

# How To Guide

## Navigate Student Dashboard (1 of 9)

### Purpose

This guide provides an overview on navigating the Student's dashboard. The functions available to the Student are: Home, Education Path, Credential Path, Program Path, Find Ed Center, Account, Document Repository, Help Center, and Sign Out. The Student can follow the steps below to access each function. **Note: This guide provides a high-level overview of the Student Dashboard.**

### Navigate the Student Dashboard – Home Tab

The initial landing page is the Student Homepage. Here, you're able to view the following:

- Ongoing Credentials
- Request Credentialing Assistance Button
- Add Credential Button
- Lifetime Undergraduate Hours
- Lifetime Graduate Hours
- Lifetime Certificate Hours
- Semester Hours
- Total Amount of Financial Assistance
- Credentialing Assistance
- Tuition Assistance
- Pending Assistance
- Remaining Assistance

**Note:** Soldiers can view financial information for a specific fiscal year by selecting a fiscal year from the dropdown box above the Financial Bar or within the Semester Hours donut tracker.

The screenshot displays the Army Ignited Student Dashboard. At the top, the 'ignited' logo is on the left, and a navigation menu includes 'Home', 'Education Path', 'Credential', 'Program Path', 'Find Ed Center', 'Support', and 'Welcome, Edgar'. The main header area features a large illustration of a robotic arm, a laptop, a microscope, and other educational tools. Below this, the text reads 'Welcome to ArmyIgnited.' followed by the subtext 'Pursue a credential to advance your military career. Get started now.' A section titled 'Upload proofs of completion for your completed credentials below:' contains two entries for 'AWS Certified Advanced Networking - Specialty', both marked as 'Overdue' with a 'View Credential' button. Below this are two buttons: 'Request Credentialing Assistance' and 'Add Credential'. The dashboard then shows four donut charts representing progress: 'Lifetime Undergraduate Hours' (0/130), 'Lifetime Graduate Hours' (0/39), 'Lifetime Certificate Hours' (0/21), and 'Semester Hours 2022' (6/16). At the bottom, a 'Financial Assistance' section shows a total of \$4,000 per year, with a breakdown: Credential Assistance (\$230), Tuition Assistance (\$1,870), Pending Assistance (\$0), and Remaining Assistance (\$1,900).

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### Steps to Navigate Student Dashboard – Education Path Tab

On the **Education Path** tab you're able to view the following sections:

- **My Education Path**
  - View Current and Previous Education Paths
  - View Status of Education Path Requests
- **Request Tuition Assistance**
  - Request Tuition Assistance for Courses within Education Paths
- **My Courses**
  - View Current and Previous Courses
  - View Cumulative Army Tuition Assistance Grade Point Average (GPA)
- **Student Degree Plan**
  - View Student Degree Plan

**Current Education Path**

**My Education Path** [Edit](#) **Approved**  
Request submitted 06/24/2021



**Education Institution:** Stanford University

**Degree Level:** Bachelor's Degree

**Area of Study:** Computer Science.

[View Courses](#)

[View SDP](#)

[Request Tuition Assistance >](#)

