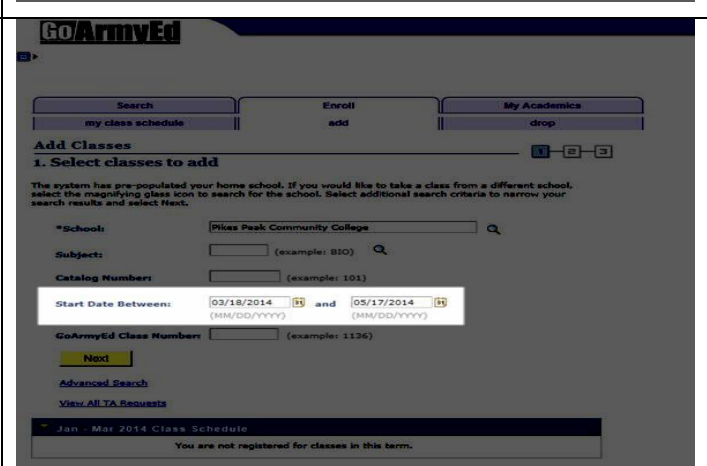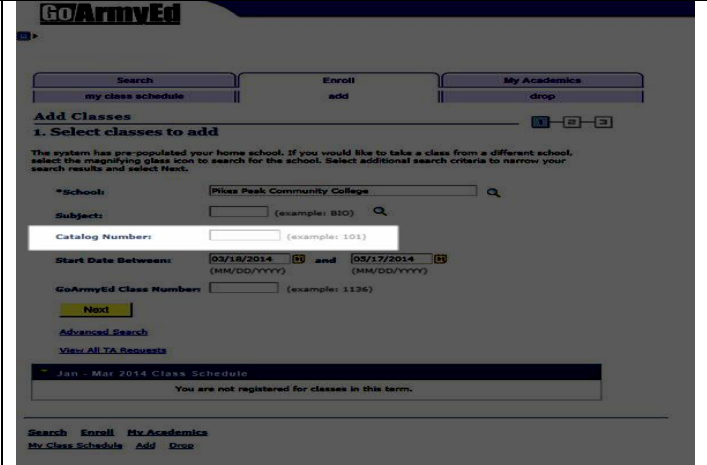
11.	The processing icon appears showing the page is loading.	
12.	The Search Results page will display all classes that meet your search criteria. Carefully review the details specific to each class since there are a variety of class types and delivery options available through GoArmyEd. Select the **"Class Details"** button for a specific class.	
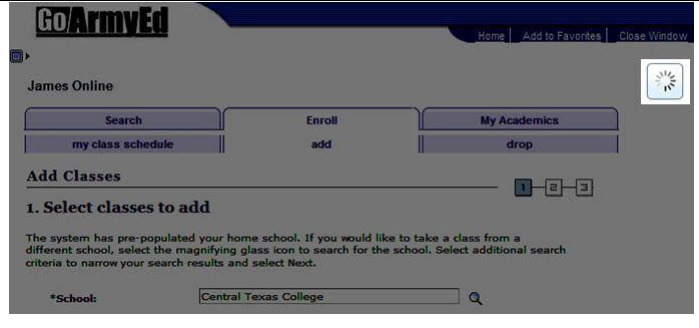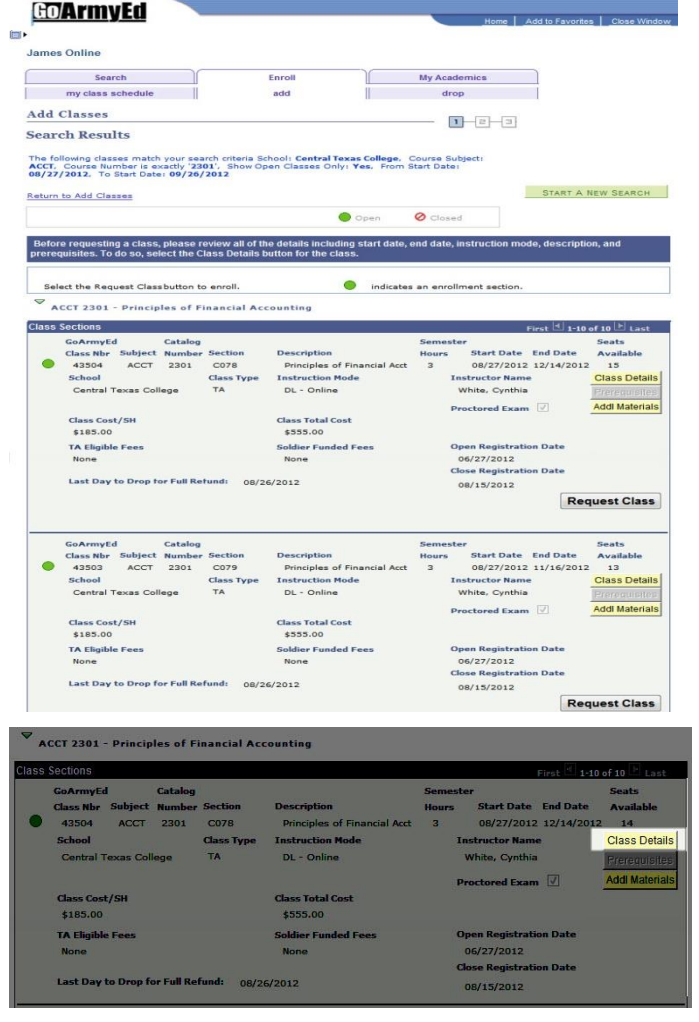
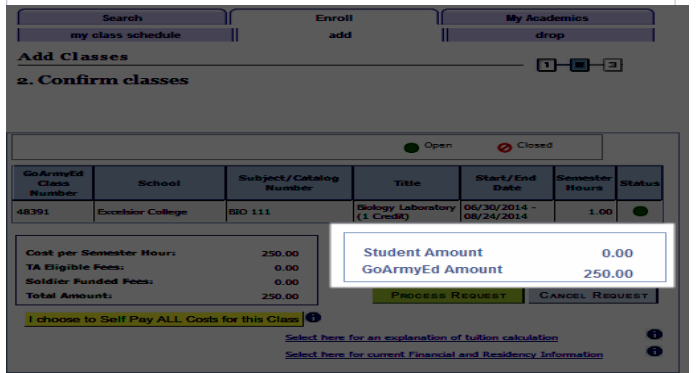| 13.	The class details page contains additional information such as the class description, semester-hour cost, prerequisites, required materials, and other important class information.	
	Select the **"Request Class"** button to enroll in the class.	

