

Part II-Getting Started-Primary Point of Contact (POC) First Time Access to Your Non-Letter of Instruction (Non-LOI) School GoArmyEd Homepage

General Information

This training is intended for a Non-LOI school's GoArmyEd Primary POC. The Primary POC will serve as the contact with the Army Continuing Education System (ACES) for any questions related to Soldiers using Tuition Assistance (TA) benefits at your school. The term Non-LOI school is used throughout this document and GoArmyEd to refer to accredited, postsecondary education schools that have not signed a Letter of Instruction (LOI) with the Army to integrate their schedule of classes and class registration processes with GoArmyEd. Non-LOI schools only need a Web-based GoArmyEd account to process TA invoices for Soldiers using TA at their school and to record Soldiers' grades for TA-funded classes. The process for becoming a Non-LOI school can be completed in as little as thirty minutes after a GoArmyEd Primary Point of Contact (POC) has been identified for your school, per the instructions provided in this training document.

To complete your Non-LOI school account so Soldiers may use TA benefits at your school, you must have been approved by the Army as your Non-LOI school's Primary POC. When approved, you should receive an email with a user name and temporary password that permits you access to a GoArmyEd school account set-up process.

Getting Help: If you have questions at any time during or after the set-up process, go to the [ACES Web site](#) for a list of frequently asked questions, detailed system training documents, and support contact information or email usarmy.knox.hrc.mbx.tagd-aces@mail.mil.

The first critical steps required by a Non-LOI school Primary POC are to:

- Change the temporary Primary POC password to a secure password;
- Provide three password re-set hints;
- Accept terms and conditions for using GoArmyEd;
- Validate personal profile data;
- Validate and update school profile data;
- Provide at least one Invoice Administrator for the school who will be responsible for using GoArmyEd to submit electronic invoices to the Army each quarter for TA used at your school;
- Provide at least one Course Administrator for the school who will be responsible for using GoArmyEd to submit final class grades for TA-funded classes at your school; and
- Provide at least one and no more than three Government Purchase Card (GPC) points of contact and HQDA G-3/5/7 GPC POCS from your school that will be sent electronic messages from GoArmyEd when TA invoices are approved by the Army and HQDA G-3/5/7. This action will enable your school to receive electronic payment from the Army and HQDA G-3/5/7.

Within 2-3 business days of completing the required set-up tasks, your school account will be activated. Schools with an activated account will be listed in GoArmyEd as schools that accept TA benefits. Authorized Non-LOI school users will have one of the following log-in rights to GoArmyEd that will enable them to conduct business with ACES on behalf of Soldiers using TA at your school:

- **Basic Non-LOI School Role**
 - Create and view their own helpdesk cases;
 - View student records at their own schools;
 - Create a helpdesk case for a Soldier who selected your school as his/her home school to address Soldier's issues or concerns;
 - View communications and announcements from the Army; and
 - View training documents about GoArmyEd and TA
 - Reject a Soldier's Tuition Assistance Request Form in GoArmyEd.

Additional rights will be granted to other authorized Non-LOI school users based on their role:

- **Additional Non-LOI School Roles**
 - **Primary POC:** Will have access rights of the Basic Non-LOI School Role plus the ability to



General Information

complete school account set-up, maintain school account set-up data, delegate the Primary POC role to another school employee, and provide user rights to other authorized employees at the school such as the Invoice Administrator, Course Administrator, and GPC POC roles. The Primary POC also will be the Army’s contact for questions. There may be only one Primary POC per institution;

- **Alternate POC:** Acts as Primary POC in the absence of the Primary POC. He or she will have the Basic Non-LOI School Role, plus the ability to maintain school set-up data and provide user rights to others at the school. The Primary POC for the school may designate a maximum of two Alternate POCs. However, an Alternate POC is not required;
- **Invoice Administrator:** Will have the access rights of the Basic Non-LOI School Role, plus the ability to create an invoice, submit an invoice, view invoice history and process refund for a previously approved invoice to the Army on behalf of your school. Have access to a TA Invoices dash board on their GoArmyEd homepage when log into their account to alert him/her that your school has invoices that need to be reviewed and submitted. The Primary POC for the school may designate as many Invoice Administrators as deemed necessary. The Primary POC may also assume the role of Invoice Administrator;
- **Course Administrator:** Will have the access rights of the Basic Non-LOI School Role plus the ability to post grades and report graduations for Soldiers attending your school. Have access to a Grade Administration Add Grades dash board on their GoArmyEd homepage when log into their account to alert him/her of classes that need to be graded. The Primary POC for the school may designate as many Course Administrators as deemed necessary. The Primary POC may also assume the role of Course Administrator; and
- **TA Government Purchase Card (GPC) POC:** Will have the access rights of the Basic Non-LOI School Role and will receive emails from GoArmyEd notifying him or her when an invoice has been approved by the Army, the amount that has been approved, and a credit card number the school will use to process electronic payment. The Primary POC for the school may designate a maximum of three GPC POC roles. The Primary POC may also assume one of the GPC POC roles.
- **HQDA G-3/5/7 GPC POC:** Will have the access rights of the Basic Non-LOI School Role and will receive emails from GoArmyEd notifying him or her when an invoice has been approved by the HQDA G-3/5/7, the amount that has been approved, and a credit card number the school will use to process electronic payment. The Primary POC for the school may designate a maximum of three HQDA G-3/5/7 GPC POC roles. The Primary POC may also assume one of the GPC POC roles.

This quick reference explains how to access your Non-LOI school GoArmyEd homepage and set up your school GoArmyEd account. Select a topic to go directly to it. Select the  arrow to return to this page.