**Note:** Clicking **View** will allow you to download and view each training document.

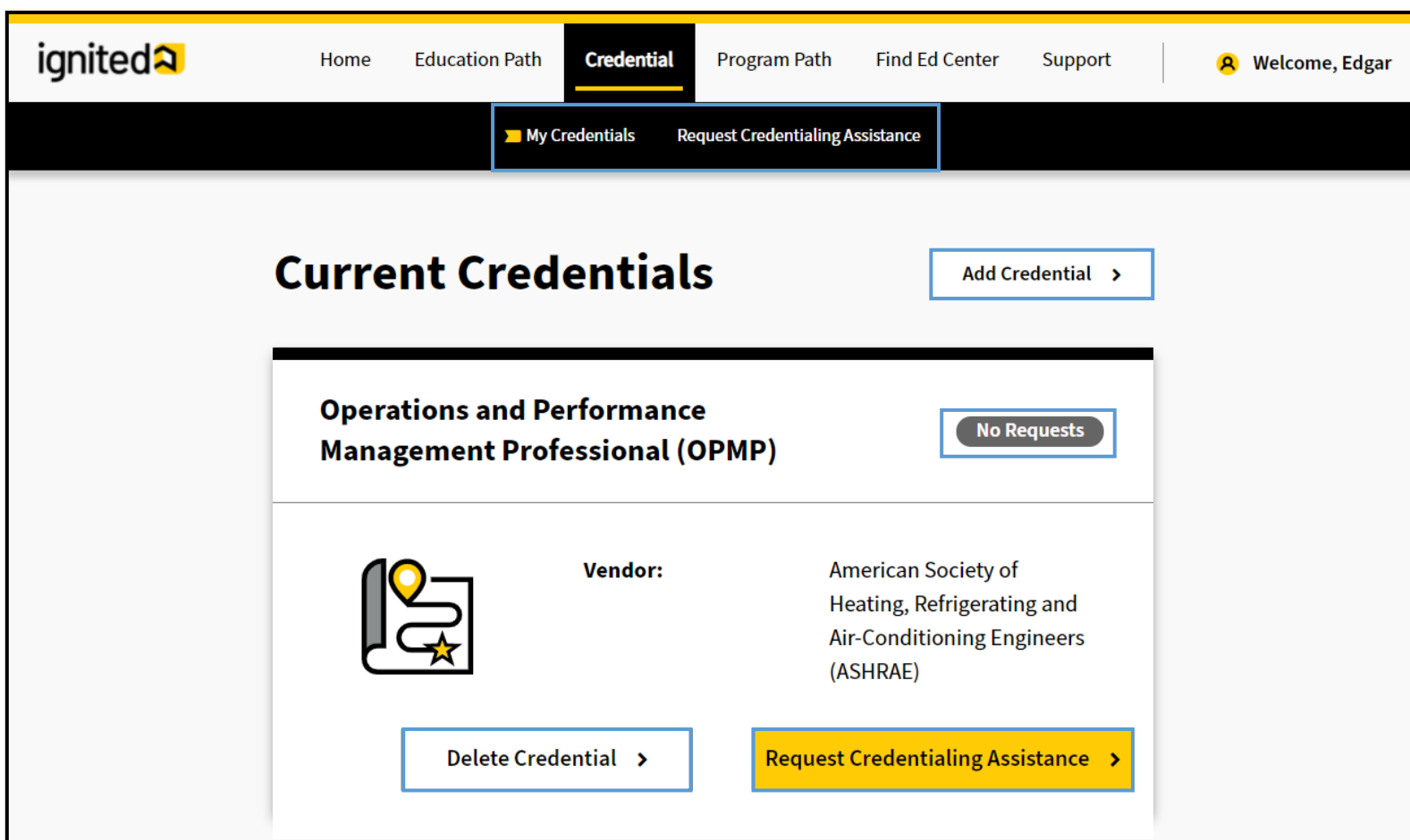
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### Steps to Navigate Student Dashboard – Credential Tab

On the **Credential** tab you're able to:

- **My Credentials**
  - Add Credentials
  - View Current and Previous Credentials
  - View Status of Credentialing Assistance Requests
  - Mark Credentials as Complete
- **Request Credentialing Assistance**
  - Request Credentialing Assistance for Credentials
  - View Status of Credentialing Assistance Requests
  - Withdraw Credentialing Assistance Requests



The screenshot shows the Ignited Student Dashboard interface. At the top, there is a navigation bar with the Ignited logo and several menu items: Home, Education Path, **Credential** (highlighted), Program Path, Find Ed Center, and Support. On the right side of the navigation bar, there is a user profile icon and the text "Welcome, Edgar". Below the navigation bar, there are two sub-menu items: "My Credentials" (highlighted with a yellow arrow) and "Request Credentialing Assistance".

The main content area is titled "Current Credentials" and features an "Add Credential" button. Below this, there is a card for a credential titled "Operations and Performance Management Professional (OPMP)". To the right of this title is a "No Requests" button. The card includes a map icon with a location pin and a star, and the text "Vendor: American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)". At the bottom of the card, there are two buttons: "Delete Credential" and "Request Credentialing Assistance".

