

How to Guide

Student Overview for Using ArmyIgnitED

Purpose: This guide details the high level steps for using ArmyIgnitED from a student account.

Create a Student User Account

1. Navigate to www.armyignited.com.
2. Create a secure account including 2-step authentication.
3. Return to www.armyignited.com and complete the setup of your account.

Create a Credential Path and Create a Credentialing Assistance Request

1. Navigate to www.armyignited.com to login (or continue from *Create a Student User Account*).
2. Confirm your personal, contact, and mailing information.
3. Select an option, a credential, and the methods being used to achieve the credential.
4. Choose to discuss your path with your counselor or submit the Credential Path.
5. Search for or enter your training, exam or misc. fees.
6. Enter the start and end date, select cost types, and upload any documentation supporting eligibility requirements for the Credentialing Assistance request.
7. Review your information and submit.
8. Once you no longer need funding, close your Credentialing Assistance request.
9. Optional – Withdraw a Credentialing Assistance request and/or Mark a Credential Path as Complete.

Manage the Student Profile and Access the Help Center

1. Navigate to www.armyignited.com to login.
2. Review left panel. If information is incorrect, click **Edit** and update the information.
3. Review remaining information. If information is incorrect, email ACCESS team to update.
4. Click **View Previous Path** to view previous Credential Paths.
5. Access Help Center to download training materials.