- [Logging In To Your GoArmyEd Homepage.....](#) Page 3
- [Acceptance of Terms and Conditions.....](#) Page 4
- [School GoArmyEd Account Setup – Welcome.....](#) Page 5
- [School GoArmyEd Account Setup – Personal Profile.....](#) Page 6
- [School GoArmyEd Account Setup – School Profile.....](#) Page 8
- [School GoArmyEd Account Setup – Invoice Administrator Set-up.....](#) Page 11
- [School GoArmyEd Account Setup – Course Administrator Set-up.....](#) Page 14
- [School GoArmyEd Account Setup – TA GPC POC Set-up.....](#) Page 16
- [School GoArmyEd Account Setup – HQDA G-3/5/7 GPC POC Set-up.....](#) Page 18
- [School GoArmyEd Account Setup – Confirmation.....](#) Page 21
- [Accessing Your GoArmyEd Homepage.....](#) Page 22

Logging In To Your GoArmyEd Account

Logging In To Your GoArmyEd Account

Access GoArmyEd at www.goarmyed.com and enter the User Name/Password you received in the **Registered Users Log In** section.

The screenshot shows the GoArmyEd homepage. At the top left is the GoArmyEd logo. To the right is a search bar with the text "Site Search". Below the logo is a banner image of a man and a woman looking at a laptop. The banner text reads "Gateway to Army Civilian Training and Leadership Development". On the right side, there is a "Registered Users Log In" section with fields for "User Name" and "Password", a "Log In" button, and links for "Retrieve Lost User Name/Password" and "Pop-up Blocker Help". Below this is a "Smart Card Log In" section with a "Common Access Card (CAC)" image and a "Smart Card Log In" button. At the bottom right, there is a "Create/Activate GoArmyEd Account" section with radio buttons for "Student", "School", and "Supervisor", and a "Create/Activate Account" button.

Hint: A school will receive a Primary POC user name and password only after the Army has approved an individual at your school to be the Primary POC. See the training “Part I-Getting Started Primary Point of Contact (POC) - Creating a Non-Letter of Instruction (Non-LOI) School GoArmyEd Account” for instructions on how to request a Primary POC user name and password.

The Change Password screen appears. If this is your first time logging in as the Primary POC, you will be instructed to change your GoArmyEd password to a secure password. For security reasons, you will not have access to GoArmyEd until your password has been successfully created. The following password controls have been implemented per Defense Information Systems Agency (DISA) standards:

- When a password is changed, users cannot use personal information such as names, telephone numbers or account names in their passwords.
- Passwords must be 15 characters in length and will expire after 60 days.
- Users cannot re-use any of their previous 10 passwords.
- New account passwords must differ from the previous password by at least four characters when a password is changed.
- Users cannot change passwords more than once a day.

Enter your new password in the “**New Password**” and “**Confirm New Password**” fields. Select and answer three lost password questions. Answers are case-sensitive and will enable you to reset your password in the event you forget your password.

Logging In To Your GoArmyEd Account

Change Password

Please enter your new GoArmyEd password. When selecting a new password, be sure you adhere to the [DISA Password Standards](#). Please note there are new password requirements. For security reasons, you will not have access to GoArmyEd until your password has been successfully created.

*New Password:
*Confirm New Password:

Lost Password Questions:

You currently have lost password answers. You may change your questions/answers now or proceed to click submit to change password. Note: You must completely answer all 3 questions if you decide to change your questions/answers.

Instructions: Selecting questions and answers below will enable you to reset your password in the event that you forget your password. Answers to these questions should be kept as secure as your password. You must answer all the questions before you can submit the form.

Fields marked with an * are required.

*Question 1 <input type="text"/>	Answer 1 <input type="text"/>
*Question 2 <input type="text"/>	Answer 2 <input type="text"/>
*Question 3 <input type="text"/>	Answer 3 <input type="text"/>

Submit

Select the **“Submit”** button to save your password and answers to the lost questions.

Submit

School Administrative users can retrieve their GoArmyEd user name and password using the **“Retrieve Lost User Name/Password”** link from the GoArmyEd public page.

The Change Password confirmation screen appears stating your password was successfully changed! You will be automatically logged out and logged back in with your new password...If you are not redirected automatically, please select the **“Sign In”** button.

Change Password

Your Password was successfully changed!!
You will now be automatically logged out and logged back in with your new password...
If you are not redirected automatically, please hit the Sign in button below

Sign In

Select the **“Sign In”** button if you are not redirected automatically to your GoArmyEd homepage.

Sign In

Acceptance of Terms and Conditions

The Acceptance of Terms and Conditions page appears. Read each statement to understand what your school must agree to when participating in GoArmyEd.



Select the “**Yes**” button to accept the stated terms and conditions. Select the “**No**” button to decline the acceptance of terms and conditions. You will not be able to proceed past this screen until the terms and conditions are accepted. This page will not appear again after you have accepted the terms and conditions, so if you wish to make a copy of it, print the screen or copy the text to another application.

Acceptance of Terms and Conditions for Managing HQDA G-3/5/7-funded, Army Civilian Professional Development Courses

Effective with all classes starting on or after 1 October 2013, GoArmyEd will be the Army’s Enterprise System for managing Army-funded, Army Civilian employee professional development courses. Because Army Civilian employees are a new population that will be managed in GoArmyEd, please take a moment to review and agree to the following GoArmyEd terms and conditions regarding school/vendor use of GoArmyEd in support of Army Civilian employees:

