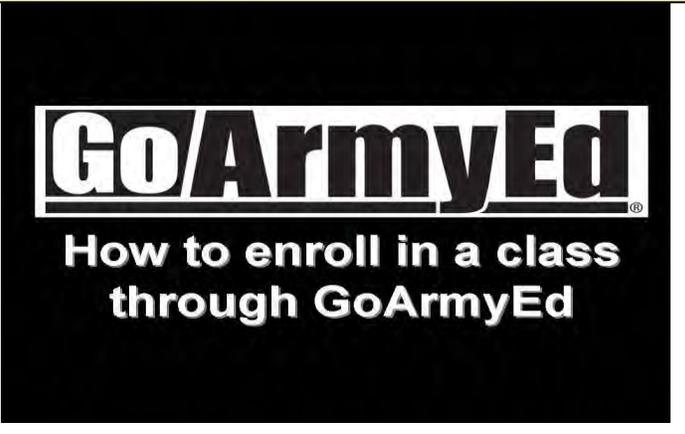
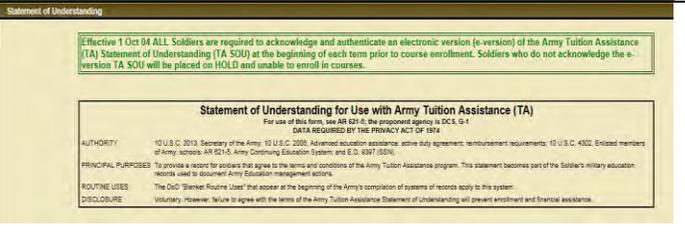




## How to Enroll in a Class through GoArmyEd

This instructional video explains how to enroll in a class.

Step	Screenshot
<p>1. Welcome to this video tutorial on how to enroll in a class through GoArmyEd.</p> <p>If at anytime you need to stop this video, select the pause button.</p>	
<p>2. <b>NOTE:</b> 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.</p>	<ul style="list-style-type: none"> <li>Your TA request <u>must</u> be approved before the start date of the class.</li> <li>Soldiers whose TA Requests are not approved by the class start date will be rejected.</li> <li>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.</li> </ul>
<p>3. From your GoArmyEd Homepage in the Smart Links section select the <b>“Request TA”</b> button.</p>	
<p>4. If the quarterly online Statement of Understanding screen appears, carefully read the information concerning the use of Tuition Assistance.</p>	



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.

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**

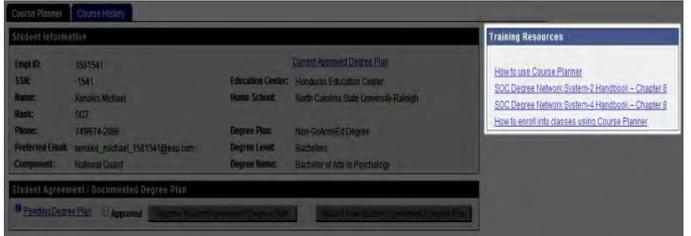
Select the **“Submit”** button to proceed.

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.

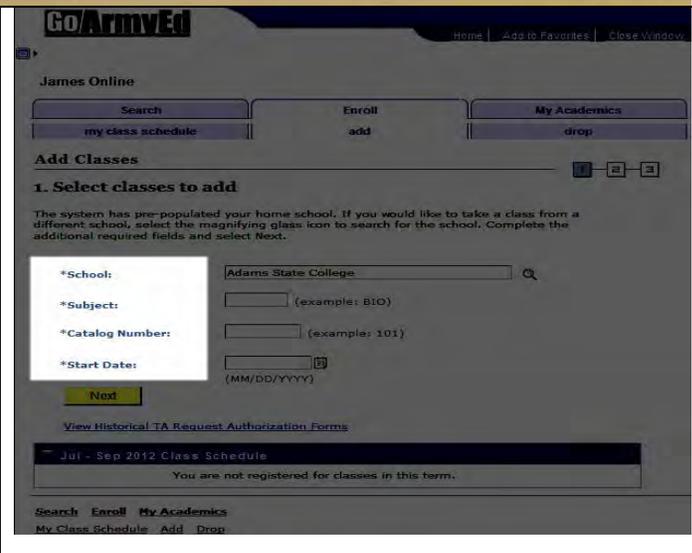


7. There are two ways to request Tuition Assistance in GoArmyEd depending on your degree plan; you will automatically be routed to one of the following processes.



