New Users

- Go to [https://www.goarmyed.com](https://www.goarmyed.com) and select “New User”
- Complete the required information for a base role GoArmyEd (GAE) account, which results in the creation of your GAE user name and password. The base role access will allow you access to training, helpdesk, on-duty classes, and testing.

Steps for GoArmyEd Account Activation Through VIA

**Step 1:** Select "Request TA Access". If eligible for TA, user will be directed to VIA’s home page.

**Step 2:** Complete VIA and submit request for Army Education Counselor approval and further discussion if needed. *(Fort Carson Education Center-assigned Soldiers who are first-time college attendees must attend the College 101 briefing and speak with an Army Education Counselor BEFORE submitting account activation request)*

**Step 3:** Submit a Common Application after TA Eligible Role request has been approved through VIA. *(VIA must be completed prior to submission in order to receive approval)*

1. An automatic TA eligibility check will occur when Soldiers select the “Request TA Access” Smart Link button from their homepage. If eligible for TA, the user will be directed to VIA’s home page.

3. The Common Application provides key information to your school and must be completed before enrolling in a course. When your account is activated, complete all four sections of the Common Application and submit.

** When prompted, carefully review and submit a TA Statement of Understanding (SOU). **

a) You must agree to the terms by selecting the checkbox next to the statement that you understand the terms of the TA SOU.

b) Soldiers must certify and submit their electronic TA SOU.

-Your commander’s approval is no longer required.

Once VIA is completed, the TA Eligible Role request will be marked as submitted and is routed to ACES for approval. Army Education Counselors will take approximately 2-3 business days to review the case. You will receive an email when your application has been approved and you have access to request TA.

Remember, you MUST attend the College 101 briefing or speak with an Army Education Counselor BEFORE you will be eligible to apply for tuition assistance. Also, once your GAE account is activated, YOU MUST request TA for each course after enrolling in classes with your home college. TA can be requested up to 60 days before the class start, but must be requested before class begins – no exceptions. Failure to request TA in a timely manner will result in YOU paying for the class.

BE SURE TO START THE ACCOUNT ACTIVATION PROCESS EARLY!!