- **The school/vendor acknowledges** that GoArmyEd is a Department of the Army system and Soldier and Army Civilian data provided within the system should be used for purposes of managing only Department of the Army Tuition Assistance (TA) and HQDA G-3/5/7 or Army Command-funded Army Civilian professional development courses.
- **The school/vendor agrees** to use the GoArmyEd system for submitting Invoices to the Army for approved HQDA G-3/5/7-funded enrollments by Army Civilians. Invoices will be provided to the school for submission to the Army on a recurring basis, currently monthly.
- **The school/vendor agrees** to use the Government Purchase Card (GPC), currently VISA® as the preferred method of payment for HQDA G-3/5/7 Invoices. The school understands that if it accepts VISA as payment from any student or vendor, it must accept VISA payment from the Government. If your school does not accept VISA as a form of payment you will be required to complete a Preferred Payment Exception Request for consideration.
- **The school/vendor agrees** to submit final grades online through GoArmyEd for Army-funded Army Civilian employee courses within 14 days and no more than 45 days after a course end date. The school understands that failure to submit a grade to the Army within 45 days of the course end date will result in the Army Civilian employee being placed on hold and unable to use Army Civilian professional development funds until the final grade is submitted by the school.
- **The school/vendor understands** that Army Civilians have provided written approval to the schools and vendors confirmed by their electronic signature to allow their grades to be released by the school/vendor directly to the Army through GoArmyEd in accordance with The Family Educational Rights and Privacy Act (FERPA) requirements.
- **The school/vendor primary point of contact for GoArmyEd understands** the responsibility to designate other authorized personnel from the school/vendor who should have access rights to GoArmyEd and to deactivate accounts when personnel are no longer authorized to use GoArmyEd (e.g., no longer employed by the school/vendor).

The school/vendor understands that failure to agree to the terms and conditions for use of GoArmyEd and to complete the required school/vendor set-up steps will prevent Army Civilians from using Army Civilian professional development funds at the school/organization. Please note that acceptance or refusal of these conditions in no way change any existing terms and conditions your school/organization has previously agreed to for using GoArmyEd to submit invoices and grades on behalf of Soldiers using Federal Tuition Assistance (TA) benefits at your school/organization.

Yes
No

What if our school does not accept credit card as a form of payment?

The Government Purchase Card (GPC) is the preferred method of payment for all Army tuition payments. The Government has a contract with US Bank/SmartPay to provide VISA® card services. In accordance with the rules for VISA® merchants, if your school accepts VISA® as a form of payment from one party, you must accept VISA® from all parties. If your school does not accept VISA® as a form of payment, then you will need to request a GPC exemption. If you are requesting a GPC Exemption, you will need to accept the terms and conditions prior to initiating this request.

School GoArmyEd Account Setup - Welcome

After you have accepted the terms and conditions, the School GoArmyEd Account Set-up screen displays with the following tabs, which must be reviewed and completed per the instructions on each tab to activate your school account:

- **Welcome:** Provides a brief overview of GoArmyEd, background, and upcoming changes.
- **Personal Profile:** Please validate your personal account information as the Primary Point of Contact (POC). As the Primary POC for your school or organization you will have the ability to give other employees at your school or organization access to GoArmyEd for purposes of invoicing, reporting grades, and receiving Government payment for invoices. Please verify that your contact information is correct in this step.
- **School Profile:** Please add and update additional information about your school so that the Army can properly process your electronic invoices and make payments. Most of the data on your school has been pre-populated using the Department of Education’s Postsecondary Education Participation System (PEPS) and the Central Contractor Registration (CCR) database, if the data was available. Where pre-populated data is not correct, you may update most fields. Where data is missing, we will need you to provide the data. In particular, your school must always have a valid and active **Commercial and Government Entity code**, or **CAGE code**, which is a unique identifier assigned by the Federal Government. You will be asked to enter a CAGE code for your school on this page.
- **Invoice Admin Setup:** Please provide one or more Invoice Administrators for your school. Invoice Administrators are authorized to process electronic invoices through GoArmyEd for all Army-funded classes more than 19% complete. As the Primary Point of Contact (POC), you may appoint yourself and/or others to the Invoice Administrator role. Anyone you appoint will receive two automated emails; one with their username and another with a temporary password to GoArmyEd.

- Course Admin Setup:** Please provide one or more Course Administrators for your school. Course Administrators are those people at your school who are authorized to report grades electronically through GoArmyEd for all Army-funded classes taken by Active and Reserve Component Soldiers and Army Civilian Employees at your school. As the Primary Point of Contact (POC), you may make yourself the Course Administrator and/or select others to have this role. Anyone you appoint will receive two automated emails; one with their username and another with a temporary password to GoArmyEd. **TA GPC POC Set-up:** Please provide up to three Tuition Assistance (TA) Government Purchase Card (GPC) Points of Contact (POC). A TA GPC POC will receive an email after your school invoices are approved by the Army to provide him or her with a credit card number that the school is authorized to use to process payment. Anyone you appoint will receive two automated emails; one with their username and another with a temporary password to GoArmyEd. You must use an individual employee email address for the TA GPC POC. It may not be a group email address or a personal email account such as Yahoo!, Hotmail, or Gmail.
- HQDA G-3/5/7 GPC POC Setup:** Designate up to three Headquarters (HQDA) G-3/5/7 Government Purchase Card (GPC) Points of Contact (POC). A HQDA G-3/5/7 GPC POC will receive an email after your school invoices are approved by the Army to provide him or her with a credit card number that the school is authorized to use to process payment. Anyone you appoint will receive two automated emails; one with their username and another with a temporary password to GoArmyEd. You must use an individual employee email address for the HQDA G-3/5/7 GPC POC. It may not be a group email address or a personal email account such as Yahoo!, Hotmail, or Gmail.
- Confirmation:** When these setup steps are completed, your confirmation tab will indicate that all steps are confirmed complete and your school or organization will be listed among those schools in GoArmyEd that are eligible for receiving Tuition Assistance (TA) and/or Army Civilian Training Education System (ACTEDS) payments for Soldier and/or Army Civilian tuition and fees.

Schools eligible for receiving TA payments for Soldier education must be accredited colleges or universities offering post secondary degree programs. ACTEDS funding for Army Civilian training and education can be applied toward post secondary degree programs or continuing education and professional development. Your school's GoArmyEd access is dependent on which types of programs your school offers.