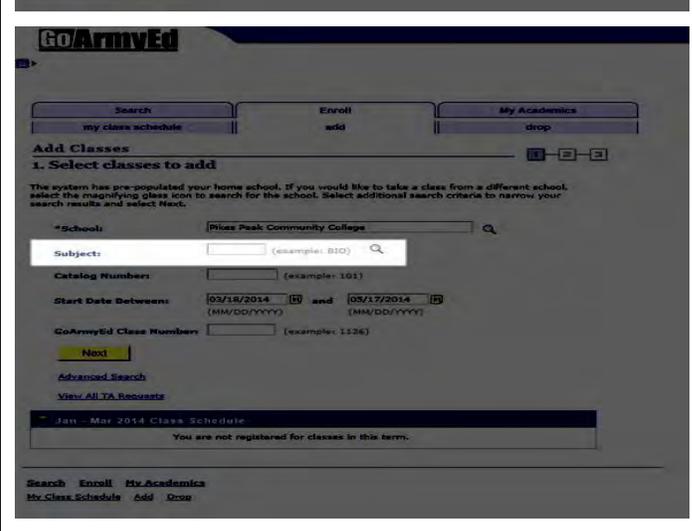
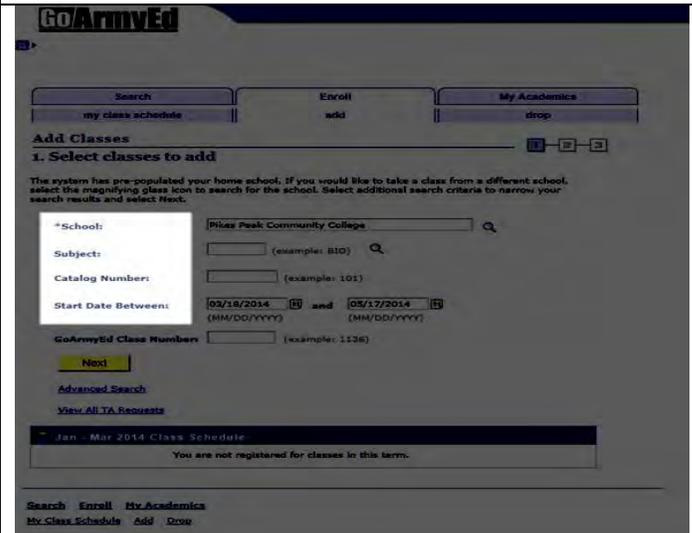
The Select Classes to Add screen appears.

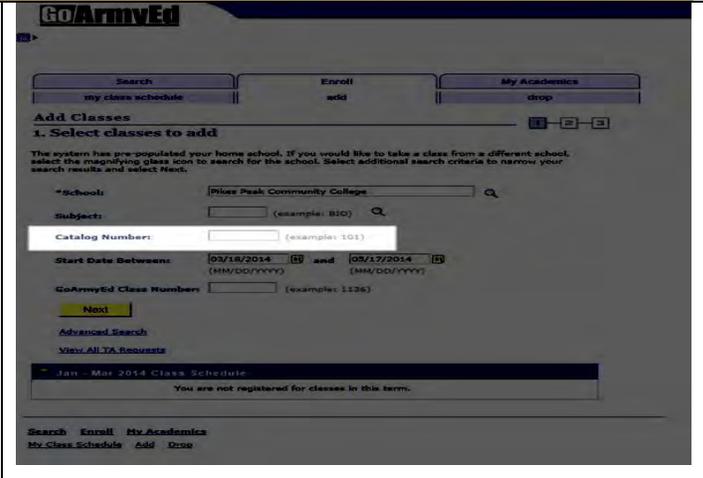
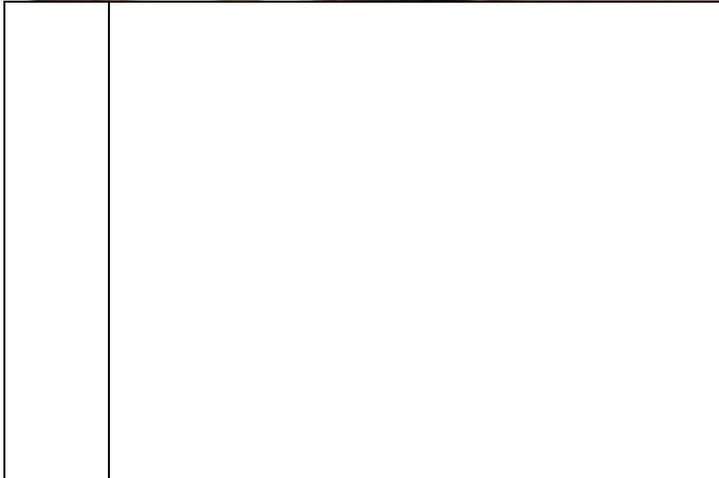
8. If **ALL** the fields are marked with an asterisk (\*) there are separate training resources to provide the steps you need to enroll in a class in this case. These instructions are located on your GoArmyEd homepage by selecting the **“View Reference Documents”** link in the Training Resources Section. 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.

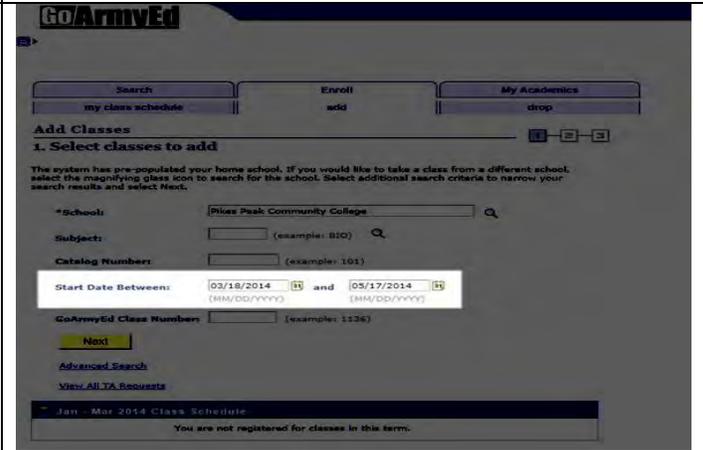




10. The “**Start Date Between**” fields are pre-populated with the current date and 60 days in the future.

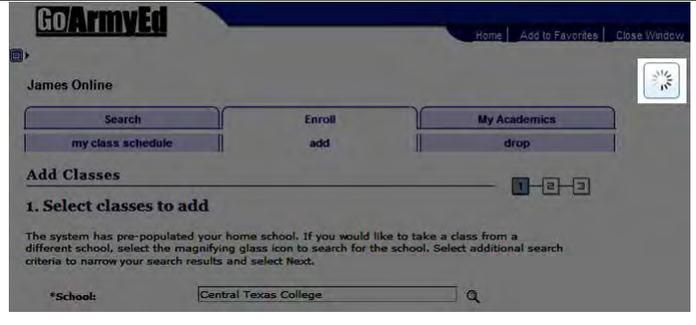
The enrollment window is open two months (60 days) before a class start date and you can select the calendar icons to change the dates.