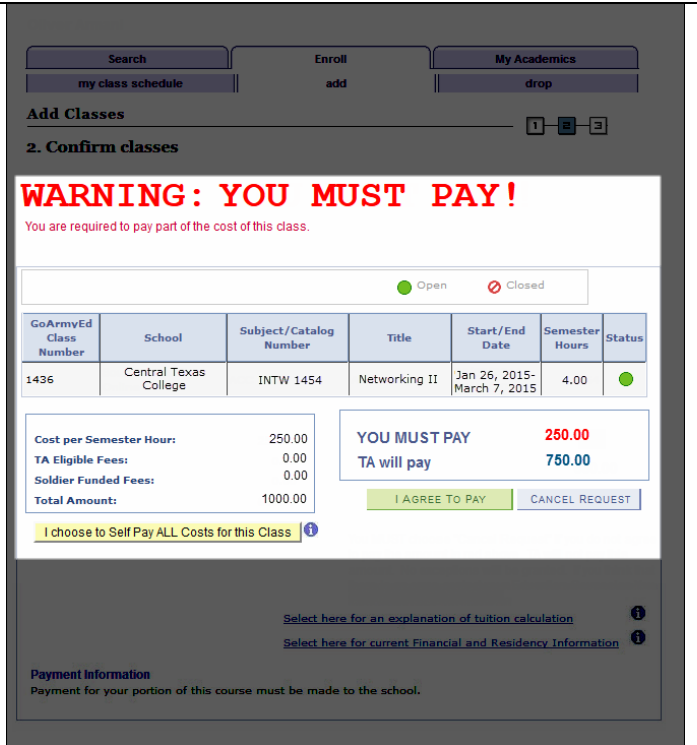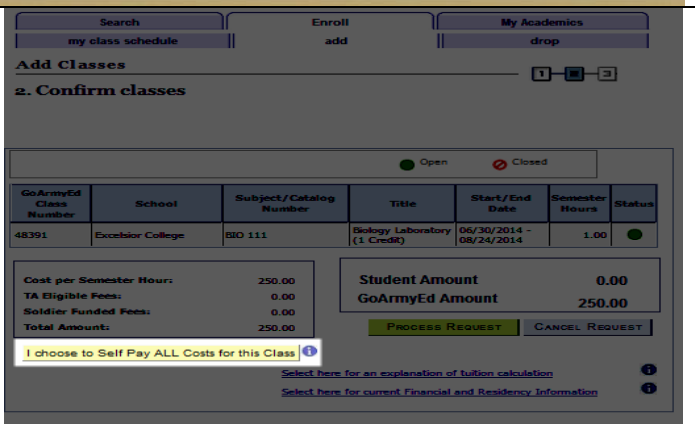| 14.	Review the class cost information on the Confirm Classes page and pay close attention to the cost covered by Tuition Assistance in the **"GoArmyEd Amount"** field and if there is a class cost in the **"Student Amount"** field. **IMPORTANT:** Tuition Assistance will not cover the cost of fees, to include supporting instructional fees.	
15.	TA will cover the class cost up to 16 semester hours within the fiscal year. The remaining semester hours will be self-funded.	
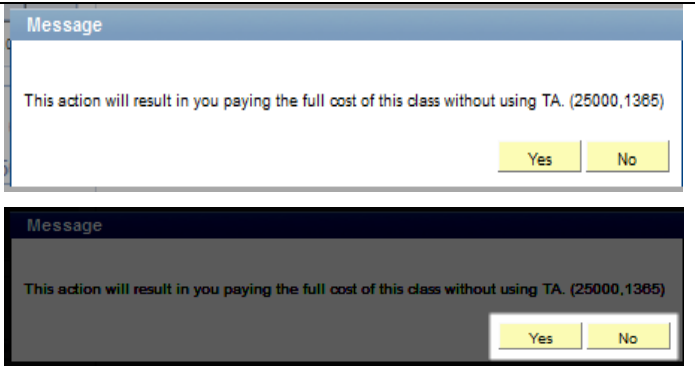
16.	Despite the availability of TA funds you may choose to Self Pay ALL costs for the class by selecting the **"I choose to Self Pay ALL Costs for this Class"** button.	
17.	The following pop-up appears. Select **"Yes"** to proceed or Select **"No"** to cancel this action.	
18.	If you selected **"Yes"** to self pay the full cost of the class a warning message will appear on the confirm class page. Notice that the entire class cost is now displayed next to **YOU MUST PAY** and TA will pay $0.	