Schools that have not completed their set-up will not be eligible for TA or ACTEDS funding until their set-up is complete. You will be able to modify any information provided during setup at any time from your GoArmyEd account. Getting Help: If you have questions at any time during or after the setup process, please go to the HQDA G-3/5/7 website (Army Civilian HQDA G-3/5/7 Related Questions) or the HQ ACES website (Soldier Tuition Assistance Related Questions) for FAQs, detailed system training documents, and support contact information. You may also create a helpdesk case and your questions will be quickly answered.

Carefully review the information on the Welcome tab.

School GoArmyEd Account Setup

Welcome	⚠ Personal Profile	⚠ School Profile	⚠ Invoice Admin Setup	⚠ Course Admin Setup	⚠ TA GPC POC Setup	⚠ HQDA G-3/5/7 GPC POC Setup	Confirmation
---------	--------------------	------------------	-----------------------	----------------------	--------------------	------------------------------	--------------

Welcome to the GoArmyEd Portal! GoArmyEd is the Army's Tuition Assistance (TA) and Army Civilian professional development Management Information System for Active and Reserve Component Soldiers and Army Civilian employees. It is used by:

- Active and Reserve Component Soldiers to pursue their postsecondary educational goals;
- Army Civilian Employees to pursue both postsecondary and career professional development goals;
- Army Education Counselors to provide educational guidance to Soldiers;
- Army Civilian Career Program Managers and Training Managers to provide educational guidance to Army Civilians; and
- Army administrators to pay school invoices; and schools and vendors to submit invoices and report Soldier and Army Civilian grades to the Army.

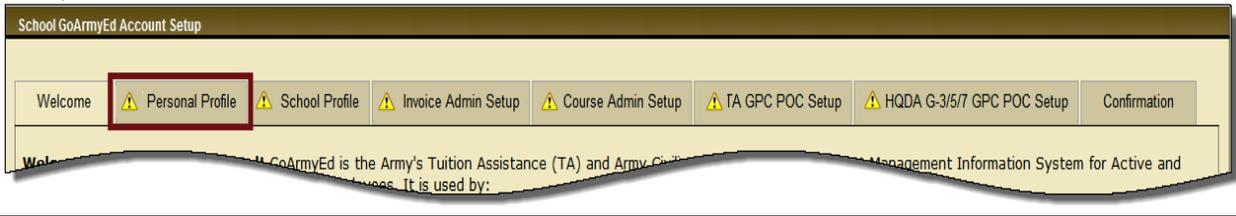
Please complete or validate the information on all of the account set-up tabs to enable the Army to pay invoices for Army-funded courses directly to schools and authorized vendors.

Schools and vendors will follow a standard, electronic process in GoArmyEd to receive payments from the Army and to report grades for Army-funded classes at your school.

School GoArmyEd Account Setup - Personal Profile

School GoArmyEd Account Setup - Personal Profile

- 1) Next, select the Personal Profile tab.



School GoArmyEd Account Setup - Personal Profile

2) The Personal Profile page appears. It is important to keep your GoArmyEd account information up to date so:

- Soldiers, GoArmyEd personnel, and the GoArmyEd Helpdesk have accurate contact information when a Soldier is referred for advice; and
- GoArmyEd emails can reach you.

Required fields are marked with an asterisk (*) and can be edited but cannot be left blank.

a) **Review your last and first name and ensure the information is correct. Note:** Your GoArmyEd user type designation is Non-LOI School.

b) In the Mailing Address section, enter your mailing address in the “**Address**” and “**City**” fields. Select the drop-down arrows to select your city, state, and country. Enter your Zip Code in the “**Zip Code**” field. **Note:** If entering an APO address, select APO in the “**City**” field. Select the pull-down arrow in the “**State**” field and select AP, AE or AA. Select the pull-down arrow in the “**Country**” field and select USA.

c) In the Contact Information section, enter your primary phone number, alternate phone number and email address in the appropriate fields. **Note:** GoArmyEd Student Services must have your commercial phone number, including country code or country calling code, to contact you from the United States. If the number is outside the U.S. or Canada, include the civilian country code with the number (for example, 01149.30.4631998).

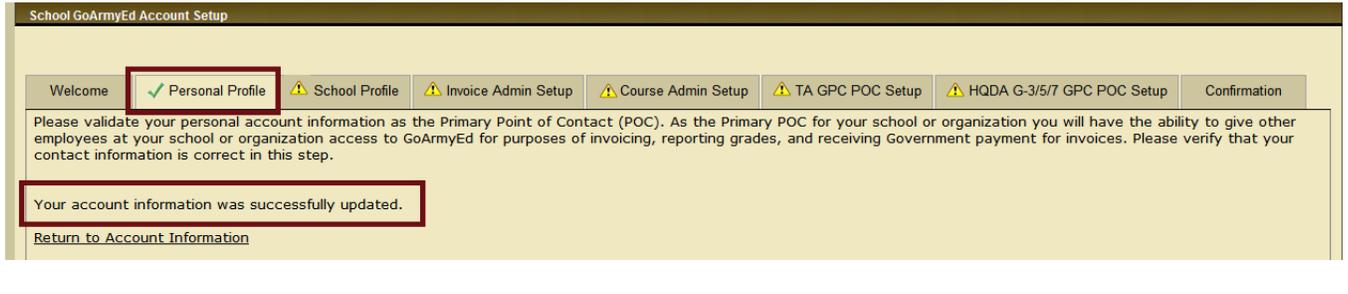
d) Review the information you have provided. Select the “**Update Account Information**” button to save your personal information.

e) A message appears asking if you want to update your account information. Select the “**OK**” button to proceed with your update or “**Cancel**” button to cancel update.



School GoArmyEd Account Setup - Personal Profile

- The Personal Profile tab appears with a message stating this step has been successfully updated and the Personal Profile tab displays a green checkmark.