Select the “**Next**” button to display your search results.





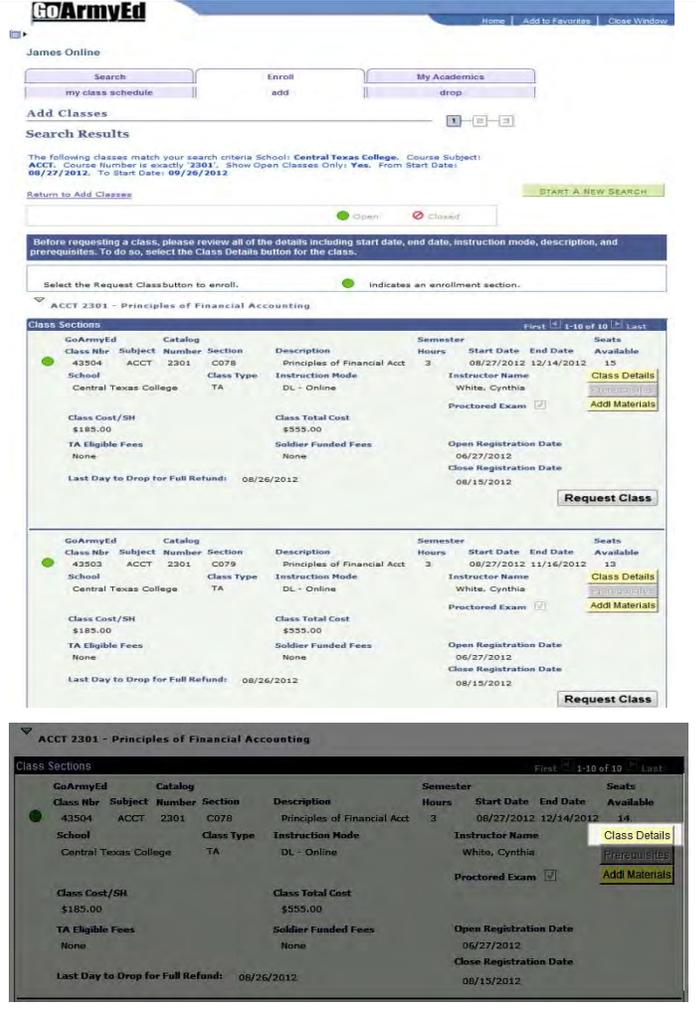
11. The processing icon appears showing the page is loading.



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.

Return to Add Classes VIEW SEARCH RESULTS

Select the Request Class button to enroll. ● indicates an enrollment section.

**Class Sections**

GoArmyEd Class Nbr	Subject	Catalog Number	Section	Description	Semester Hours	Class Type	School	Request Class
43504	ACCT	2301	C078	Principles of Financial Acct	3	TA	Central Texas College	<input type="button" value="Request Class"/>

**Mode of Instruction**  
 DL - Online  
**Course Level**  
 1st & 2nd Year  
**Course ID**  
 002415  
**Class Status**  
 Active  
**Subject Group**  
 Accounting

**Maximum Seats**  
 15  
**Seats Available**  
 15  
**Start Date**  
 08/27/2012  
**End Date**  
 12/14/2012  
**Proctored Exams**

**Program Community**  
 Business

**Instructor Name**  
 White, Cynthia  
**Open Registration Date**  
 06/27/2012  
**Close Registration Date**  
 08/15/2012  
**Class Cost/SH**  
 \$185.00  
**Class Total Cost**  
 \$555.00

**Syllabus URL**  
[www.ctcd.edu/ia/syllabus.htm](http://www.ctcd.edu/ia/syllabus.htm)

**Class Description**  
 An introduction to accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset, liability, and equity accounting in proprietorships, partnerships, and corporations. (Previously Principles of Accounting I; Financial and Principles of Accounting I)

**Class Prerequisites**  
 None

**Class Materials**  
[www.ctcd.edu/m/m\\_main.asp](http://www.ctcd.edu/m/m_main.asp)

**Additional Class Comments**  
 None

Dropping a class in GoArmyEd must be done before midnight Eastern Standard Time (EST) on or before the date listed in the 'Last Day to Drop for a Full Refund' field located on the class details page.

**Last Day to Drop for Full Refund** 08/26/2012

ACCT 2301 - C078 Principles of Financial Accounting VIEW SEARCH RESULTS

Return to Add Classes ● indicates an enrollment section.

Select the Request Class button to enroll.