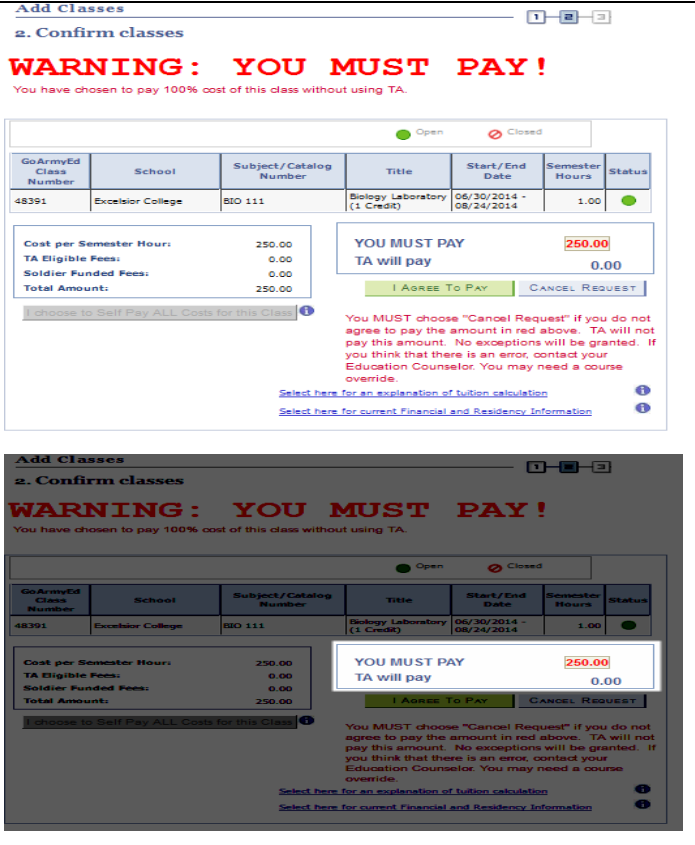|	To proceed, select the **"I Agree To Pay"** button" To cancel self payment, select the **"Cancel Request"** button.	
19.	If you selected **"I agree to pay"** a Confirmation Agreement will appear. Select the "**Process Request**" button to continue.	
20.	If you must pay for any portion of the cost of a class, a warning message will appear in red stating you must pay. The following is an example of what appears if you are required to pay any amount for the class.	