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### Steps to Navigate Student Dashboard – Program Path Tab

The **Program Path** tab provides the following features:

- **Program Path**
  - Add Special Program Paths
  - View Current and Previous Program Paths
  - View Status of Program Path Requests
- **Program Path Request**
  - Request Tuition Assistance for Special Program Paths
  - View Status of Tuition Assistance Requests
- **My Courses**
  - View Current and Previous Courses
  - View Cumulative Army Tuition Assistance Grade Point Average (GPA)
- **Student Degree Plan**
  - View Student Degree Plan

The screenshot shows the Ignited Student Dashboard interface. At the top, the navigation bar includes the Ignited logo and menu items: Home, Education Path, Credential, **Program Path** (highlighted), Find Ed Center, and Support. A user profile for Phyllis is visible on the right. Below the navigation bar, a sub-menu highlights 'Program Path', 'Program Path Request', 'My Courses', and 'Student Degree Plan'. The main content area is titled 'Current Program Paths' and features an 'Add Special Program Path' button. A card displays the following information:

- Defense Department Strategic
- Foreign Languages [Edit](#)
- Approved
- Request submitted 03/02/2021

Below the card, there is an icon of a graduation cap and scroll. At the bottom of the card, there are four buttons: 'View Courses', 'View SDP', 'Complete Program', and 'Request Tuition Assistance'.

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### Steps to Navigate Student Dashboard – Find Ed Center Tab

The **Find Ed Center** tab allows you to search for an Education Center and view its profile. Enter one of the following into the search bar to find an Education Center:

- City
- State
- UIC Code
- Zip Code
- Education Center Name

The screenshot displays the Ignited Student Dashboard interface. At the top, there is a navigation bar with the Ignited logo and menu items: Home, Education Path, Credential, Program Path, **Find Ed Center** (highlighted), and Support. A user greeting 'Welcome, Phyllis' is visible on the right. The main content area is titled 'Find an Education Center' and includes a search prompt: 'Enter City, State, UIC Code, Zip Code, or Education Center name'. Below this is a search bar containing the text 'kentucky' and a 'Clear All' button. Underneath the search bar, it says 'Showing 5 of 5 Results'. A search result card for 'Fort Knox Education Center' is shown, featuring a 'View Profile' button with a right-pointing arrow. The card lists the following information:

Address	Phone	Hours of Operation
31 Warehouse Street Fort Knox, KY, 40121, US	(502) 624-2427	
Email	Fax	
usarmy.knox.imcom-atlantic.mbx.dhr-aces-counselor@mail.mil		

**Note:** Clicking **View Profile** on a search will allow you to view additional information about the Education Center you selected.