**Class Sections**

GoArmyEd Class Nbr	Subject	Catalog Number	Section	Description	Semester Hours	Class Type	School	Request Class
43504	ACCT	2301	C078	Principles of Financial Acct	3	TA	Central Texas College	<input type="button" value="Request Class"/>

**Mode of Instruction**  
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**Course Level**  
 1st & 2nd Year  
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**Class Status**  
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**Subject Group**  
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**Maximum Seats**  
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**Proctored Exams**

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**Syllabus URL**  
[www.ctcd.edu/ia/syllabus.htm](http://www.ctcd.edu/ia/syllabus.htm)

**Class Description**  
 An introduction to accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset, liability, and equity accounting in proprietorships, partnerships, and corporations. (Previously Principles of Accounting I; Financial and Principles of Accounting I)

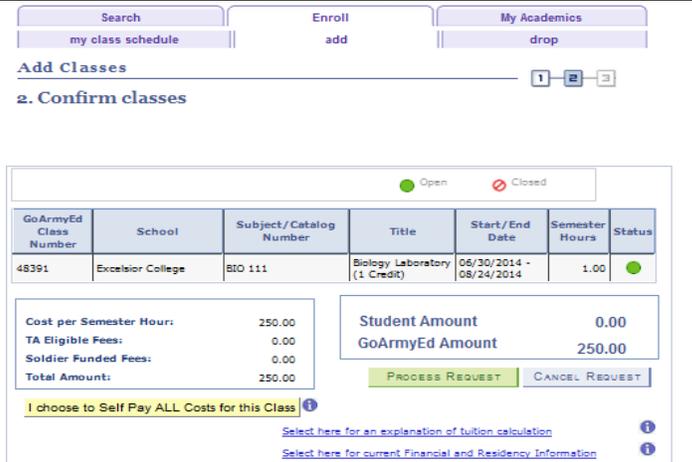
**Class Prerequisites**  
 None

**Class Materials**



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.



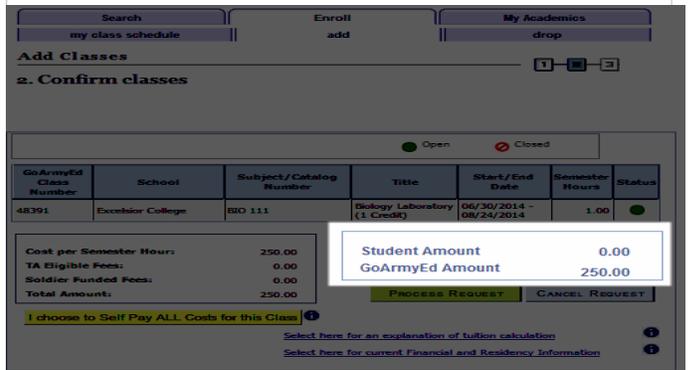
GoArmyEd Class Number	School	Subject/Catalog Number	Title	Start/End Date	Semester Hours	Status
48391	Excelsior College	BIO 111	Biology Laboratory (1 Credit)	06/30/2014 - 08/24/2014	1.00	Open

Cost per Semester Hour: 250.00  
 TA Eligible Fees: 0.00  
 Soldier Funded Fees: 0.00  
 Total Amount: 250.00

Student Amount: 0.00  
 GoArmyEd Amount: 250.00

[I choose to Self Pay ALL Costs for this Class](#)

[Select here for an explanation of tuition calculation](#)  
[Select here for current Financial and Residency Information](#)



**WARNING: YOU MUST PAY!**  
 You are required to pay part of the cost of this class.

GoArmyEd Class Number	School	Subject/Catalog Number	Title	Start/End Date	Semester Hours	Status
48391	Excelsior College	BIO 111	Biology Laboratory (1 Credit)	06/30/2014 - 08/24/2014	1.00	Open

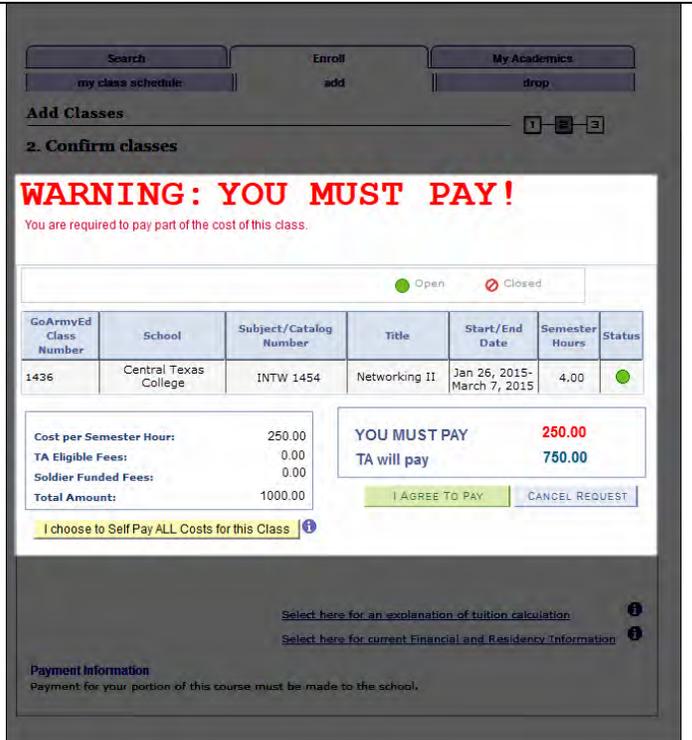
Cost per Semester Hour: 250.00  
 TA Eligible Fees: 0.00  
 Soldier Funded Fees: 0.00  
 Total Amount: 250.00

YOU MUST PAY: 250.00  
 TA will pay: 750.00

[I choose to Self Pay ALL Costs for this Class](#)

[Select here for an explanation of tuition calculation](#)  
[Select here for current Financial and Residency Information](#)

15. TA will cover the class cost up to 16 semester hours within the fiscal year.  
The remaining semester hours will be self-funded.



