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.

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

Note: Clicking **View** will allow you to download and view each training document.
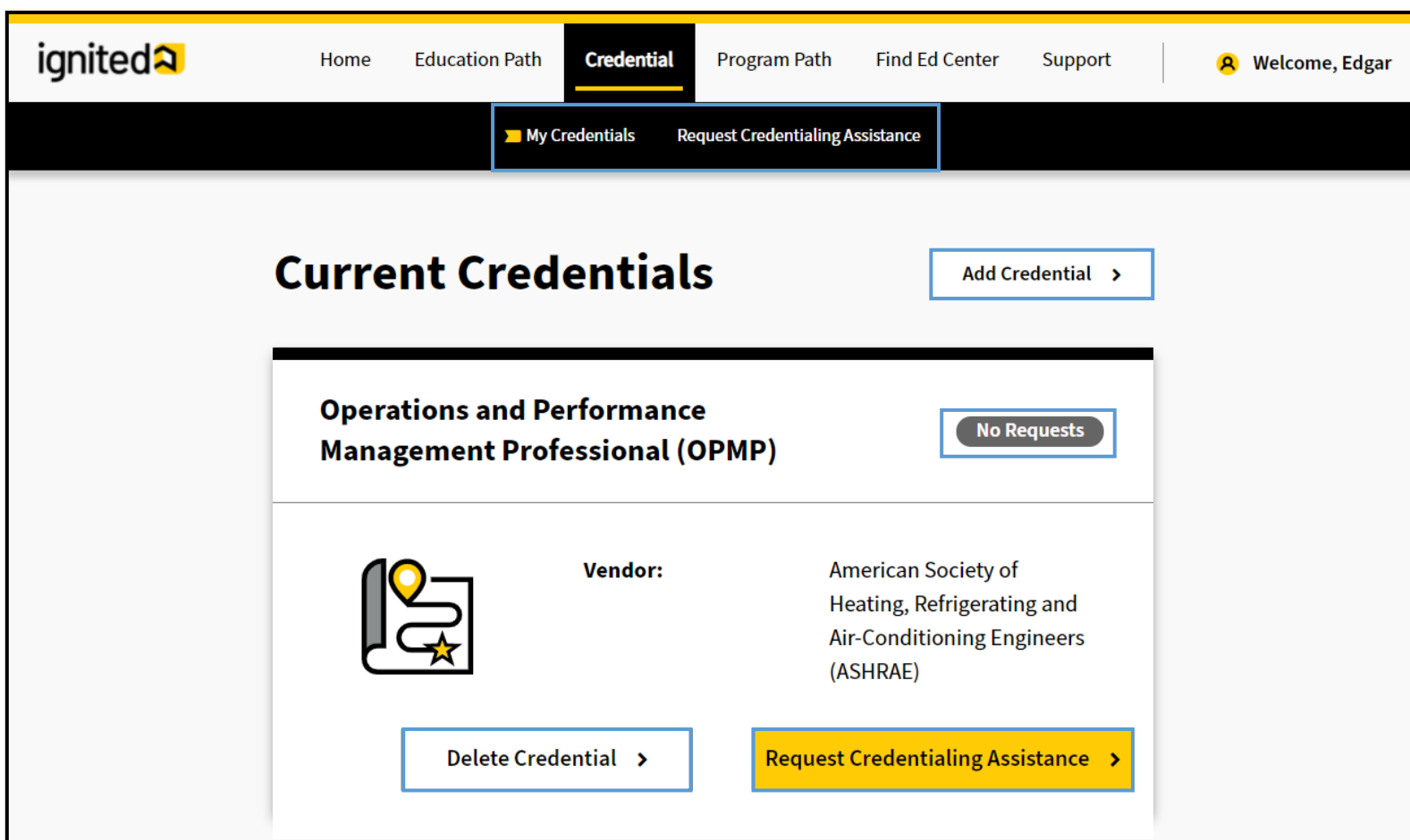
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Steps to Navigate Student Dashboard – Credential Tab

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

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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

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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