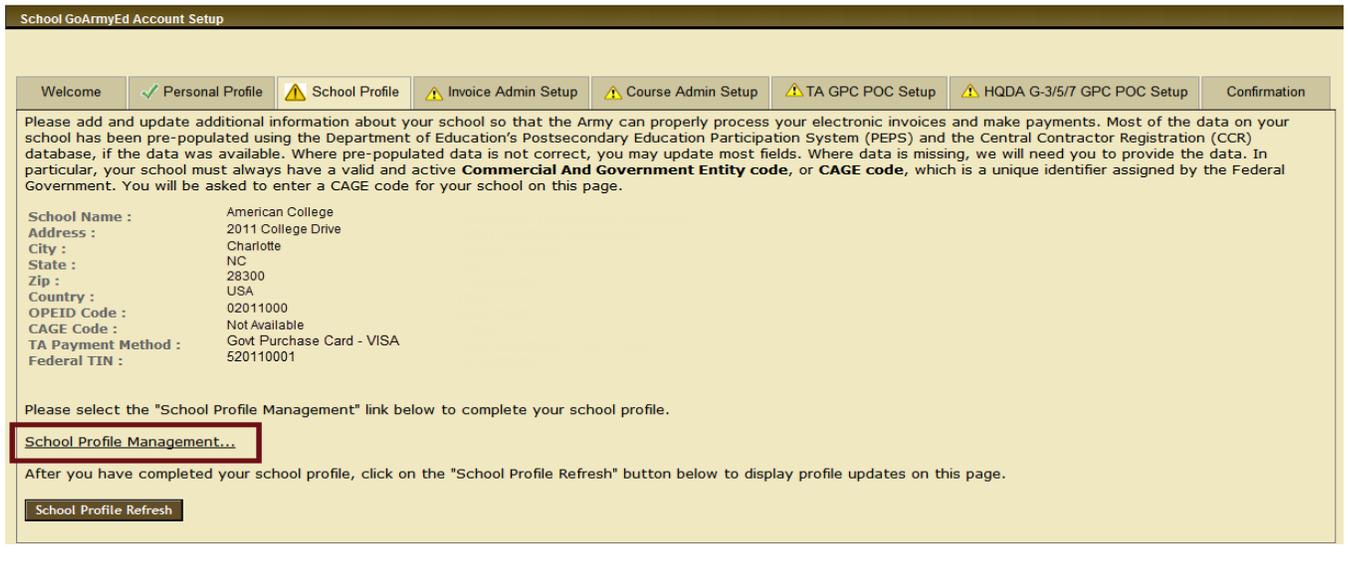
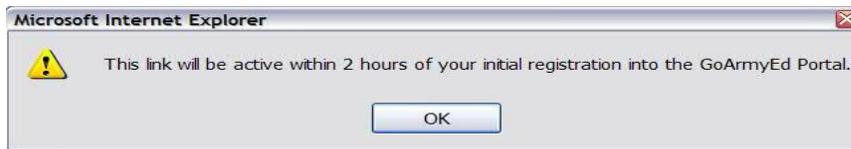
School GoArmyEd Account Setup - School Profile

- Select the School Profile tab.



- The School Profile page appears. Add and update information about your school. Most of the data on your school has been pre-populated using the Department of Education’s Postsecondary Education Participation System (PEPS) and the **System for Award Management (SAM)** database, if the data was available.

Select the **“School Profile Management”** link to complete and update your school’s profile. **Note:** If a message appears stating the link will be active within two hours of your initial registration, continue with the next steps and return to the School Profile tab and select the **“School Profile Management”** link to complete and update your school’s profile.



- 3) The Update Non-LOI School page appears in a separate window. All fields marked by an asterisk (*) must be populated before the information is submitted by a Non-LOI school. The following fields can be updated:
- a. **Office of Postsecondary Education Identifier (OPEID) Code:** The eight-digit OPEID code populates for your school
 - b. **School Names**
 - c. **URL and Grad URL:** Enter the school's Web site address, including graduate Web site
 - d. Enter the school's address in the following fields:
 - **Address**
 - **City**
 - **State**
 - **ZIP Code**
 - e. **TA Payment Method**-School will pay by Government Credit Card or other payment method
 - **IMPORTANT:** HQ ACES must approve the payment method if the "**Other**" option is selected. If "**Other**" payment method is selected, save your information. **DO NOT SUBMIT.** Continue to complete the remaining setup steps and HQ ACES will contact you regarding your GPC exemption request.
 - f. **CAGE Code:** Enter the school's five-digit code. **Notes:** 1) this code may not be expired. 2) See FAQ's below.
 - g. **Unit Type:** Select clock, quarter, or semester hour
 - h. Select the "**Save**" button to store the information on the Update Non-LOI School page.
IMPORTANT: Do not select the "**Submit**" button at this point. HQ ACES must review the School Profile, provide the Standard Document Number (SDN) field and approve the TA payment method.



School Data
Points of Contact

Update Non-LOI School ?

This page is used to update Non-LOI and HQDA G-3/5/7 school/vendor information. Changes made on this page can be saved without being submitted. All required fields must be populated before you may submit the data.

School Information

a OPEID Code: 00210500 Hide from Search?

b School Name (30): Univ of Maryland-BaltimoreCnty

c School Name (70): University of Maryland-Baltimore County

d *URL:

Grad URL:

*Address 1:

Address 2:

*City: *State: * Zip Code:

Country: United States

f *CAGE Code: **g**

Expiration Date: 09/08/2015 *Fed Tax ID: *Unit Type:

School Code: UOM03 Status: Active Non-LOI School:

Profile Completed: Yes Onboarding Date: 01/25/2010

TA Invoicing

*TA Payment Method: Govt Purchase Card - VISA Method Approved: Yes

*Pre-Certify TA Requests: No Use Tuition Rate: No *Invoice Period: Quarterly

*Residency: Credit Card Service Fee %: 0.00

Average Semester Hour Cost		
	Unit Cost	In-State Cost
*Undergraduate	<input type="text"/>	<input type="text"/>
*Graduate	<input type="text"/>	<input type="text"/>