**WARNING: YOU MUST PAY!**  
 You are required to pay part of the cost of this class.

GoArmyEd Class Number	School	Subject/Catalog Number	Title	Start/End Date	Semester Hours	Status
1436	Central Texas College	INTW 1454	Networking II	Jan 26, 2015 - March 7, 2015	4.00	Open

Cost per Semester Hour: 250.00  
 TA Eligible Fees: 0.00  
 Soldier Funded Fees: 0.00  
 Total Amount: 1000.00

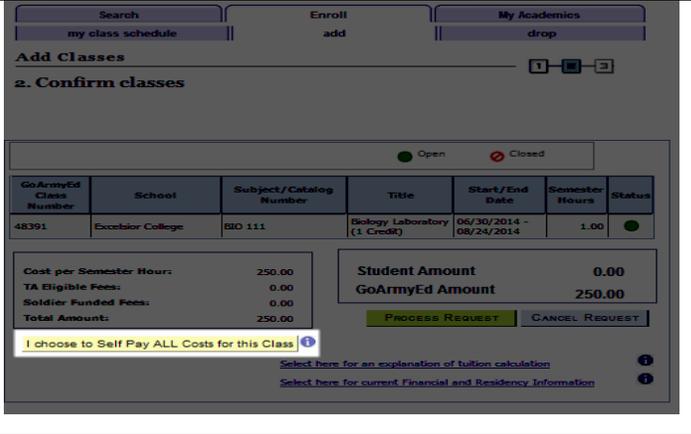
YOU MUST PAY: 250.00  
 TA will pay: 750.00

[I choose to Self Pay ALL Costs for this Class](#)

[Select here for an explanation of tuition calculation](#)  
[Select here for current Financial and Residency Information](#)

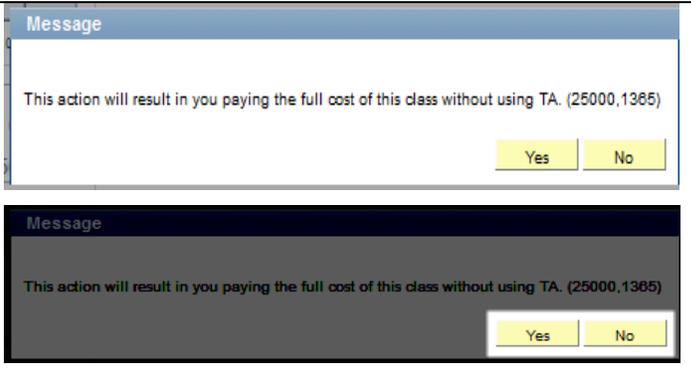
**Payment Information**  
 Payment for your portion of this course must be made to the school.

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.



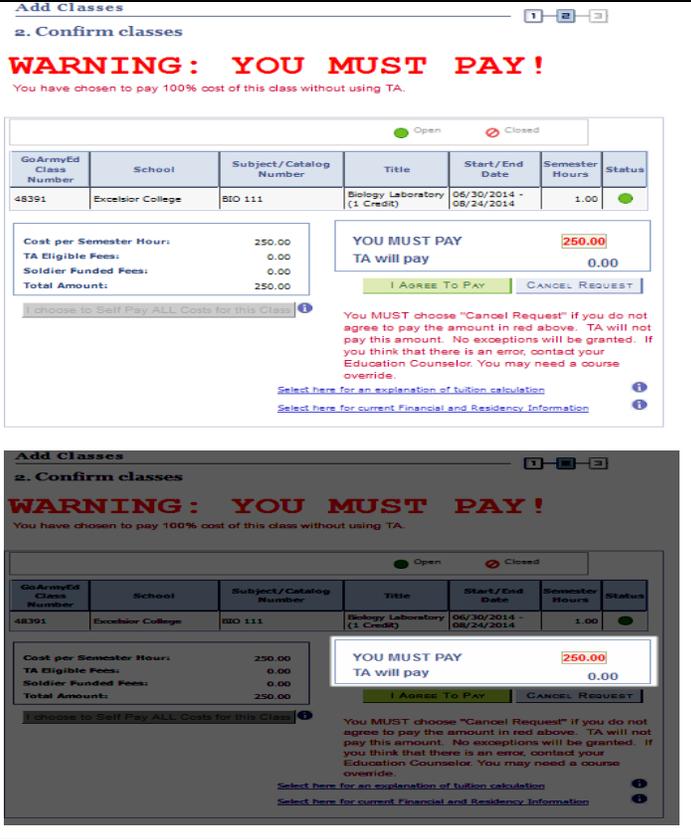
17. The following pop-up appears.

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.

**Add Classes** 1 2 3

**2. Confirm classes**

**WARNING: YOU MUST PAY!**  
 You have chosen to pay 100% cost of this class without using TA.

Open Closed

GoArmyEd Class Number	School	Subject/Catalog Number	Title	Start/End Date	Semester Hours	Status
48391	Excelsior College	IBO 111	Biology Laboratory (1 Credit)	06/30/2014 - 08/24/2014	1.00	●

Cost per Semester Hour: 250.00  
 TA Eligible Fees: 0.00  
 Soldier Funded Fees: 0.00  
 Total Amount: 250.00

**YOU MUST PAY** 250.00

TA will pay 0.00

[I choose to Self Pay ALL Costs for this Class](#)

You MUST choose "Cancel Request" if you do not agree to pay the amount in red above. TA will not pay this amount. No exceptions will be granted. If you think that there is an error, contact your Education Counselor. You may need a course override.