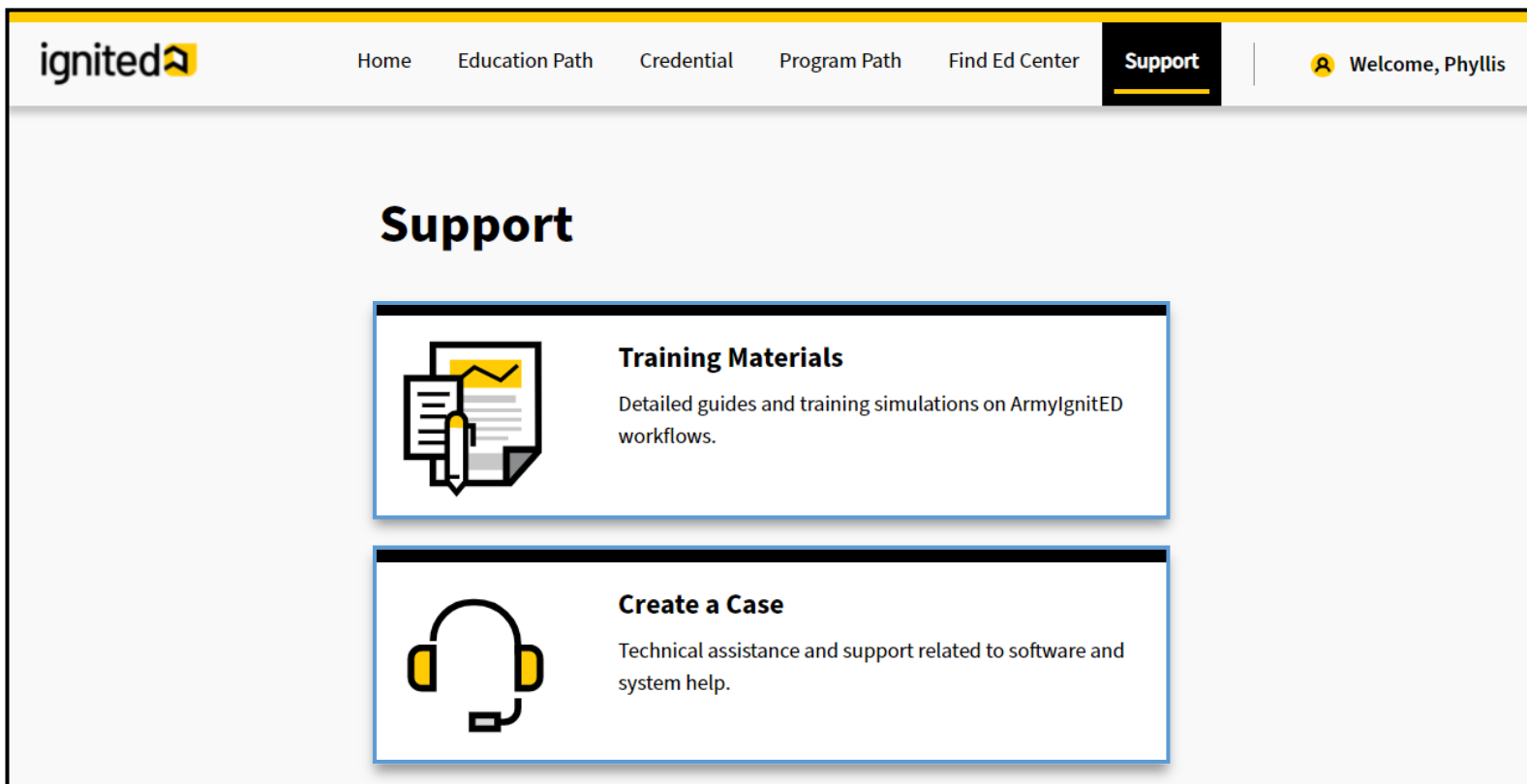
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### Steps to Navigate Student Dashboard – Support Tab

The **Support** tab provides access to the following:


- **Training Materials** - Detailed guides and training simulations on ArmyIgnitED workflows.
- **Create a Case** - Technical assistance and support related to software and system help.



The screenshot shows the ArmyIgnitED Student Dashboard with the Support tab selected. The navigation bar includes Home, Education Path, Credential, Program Path, Find Ed Center, and Support. The Support tab is highlighted, and the user is logged in as Phyllis. The main content area displays two cards: Training Materials and Create a Case.


**ignited** Home Education Path Credential Program Path Find Ed Center **Support** Welcome, Phyllis

## Support



### Training Materials

Detailed guides and training simulations on ArmyIgnitED workflows.



### Create a Case

Technical assistance and support related to software and system help.

**Note:** For more information related to creating a case in ServiceNow, refer to the **Create a Case** How to Guide



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### Steps to Navigate Student Dashboard – Student Profile

Click **your name** in the top right corner and select **Account**.

**Note:** Your Student Profile displays. Information in your Student Profile is auto-populated from the Integrated Total Army Personnel database (ITAP).