Undergraduate Costs Apply
 Graduate Costs Apply

HQDA G-3/5/7

School/Vendor School/Vendor Status: Active G3 Invoice Period: Monthly

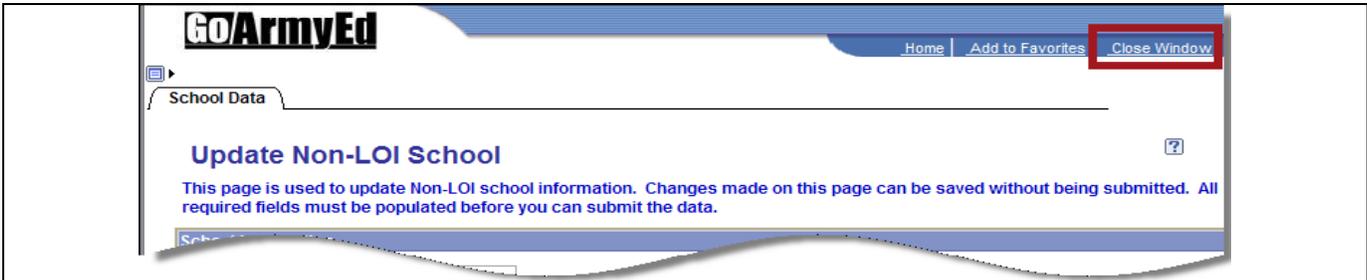
School/Vendor Course Upload Command Funded Accreditation

School/Vendor Class Upload Invoice Flag Repeat Invoice

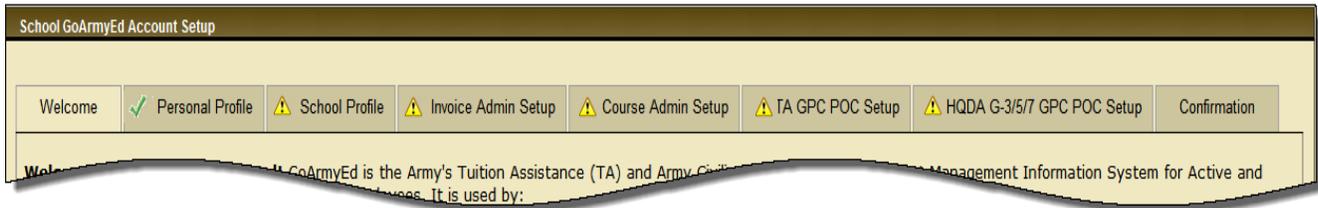
h ?

A message appears stating the school has been successfully updated when the “Save” button is selected. Select the “OK” button.

- 4) Select the “Close Window” link in the upper right corner of the Update Non-LOI School page to return to the School Profile tab.



When the Update Non-LOI School page has been saved, the School Profile tab displays the  yellow triangle symbol. Continue with the next steps.



FAQs

What is a CAGE code?

The Commercial and Government Entity (CAGE) code is a five-digit code that identifies companies doing or wishing to do business with the Federal Government.

Does my school need a CAGE code?

Yes. A school must enter a valid CAGE code to complete the set-up of the school's profile.

Where does my school get a CAGE code?

If your school does not have a CAGE code, it will need to register with the **System for Award Management (SAM)** at <http://www.sam.gov/>.

The Federal Government cannot pay invoices to vendors that do not have a CAGE code or that have an expired CAGE code.

After requesting a CAGE code, how long will it take to be recognized in GoArmyEd?

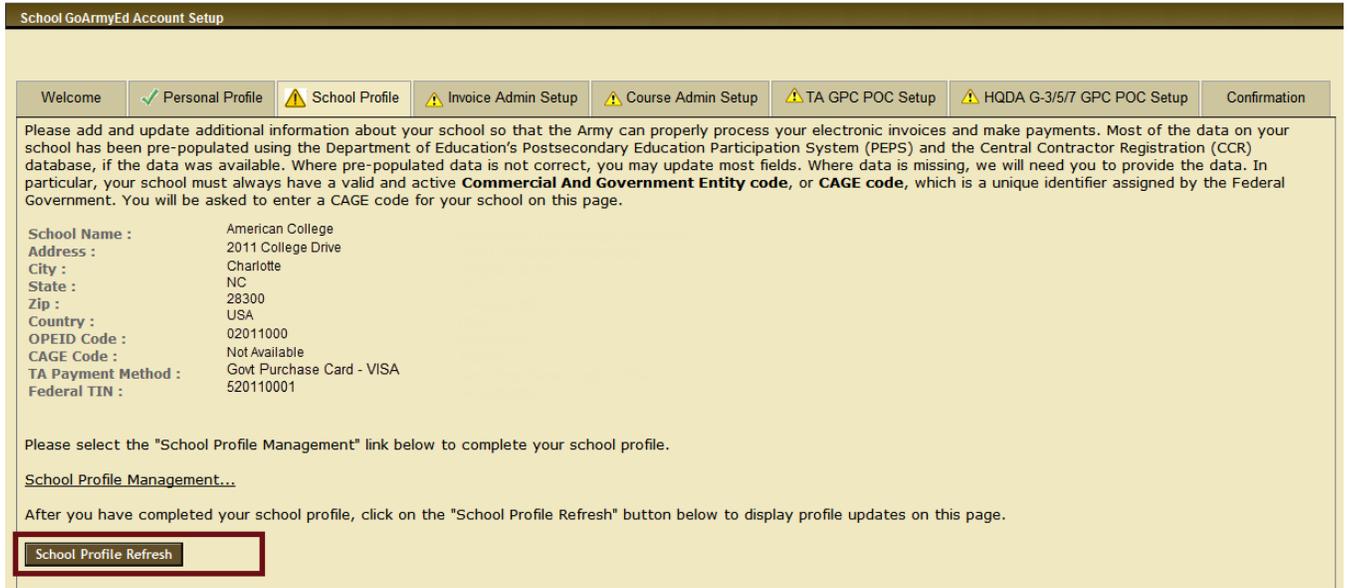
GoArmyEd currently receives refreshed data from the SAM database on the first of each month. If you do not have a valid CAGE code at this time, you will not be able to complete your school profile set-up in GoArmyEd until you have registered with SAM and GoArmyEd has received a data refresh from SAM that includes your school and CAGE code number. You will need to come back into GoArmyEd after the start of the next month to complete the step.