[Select here for an explanation of tuition calculation](#)

[Select here for current Financial and Residency Information](#)

19. If you selected “**I agree to pay**” a Confirmation Agreement will appear.

Select the “**Process Request**” button to continue.

**Confirmation Agreement**

You have chosen to pay 100% cost of this class without using TA.

---

**Confirmation Agreement**

You have chosen to pay 100% cost of this class without using TA.

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.

**Add Classes** 1 2 3

**2. Confirm classes**

**WARNING: YOU MUST PAY!**  
 Army policy does not allow use of Tuition Assistance (TA) if your TA grade point average (GPA) is below a 2.0 after you have completed 15 or more semester hours using TA.  
 Our records indicate that your TA GPA is below 2.0. If you enroll in this class you must pay the full class cost.  
 Select "Cancel Request" if you do not agree to pay and contact an Army Education Counselor.

Open Closed

GoArmyEd Class Number	School	Subject/Catalog Number	Title	Start/End Date	Semester Hours	Status
30175	Central Texas College	ECON 2301	Principles Of Macroeconomics	11/18/2013 - 01/17/2014	3.00	●

Cost per Semester Hour: 225.52  
 TA Eligible Fees: 0.00  
 Soldier Funded Fees: 0.00  
 Total Amount: 676.56

**YOU MUST PAY** 676.56

TA will pay 0.00

You MUST choose "Cancel Request" if you do not agree to pay the amount in red above. TA will not pay this amount. No exceptions will be granted. If you think that there is an error, contact your Education Counselor. You may need a course override.

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.



**Add Classes**  
2. Confirm classes

**WARNING: YOU MUST PAY!**  
Army policy does not allow use of Tuition Assistance (TA) if your TA grade point average (GPA) is below a 2.0 after you have completed 15 or more semester hours using TA. Our records indicate that your TA GPA is below 2.0. If you enroll in this class you must pay the full class cost. Select "Cancel Request" if you do not agree to pay and contact an Army Education Counselor.

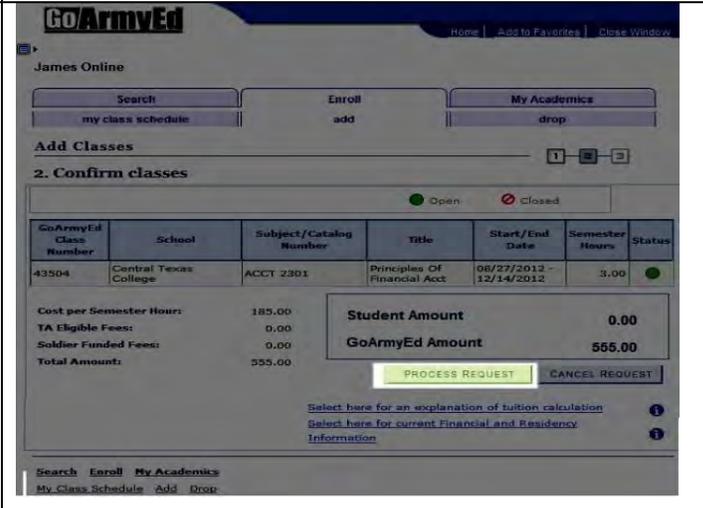
GoArmyEd Class Number	School	Subject/Catalog Number	Title	Start/End Date	Semester Hours	Status
30425	Central Texas College	ECOM 2301	Principles Of Macroeconomics	11/18/2013 - 03/17/2014	3.00	Open

Cost per Semester Hour: 225.00  
TA Eligible Fees: 0.00  
Soldier Funded Fees: 0.00  
Total Amount: 576.00

**YOU MUST PAY**  
TA will pay: 0.00  
Total Amount: 576.00

You MUST choose "Cancel Request" if you do not agree to pay the amount in red above. TA will not pay this amount. No exceptions will be granted. If you think that there is an error, contact your Education Counselor. You may need a course waiver.

22. If no payment message appears, select the **“Process Request”** button to proceed with enrolling in the class.



**GoArmyEd**

James Online

Search my class schedule | Enroll add | My Academics drop

**Add Classes**  
2. Confirm classes

Open  Closed

GoArmyEd Class Number	School	Subject/Catalog Number	Title	Start/End Date	Semester Hours	Status
43504	Central Texas College	ACCT 2301	Principles Of Financial Act	08/27/2012 - 12/14/2012	3.00	Open

Cost per Semester Hour: 185.00  
TA Eligible Fees: 0.00  
Soldier Funded Fees: 0.00  
Total Amount: 555.00