The **Student Profile** shows you the following information:

- Use the **Left Panel** to:
  - View Military Information
  - View and/or Edit Contact Information
  - View and/or Edit Mailing Information
  - View ArmyIgnitED Messages
- Use the **Right Panel** to view:
  - Student Degree Plan
  - Account Holds
  - Account Information: Civilian Education Level
  - Military Education Level
  - Tuition Assistance Approved
  - Signed SOU Date
- Use the **Education Information** section to view:
  - Education Center
  - Current Education Path Details
  - Highest Education Level Completed Details
- Use the **Special Program** section to:
  - View Special Program Paths
- Use the **Credential** section to:
  - View Most Recent Credential Completed
  - View all Credentials
- Use the **Financial Assistance** section to:
  - View Tuition Assistance and Credentialing Assistance Funding Status

The screenshot displays the Ignited Student Profile Page for PVT Edgar Poe. The page is organized into several sections:

- Left Panel:** Contains a profile card for PVT Edgar Poe, a list of messages, and expandable sections for Military Information, Contact Information, and Mailing Information.
- Education Information:** Shows the Education Center (Fort Benning Education Center), Current Education Path (Stanford University, Computer Science), and Highest Education Level Completed (N/A).
- Special Program:** Lists Special Programs such as Graduate Programs and Remedial Exams, along with prerequisite classes and uploaded documents.
- Credential:** Displays the Most Recent Credential Completed (ACSM Certified Group Exercise Instructors) and other credential details.
- Enrolled Courses:** Provides a table of current term courses including Intro to Biology and Intro to Economics.
- Financial Assistance:** Shows a total of \$2,100 in assistance for the fiscal year 2021, broken down into Credential Assistance (\$230), Tuition Assistance (\$1,870), and Remaining Assistance (\$1,900).
- Right Panel:** Features a navigation menu (Account, My Documents, Sign Out) and a list of various Microsoft Certified Solutions Associate (MCSA) credentials with their respective current request statuses.

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### Steps to Navigate Student Dashboard – My Documents

Click **your name** in the top right corner and select **My Documents**.

**My Document Repository** provides you with a space to upload documents that you may need in ArmyIgnitED. These documents can be sorted by:

- File Name
- Upload Date
- Uploaded By
- User Group

You also can upload, download, and/or remove documents within this repository.

**ignited** Home Education Path Credential Program Path Find Ed Center Support Welcome, Phyllis

[Go back](#)

### My Document Repository

Please upload a document or search through the table below to find the document you're looking for. The maximum file size for upload to ArmyIgnitED is 50 MB.

**Search:** Search by File Name, Upload By, User Group Clear Upload File

File Name	Upload Date	Uploaded By	User Group	Other Locations	Download	Remove
doc 212.txt	03/17/2021	Phyllis Wheatley		Credential Assistance-requests		—
doc55.txt	03/17/2021	Phyllis Wheatley		Credential Assistance-requests		—
doc 104.txt	03/17/2021	Phyllis Wheatley		Credential Assistance-requests		—
doc 104.txt	03/23/2021	Phyllis Wheatley		Credential Assistance-requests		—
doc 212.txt	03/23/2021	Phyllis Wheatley		Credential Assistance-requests		—
doc 104.txt	03/26/2021	Phyllis Wheatley		Credential Assistance-requests		—
ALICEN TEST FILE 5.txt	08/02/2021	Phyllis Wheatley		Credential Assistance-requests		—
TEST FILE 3.txt	08/03/2021	Phyllis Wheatley		Credential Assistance-requests		—
ALICEN TEST FILE 4.txt	08/02/2021	Phyllis Wheatley		Credential Assistance-requests		—
ALICEN TEST FILE 5.txt	08/03/2021	Phyllis Wheatley		Credential Assistance-requests		—