21.	You must select the **"I Agree To Pay"** button in order to proceed. If you believe you should not be receiving the pay message do not proceed. Contact your Army Education Counselor.	
22.	If no payment message appears, select the **"Process Request"** button to proceed with enrolling in the class.	
23.	A message appears stating this enrollment is provisional and will be under review to ensure that it conforms to all TA policies and semester-hour limits. Select the **"OK"** button.	
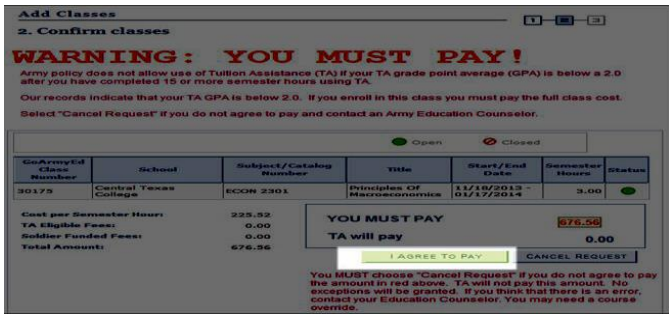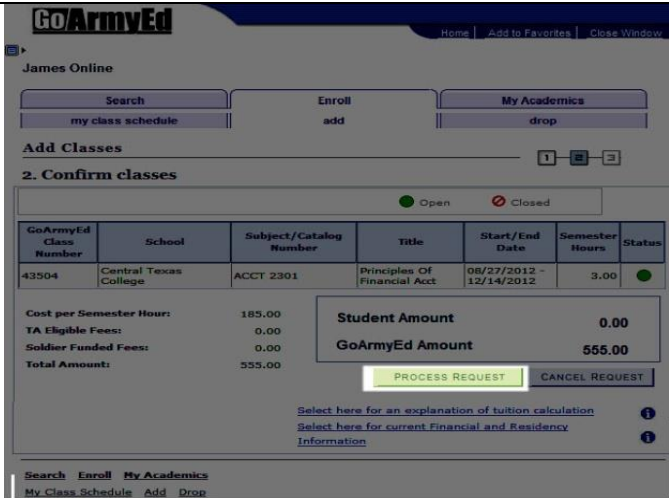
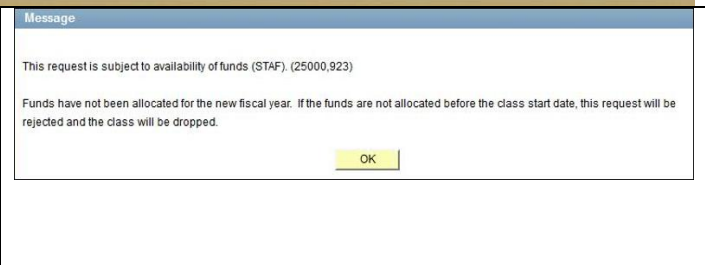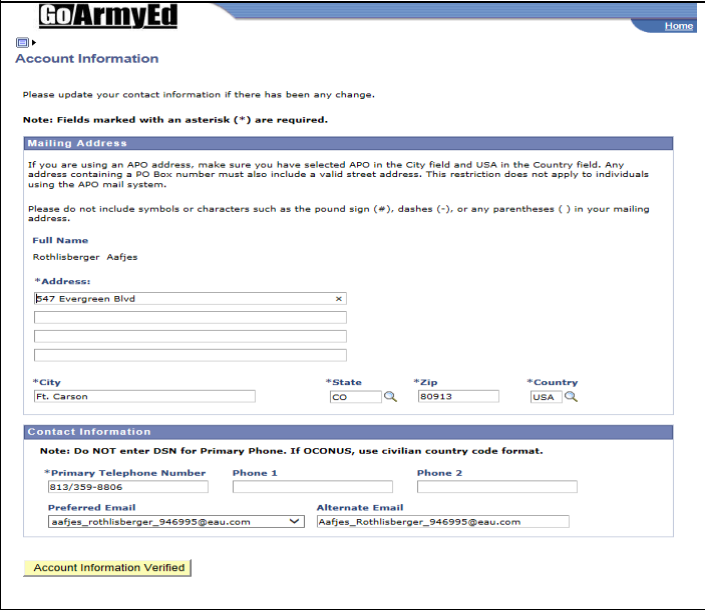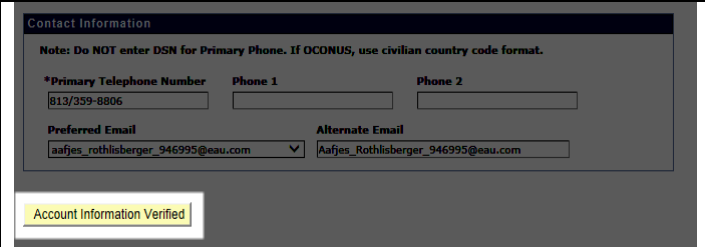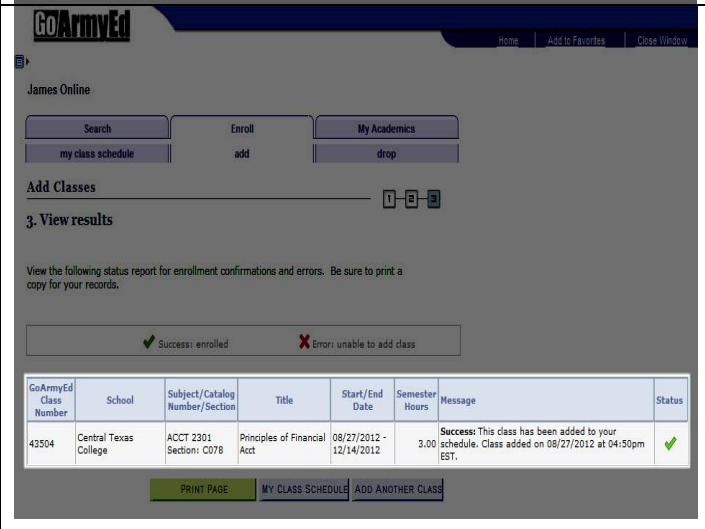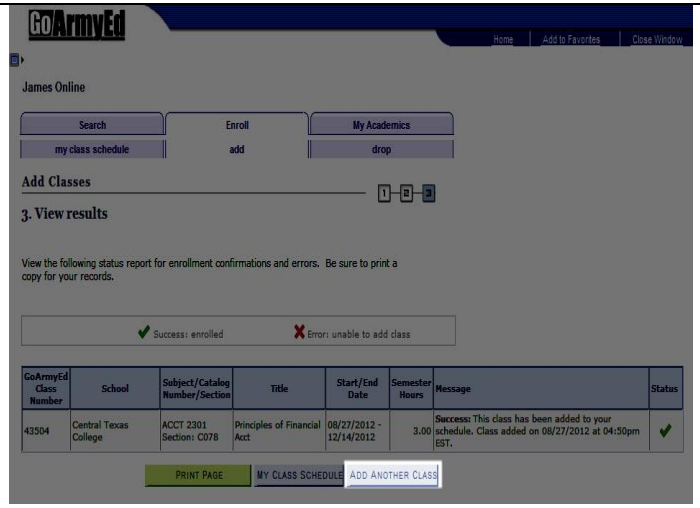| 24.	A second pop-up message may appear stating the request is subject to availability of funds. Select the **"OK"** button.	Message This request is subject to availability of funds (STAF). (25000,923) Funds have not been allocated for the new fiscal year. If the funds are not allocated before the class start date, this request will be rejected and the class will be dropped. OK
25.	After you have processed your request the account information page will display. Review your mailing and contact information and ensure it is all current.	**Go**ArmyE**d** Home **Account Information** Please update your contact information if there has been any change. **Note: Fields marked with an asterisk (*) are required.** **Mailing Address** If you are using an APO address, make sure you have selected APO in the City field and USA in the Country field. Any address containing a PO Box number must also include a valid street address. This restriction does not apply to individuals using the APO mail system. Please do not include symbols or characters such as the pound sign (#), dashes (-), or any parentheses ( ) in your mailing address. **Full Name** Rothlisberger Aafjes ***Address:** 547 Evergreen Blvd ✕ ***City** Ft. Carson ***State** CO ***Zip** 80913 ***Country** USA **Contact Information** **Note: Do NOT enter DSN for Primary Phone. If OCONUS, use civilian country code format.