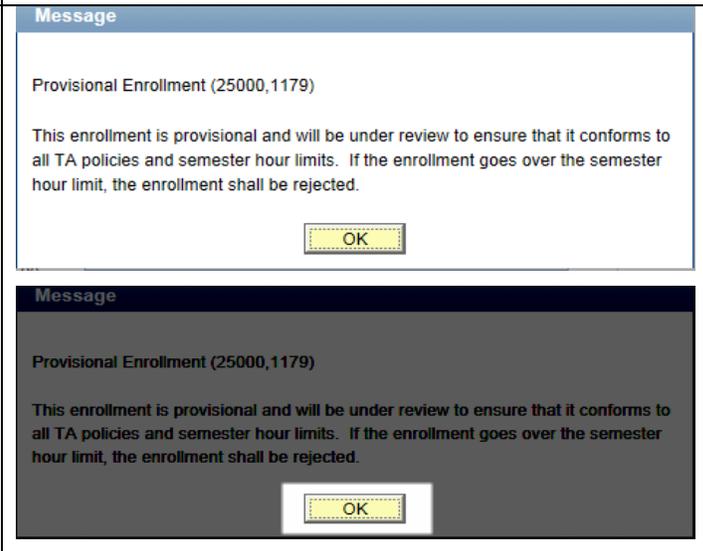
**Student Amount**: 0.00  
**GoArmyEd Amount**: 555.00

[Select here for an explanation of tuition calculation](#)  
[Select here for current Financial and Residency Information](#)

Search Enroll My Academics  
My Class Schedule Add Drop

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.



**Message**

Provisional Enrollment (25000,1179)

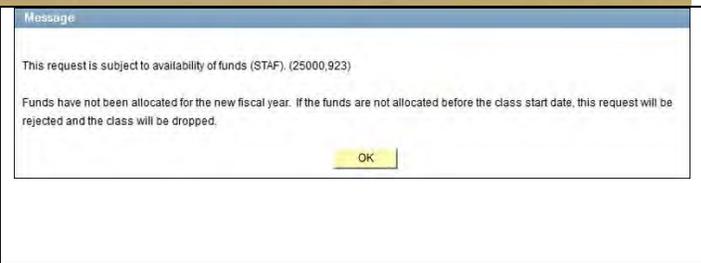
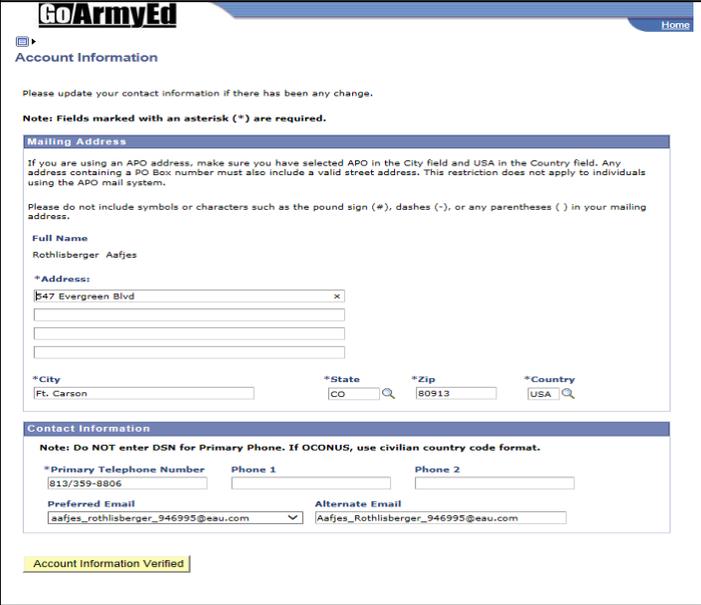
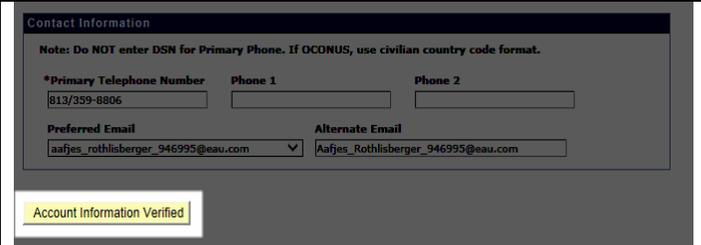
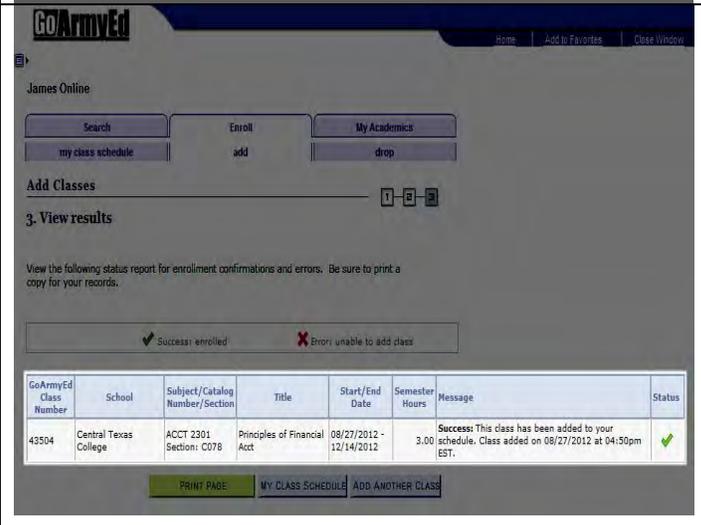
This enrollment is provisional and will be under review to ensure that it conforms to all TA policies and semester hour limits. If the enrollment goes over the semester hour limit, the enrollment shall be rejected.