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

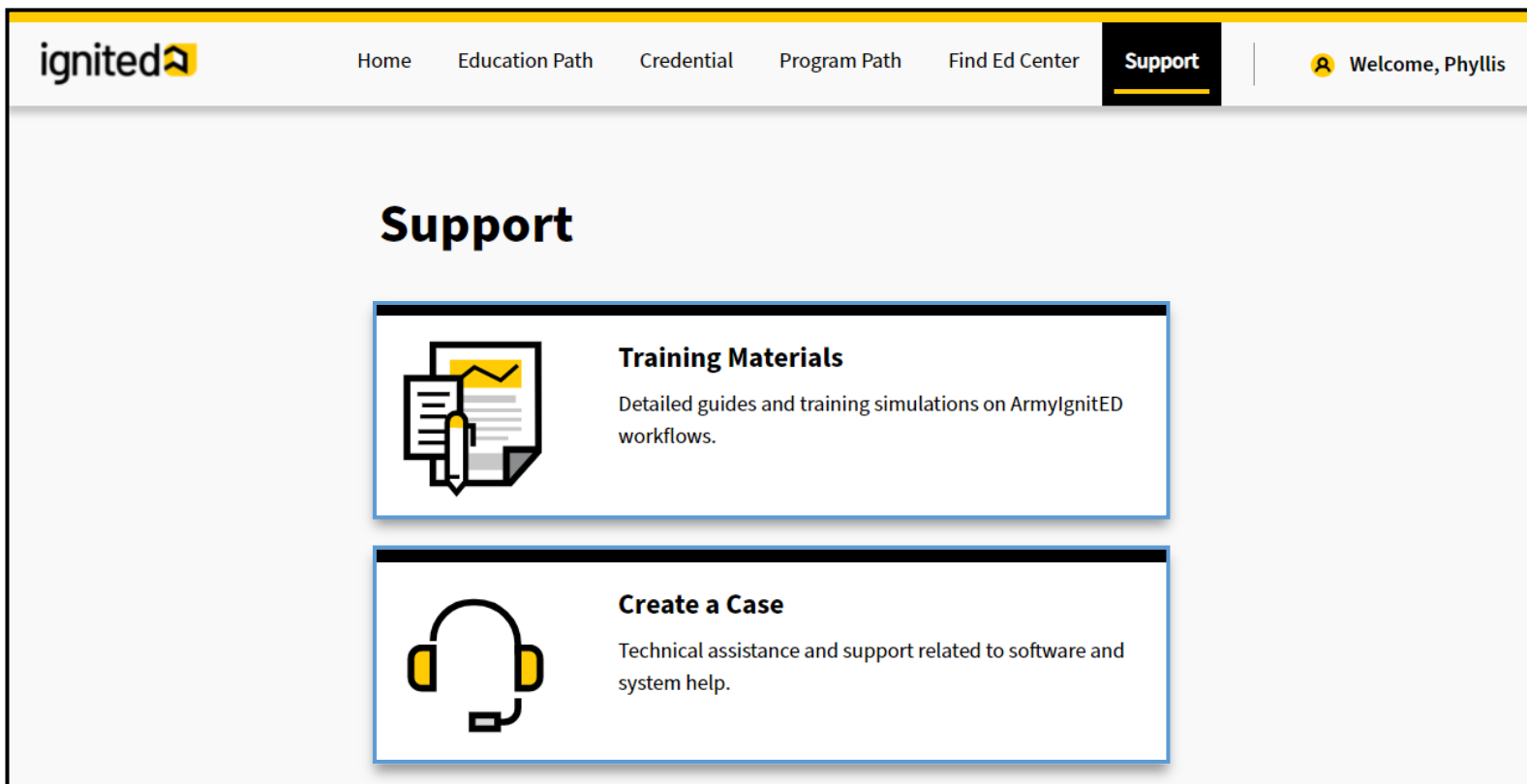# How To Guide

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.

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

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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.

Note: Clicking the **Download** icon will allow you to download and view each training document.
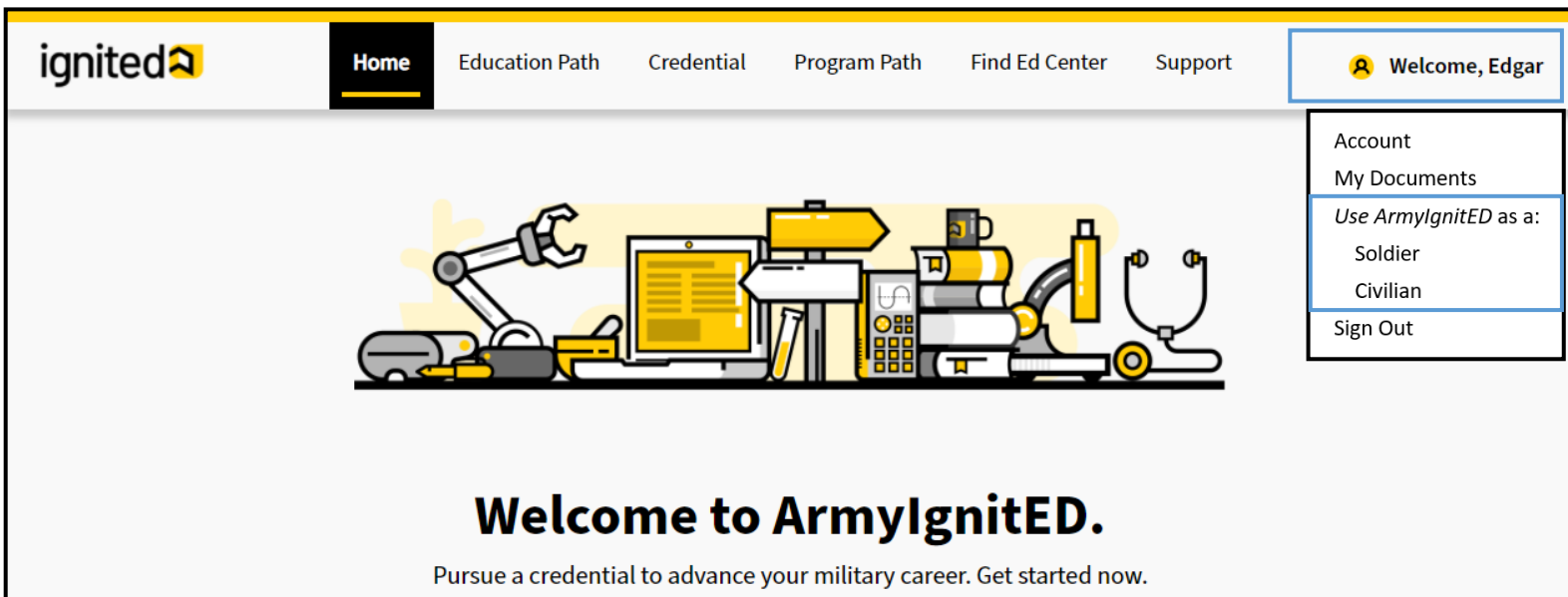
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Optional: Steps to Navigate Student Dashboard – Switch User Roles

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.