** ***Primary Telephone Number** 813/359-8806 **Phone 1** **Phone 2** **Preferred Email** aafjes_rothlisberger_946995@eau.com **Alternate Email** Aafjes_Rothlisberger_946995@eau.com Account Information Verified
26.	Select the **"Account Information Verified"** button.	**Contact Information** **Note: Do NOT enter DSN for Primary Phone. If OCONUS, use civilian country code format.** ***Primary Telephone Number** 813/359-8806 **Phone 1** **Phone 2** **Preferred Email** aafjes_rothlisberger_946995@eau.com **Alternate Email** Aafjes_Rothlisberger_946995@eau.com Account Information Verified
27.	A message will appear stating the class has been added to your schedule and a green checkmark appears in the Status column indicating a successful enrollment. Your enrollment request will be submitted for registration to your school, pending final approval from the school. You will receive an automated email from GoArmyEd confirming that the enrollment request was successfully submitted. If the request is not accepted by your	**Go**ArmyE**d** Home Add to Favorites Close Window James Online Search Enroll My Academics my class schedule add drop **Add Classes** 1-2-3 **3. View results** View the following status report for enrollment confirmations and errors. Be sure to print a copy for your records. ✔ Success: enrolled ✘ Error: unable to add class | GoArmyEd Class Number	School	Subject/Catalog Number/Section	Title	Start/End Date	Semester Hours	Message	Status
---	---	---	---	---	---	---	---
43504	Central Texas College	ACCT 2301 Section: C078	Principles of Financial Acct	08/27/2012 - 12/14/2012	3.00	Success: This class has been added to your schedule. Class added on 08/27/2012 at 04:50pm EST.	✔	 PRINT PAGE MY CLASS SCHEDULE ADD ANOTHER CLASS

