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](http://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/](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.

How to Get Help

- View Reference Documents and Instructional Videos:
  2. Select “View Reference Documents” in the Training Resources section
- **Contact the GAE Helpdesk:** CONUS toll-free: 1-800-817-9990
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 – work with your Army Education Counselor today!

Consult the link to your Education Center by selecting the "Community Links" Smart Link. Log in to http://www.goarmyed.com/.

2. Select the "Other Links" Smart Link.
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


2. Select the "Other Links" Smart Link.
3. Select the "My Education Center" link.

How to Drop a Class

Soldiers MUST drop ALL classes through GAE before the class end date (Eastern Standard Time).

2. Select the "Withdraw from a Class" link.
3. Select a checkbox to choose the class.
4. Select "Drop Selected Class".
5. View the Confirmation page and choose the appropriate withdrawal reason using the drop-down options of "Withdrawal – Military Reasons (WM)" or "Withdrawal – Personal Reasons".

Personal Drops – Soldiers MUST repay the TA amount

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:

3. Select the "Finish Dropping" button.

Soldiers WHO PROVIDE FALSE INFORMATION will be denied reimbursement of Army TA.

How to Resolve a Hold

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.

2. Select the "Other Links" Smart Link.
3. Select the "My Education Center" link.
5. Select the "My Education Record" Smart Link.
6. Select the "eFile" tab.
7. Complete required fields and select "Browse" to find your file.
8. Complete the "eFile" link.
9. Select the "Upload File" link.
10. Complete the "Submit" link.

Required:

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3. Select the "My Education Record" Smart Link.
4. Select the "eFile" tab.
5. Complete required fields and select "Browse" to find your file.
6. Complete the "Submit" link.

How to Use Your eFile

Scan a document and save it to your computer.

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