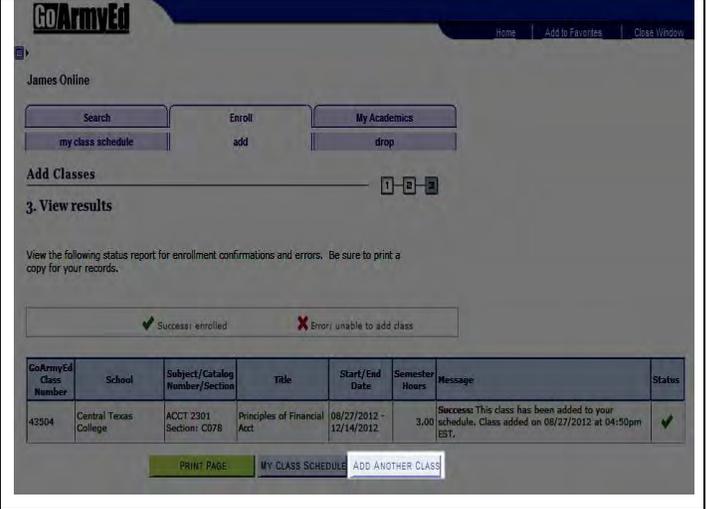
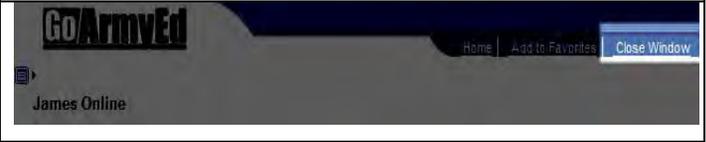
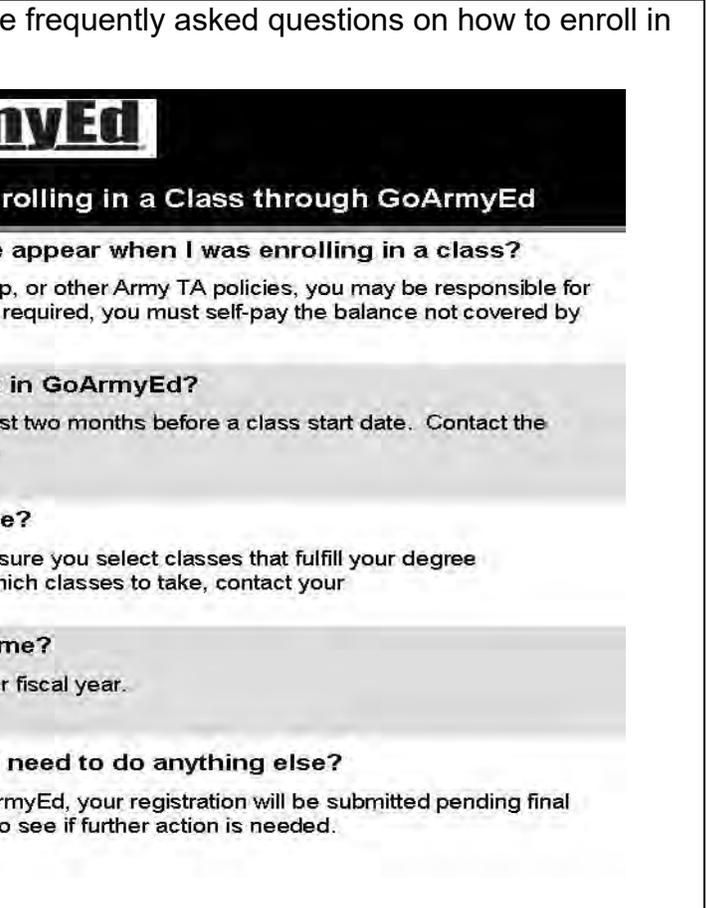
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**Message**

Provisional Enrollment (25000,1179)

This enrollment is provisional and will be under review to ensure that it conforms to all TA policies and semester hour limits. If the enrollment goes over the semester hour limit, the enrollment shall be rejected.

<p>24.</p>	<p><u>A second pop-up message may appear stating the request is subject to availability of funds.</u></p> <p><u>Select the “OK” button.</u></p>	
<p>25.</p>	<p>After you have processed your request the account information page will display.</p> <p>Review your mailing and contact information and ensure it is all current.</p>	
<p>26.</p>	<p>Select the “Account Information Verified” button.</p>	
<p>27.</p>	<p>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.</p> <p>Your enrollment request will be submitted for registration to your school, pending final approval from the school.</p> <p>You will receive an automated email from GoArmyEd confirming that the enrollment request was successfully submitted.</p> <p>If the request is not accepted by your</p>	

	<p>school, you will receive a follow-up email.</p>	
<p>28.</p>	<p>Select the <b>“Add Another Class”</b> button to enroll in another class.</p> <p><b>NOTE:</b> 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.</p>	
<p>29.</p>	<p>Select the Close Window link in the upper right corner of the screen to return to your GoArmyEd homepage.</p>	
<p>30.</p>	<p>Please take a few moments to review these frequently asked questions on how to enroll in a class through GoArmyEd.</p>	 <p><b>GoArmyEd</b></p> <p><b>Frequently Asked Questions on Enrolling in a Class through GoArmyEd</b></p> <p><b>Q: Why did a red “YOU MUST PAY” message appear when I was enrolling in a class?</b></p> <p>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.</p> <p><b>Q: What do I do if I can’t find the class I need in GoArmyEd?</b></p> <p>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.</p> <p><b>Q: How do I know which classes I should take?</b></p> <p>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.</p> <p><b>Q: How many classes can I enroll in at one time?</b></p> <p>A: Soldiers are eligible for up to 16 semester hours per fiscal year.</p> <p><b>Q: Once I enroll in a class in GoArmyEd, do I need to do anything else?</b></p> <p>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.</p>

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