	school, you will receive a follow-up email.	
28.	Select the "**Add Another Class"** button to enroll in another class. **NOTE**: Soldiers MAY receive a message asking them to wait 15-20 minutes for their enrollment to process before they can enroll in another class or make enrollment changes.	
29.	Select the Close Window link in the upper right corner of the screen to return to your GoArmyEd homepage.	
30.	Please take a few moments to review these frequently asked questions on how to enroll in a class through GoArmyEd. 	

Frequently Asked Questions on Enrolling in a Class through GoArmyEd

Q: Why did a red "YOU MUST PAY" message appear when I was enrolling in a class?

A: Depending on your tuition ceiling, semester-hour cap, or other Army TA policies, you may be responsible for all or a portion of the cost of the class. If payment is required, you must self-pay the balance not covered by Tuition Assistance directly to your school.

Q: What do I do if I can't find the class I need in GoArmyEd?

A: Schools are able post classes so they appear at least two months before a class start date. Contact the GoArmyEd helpdesk if you need further assistance.

Q: How do I know which classes I should take?

A: Base your search on your degree map criteria to ensure you select classes that fulfill your degree requirements. If you have further questions about which classes to take, contact your school advisor.

Q: How many classes can I enroll in at one time?

A: Soldiers are eligible for up to 16 semester hours per fiscal year.

Q: Once I enroll in a class in GoArmyEd, do I need to do anything else?

A: After completing the class enrollment steps in GoArmyEd, your registration will be submitted pending final approval from the school. Check with your school to see if further action is needed.

31.	Thank you for taking the time to view this video. If you need further assistance, view additional instructional videos and related training documents on the GoArmyEd Reference Documents Page OR Contact the GoArmyEd Helpdesk at 1-800-817-9990 7 a.m. to 7 p.m. Eastern Time Monday thru Friday	**Need more assistance?** If you need further assistance, view additional instructional videos and related training documents on the GoArmyEd Reference Document Page OR Contact the GoArmyEd Helpdesk at 1-800-817-9990 7 a.m. to 7 p.m. Eastern Time Monday-Friday