



# FORT CARSON EDUCATION CENTER

## GOARMYED PROCESSES -- QUICK GUIDE

Bldg 1117; 1675 Long Street, Fort Carson, CO  
Counselors available M, T, Th, F, 0900-1600 (CLOSED Wed)  
Computer access and assistance with GoArmyEd available in  
Rm 216, Mon – Fri 0800-1700.  
Questions? Call 719-526-2124

URL: <http://www.goarmyed.com/>

### GoArmyEd (GAE) is used by...

- Active Army, National Guard, and Army Reserve Soldiers to set-up a GAE account and request Army Tuition Assistance (TA). Contact your Army Education Counselor or Education Services Officer (ESO) for more information.

### New GAE Users

- Go to **www.GoArmyEd.com**
- Select the “**Student**” radio button in the Create/Activate GAE Account section
- Select the “**Create/Activate Account**” button
- Complete the required information to create a base-role GAE account; this will result in the creation of your GAE user name and password. The base-role account will allow you access to instructional videos and training, helpdesk support, on-duty classes, and testing. To request TA-level access to register for college classes, the following steps MUST be completed:
  1. Log in to <http://www.goarmyed.com/> using your user name and password
  2. Select the “Request TA Access” Smart Link, where you will be presented with the following steps:
    - Verification of TA Eligibility
    - Review of Training
    - Selection of Home School and Degree Plan
    - Completion of the Common Application
    - Submission of your TA Statement of Understanding (SOU)

3. You MUST attend the **College 101** briefing at the Fort Carson Education Center and meet with an Army Education Counselor prior to your account activation. **College 101** and the meeting with an Army Education Counselor is **MANDATORY**.
4. After you complete the steps previously listed, your Army Education Counselor will review your application and, pending approval, activate your GAE account. You will receive an email when your application has been approved and you have access to request TA.

### Using the Course Planner Tool

- Course Planner is a planning tool that enables Soldiers to identify the courses they plan to take to complete their degree. Soldiers are required to complete the Course Planner for degrees that do not have automated checks in GAE by the time they complete 6 semester hours with a home school or 9 semester hours at any school using Tuition Assistance. Soldiers in this category will be automatically routed to complete the Course Planner prior to enrolling in more classes when the semester hour criteria are met. In order to enroll in classes, their Course Planner must be approved.
- View the “Course Planner Overview” and “Using Course Planner” reference documents by selecting the “View Reference Documents” link located in the Training Resources section on your GAE homepage for more information.

### How to Request TA and Enroll in a Class

- TA Requests MUST be approved before the class starts; submit TA requests no less than 10 days prior to class start date.
- Depending on the school you attend and the degree you pursue, you will be presented with one of several enrollment paths. GAE will determine your path automatically and all approved TA will be paid directly to your school by the Army upon successful class completion. If you are required to complete the Course Planner, the Planner must be approved **before you enroll in classes**.
- View GAE’s “Class Enrollment Guide Overview” reference document for more information on enrolling in a class by selecting the “View Reference Documents” link located in the Training Resources section on your GAE homepage.

**Note: If TA does not cover the entire cost of the class, you are responsible for the remainder, which will be billed directly by the school.**

### How to Get Help

- **View Reference Documents and Instructional Videos:**
  1. Log in to <http://www.goarmyed.com/>
  2. Select “View Reference Documents” in the Training Resources section
- **Contact the GAE Helpdesk:** CONUS toll-free: 1-800-817-9990
  1. OCONUS toll-free: Go to <http://www.goarmyed.com/> and select “Helpdesk”



**WORDS TO THE WISE:** Obtaining TA is a process that can take several days especially if this is your first time using GoArmyEd and /or the Course Planner Tool – be sure to start early and have everything finalized **BEFORE** your class start date! Your ability to change Degree Plans and schools is limited to once per degree level – *make informed decisions* – visit with your Army Education Counselor today!

2. Select the “List of Toll-Free Numbers Outside of Continental United States” link
- **Create Case from your GAE Homepage:**
  1. Log in to <http://www.goarmyed.com/>
  2. Select “Need Assistance?” in the Helpdesk Cases section
  3. Select the “Create a Helpdesk Case” link and provide a description of your concern
  4. An email confirmation of your request and the resolution will be sent to your preferred email account
- **Contact an Army Education Counselor:** Log in to <http://www.goarmyed.com/>
  1. Select the “Other Links” Smart Link
  2. Select the plus sign next to “My Community Links”
  3. Select the “My Education Center” link
  4. View all Education Centers by selecting the “Education Centers” link at the bottom of any GAE page

### How to Check Your TA Balance

Log in to <http://www.goarmyed.com/>, scroll down and look in the My Education section to see your TA balance

### How to Drop a Class

- Soldiers MUST drop ALL classes through GAE before the class end date (Eastern Standard Time).
- Log in to <http://www.goarmyed.com/> and select the “Withdraw from a Class” Smart Link
- Select a checkbox to choose the class

- Select “Drop Selected Class”
- View the Confirmation page and choose the appropriate withdrawal reason using the drop-down options of “Withdrawal – Military Reasons (WM)” or “Withdrawal – Personal Reasons”
  1. Personal Drops – Soldiers MUST repay the TA amount
  2. Military Drops (includes emergencies) – Soldiers MUST have the WM approved by the Army within 60 days of the initiation of the withdrawal to prevent recoupment:
    - Complete the Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons Form
    - Upload the waiver signed by the Battalion Commander or first LTC in chain of command, or if in the Reserve Component, by the Unit Commander for the class.

**Note: Soldiers who provide false information with a request to waive reimbursement of Army TA are subject to penalty under the Uniform Code of Military Justice (UCMJ).**

- Select the “Finish Dropping” button

### How to Resolve a Hold

- A hold is applied to enforce Army TA regulations. Holds are removed automatically when the issue is resolved. For more information on holds and how they are resolved, go to the My Education section of your GAE homepage.

### TA Recoupment

- Class costs will be recouped from a Soldier for:
  1. Receiving a “D” or “F” grade
  2. “C” grade in a graduate level course
  3. An incomplete grade not resolved within 120 days
  4. A class withdrawal for personal reasons
  5. A class that is not included in the Soldier’s degree plan
- An email notification is sent 30 days before repayment begins, except in the case of separation from the Army. See your signed TA SOU for recoupment rules.

### How to Use Your eFile

- Scan a document and save it to your computer (i.e., Request TA cost verification, or Military Withdrawal documents).
  1. Log in to <http://www.goarmyed.com/>
  2. Select the “My Education Record” Smart Link
  3. Select the “eFile” tab
  4. Complete required fields and select “Browse” to find your file
  5. Select “Upload File”

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_