Note: GoArmyEd receives daily data updates from SAM and you will only need to wait one business day for changes to your SAM data to be reflected in your school profile.



5) Select the **“School Profile Refresh”** button to display all the updates you have made on the page.

In this example, the Update Non-LOI School page has been saved. The School Profile tab displays the . Continue with completing the Invoice and Course Admin and GPC POC setup. HQ ACES must review the information you have provided on the Update Non-LOI School page and assign a SDN before the School Profile tab is considered completed.



School GoArmyEd Account Setup

Welcome | Personal Profile | School Profile | Invoice Admin Setup | Course Admin Setup | TA GPC POC Setup | HQDA G-3/5/7 GPC POC Setup | Confirmation

Please add and update additional information about your school so that the Army can properly process your electronic invoices and make payments. Most of the data on your school has been pre-populated using the Department of Education’s Postsecondary Education Participation System (PEPS) and the Central Contractor Registration (CCR) database, if the data was available. Where pre-populated data is not correct, you may update most fields. Where data is missing, we will need you to provide the data. In particular, your school must always have a valid and active **Commercial And Government Entity code**, or **CAGE code**, which is a unique identifier assigned by the Federal Government. You will be asked to enter a CAGE code for your school on this page.

School Name : American College
 Address : 2011 College Drive
 City : Charlotte
 State : NC
 Zip : 28300
 Country : USA
 OPEID Code : 02011000
 CAGE Code : Not Available
 TA Payment Method : Govt Purchase Card - VISA
 Federal TIN : 520110001

Please select the "School Profile Management" link below to complete your school profile.

[School Profile Management...](#)

After you have completed your school profile, click on the "School Profile Refresh" button below to display profile updates on this page.

School Profile Refresh

School GoArmyEd Account Set-up – Invoice Administrator Set-up

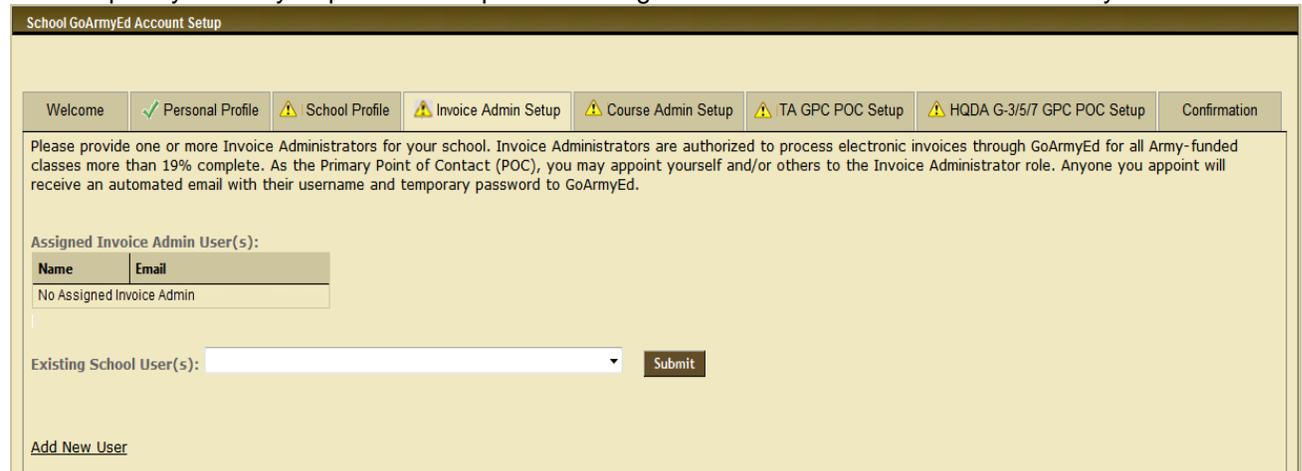
1) Select the Invoice Admin tab.



School GoArmyEd Account Setup

Welcome | Personal Profile | School Profile | **Invoice Admin Setup** | Course Admin Setup | TA GPC POC Setup | HQDA G-3/5/7 GPC POC Setup | Confirmation

2) The Invoice Admin Set-up page appears. You must assign at least one Invoice Administrator for your school to create and submit invoices and view invoice history. As the Primary POC, you may make yourself the Invoice Administrator. Anyone to whom you assign the role will receive an automated email with a user name and temporary GoArmyEd password. Specific training for this role will be available in GoArmyEd.



School GoArmyEd Account Setup

Welcome | Personal Profile | School Profile | Invoice Admin Setup | Course Admin Setup | TA GPC POC Setup | HQDA G-3/5/7 GPC POC Setup | Confirmation

Please provide one or more Invoice Administrators for your school. Invoice Administrators are authorized to process electronic invoices through GoArmyEd for all Army-funded classes more than 19% complete. As the Primary Point of Contact (POC), you may appoint yourself and/or others to the Invoice Administrator role. Anyone you appoint will receive an automated email with their username and temporary password to GoArmyEd.