Show 10 20 50 100 < 1 2 3 4 >

**Note:** Clicking the **Download** icon will allow you to download and view each training document.



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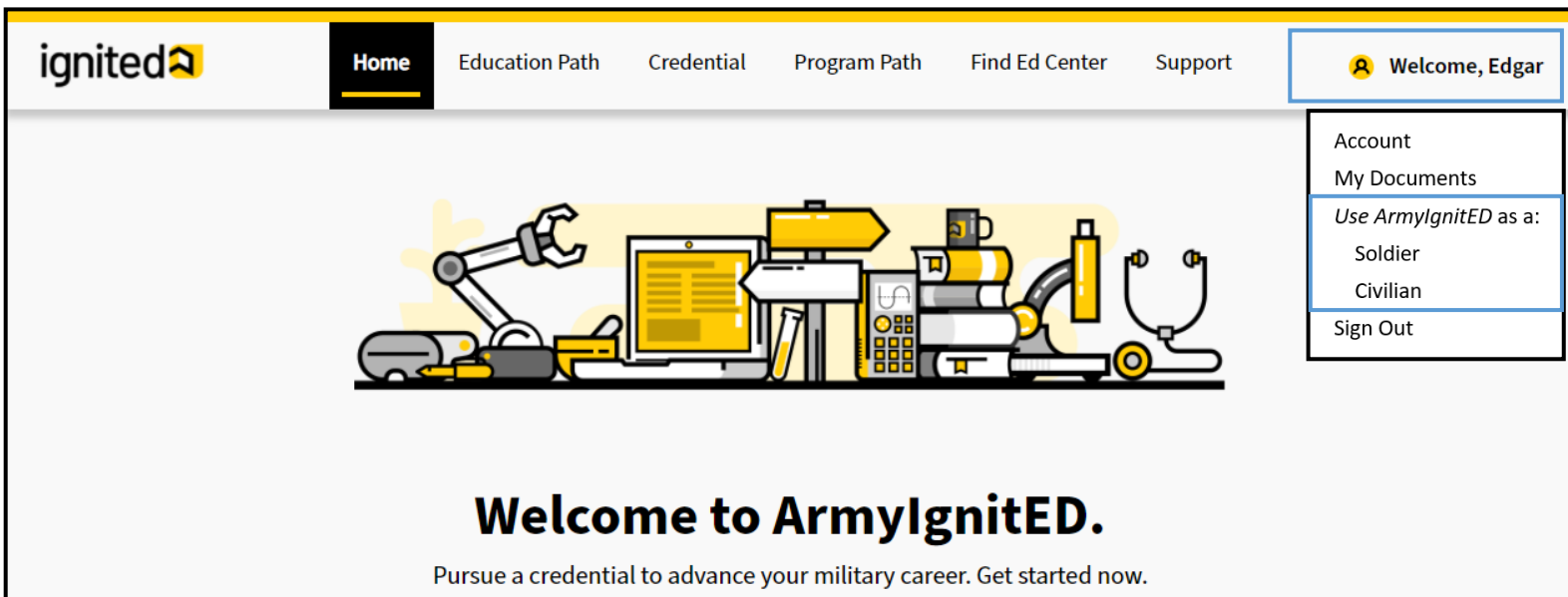
### **Optional: Steps to Navigate Student Dashboard – Switch User Roles**

Users who have multiple roles within ArmyIgnitED can switch between their roles to complete tasks in each respective role. Once assigned a role in Liferay, the role will be added to the username dropdown in ArmyIgnitED.

Click **your name** in the top right corner and select the role you would like to **Use ArmyIgnitED as a:**

**Note:** Users with multiple roles will have the option to select from their multiple roles.

**Note:** A confirmation pop up will appear indicating that you have switched roles. You are now using ArmyIgnitED with the permissions of the role you selected.



The screenshot displays the ArmyIgnitED student dashboard. At the top left is the 'ignited' logo. A navigation bar includes 'Home' (highlighted), 'Education Path', 'Credential', 'Program Path', 'Find Ed Center', and 'Support'. On the top right, a user profile dropdown shows 'Welcome, Edgar' with a user icon. Below this, the dropdown menu lists 'Account', 'My Documents', 'Use ArmyIgnitED as a:' (with sub-options 'Soldier' and 'Civilian'), and 'Sign Out'. The main content area features a central illustration of various educational and military-related items: a robotic arm, a laptop, a signpost, a calculator, a microscope, and a stethoscope. Below the illustration, the text reads 'Welcome to ArmyIgnitED.' followed by the tagline 'Pursue a credential to advance your military career. Get started now.'