Assigned Invoice Admin User(s):

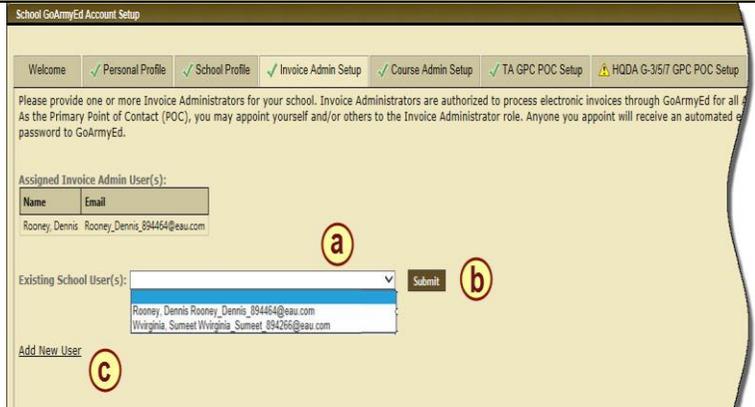
Name	Email
No Assigned Invoice Admin	

Existing School User(s):

[Add New User](#)

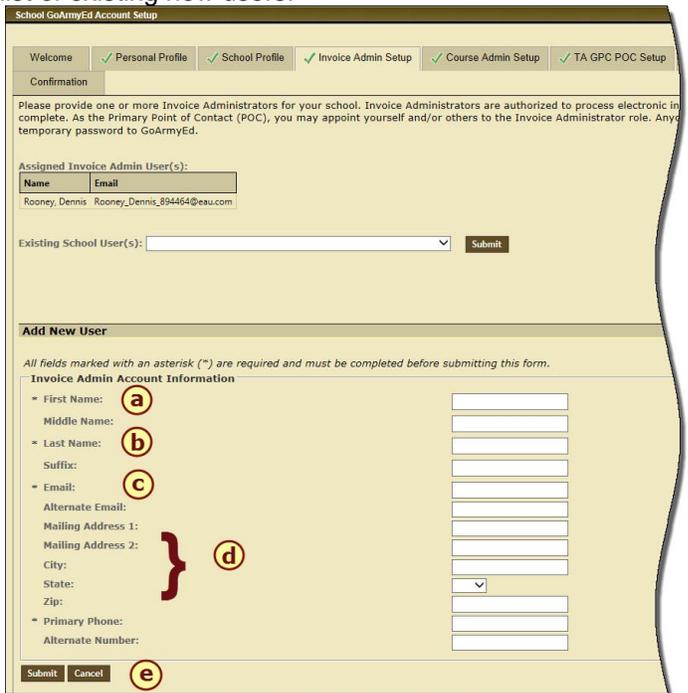
School GoArmyEd Account Set-up – Invoice Administrator Set-up

- a) Select the drop-down arrow in the **“Existing School User(s)”** field to view any school users you have already created an account for in GoArmyEd. You may select one of those users as the Invoice Administrator at your school.
- b) Select a name in the drop-down list if the person you want to designate as the Invoice Administrator appears, then select the **“Submit”** button.
- c) To add the name of a new person at your school to serve as the Invoice Administrator, select the **“Add New User”** link.

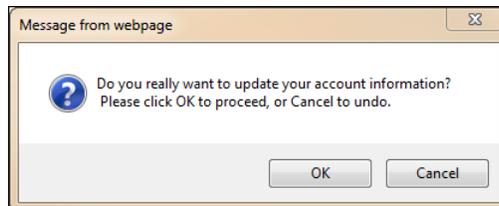


- 3) If you selected the **“Add New User”** link, scroll to the New User section and complete the fields marked with an asterisk (*) to add a new user to the drop-down list of existing new users.

- a) Enter the first name of the person in the **“First Name”** field.
- b) Enter the last name of the person in the **“Last Name”** field.
- c) Enter the person’s email address in the **“Email”** field.
- d) Enter the person’s address and phone number in the applicable fields (may be optional).
- e) Select the **“Submit”** button to add the person’s name or the **“Cancel”** button to clear the information you entered.



A message appears asking if you want to submit. Select the **“OK”** button to continue or the **“Cancel”** button to clear the information entered.



- 4) The Invoice Admin Setup tab appears with a green checkmark indicating the step is complete. The person you have added is sent an email with his or her GoArmyEd account access information, including his or her user name and a temporary password.

Select the **“Return to Account Setup”** link.

School GoArmyEd Account Set-up – Invoice Administrator Set-up

School GoArmyEd Account Setup

Welcome ✓ Personal Profile ⚠ School Profile ✓ Invoice Admin Setup ⚠ Course Admin Setup ⚠ TA GPC POC Setup ⚠ HQDA G-3/5/7 GPC POC Setup Confirmation

Please provide one or more Invoice Administrators for your school. Invoice Administrators are authorized to process quarterly electronic invoices through GoArmyEd for all TA-funded classes more than 19% complete. As the Primary Point of Contact (POC), you may appoint yourself and/or others to the Invoice Administrator role. Anyone you appoint will receive an automated email with their username and temporary password to GoArmyEd.

John Dole successfully added. . .

An email has been sent which contains John Dole's account information.

John Dole's account information is also listed below for your reference.

User Name: jdole011
 Password: 8Jz*Tk@3w4R^6P
 Email Address: jdole@ac.edu

[Return to Account Setup](#)

5) The Invoice Admin Setup tab reappears. The Assigned Invoice Admin User(s) section displays the name you added to serve as your school's Invoice Administrator. To add additional personnel to serve as Invoice Administrators, repeat steps two and three of the School GoArmyEd Account Set-up – Invoice Administrator Set-up.

School GoArmyEd Account Setup

Welcome ✓ Personal Profile ⚠ School Profile ✓ Invoice Admin Setup ⚠ Course Admin Setup ⚠ TA GPC POC Setup ⚠ HQDA G-3/5/7 GPC POC Setup Confirmation

Please provide one or more Invoice Administrators for your school. Invoice Administrators are authorized to process quarterly electronic invoices through GoArmyEd for all TA-funded classes more than 19% complete. As the Primary Point of Contact (POC), you may appoint yourself and/or others to the Invoice Administrator role. Anyone you appoint will receive an automated email with their username and temporary password to GoArmyEd.

Assigned Invoice Admin User(s):

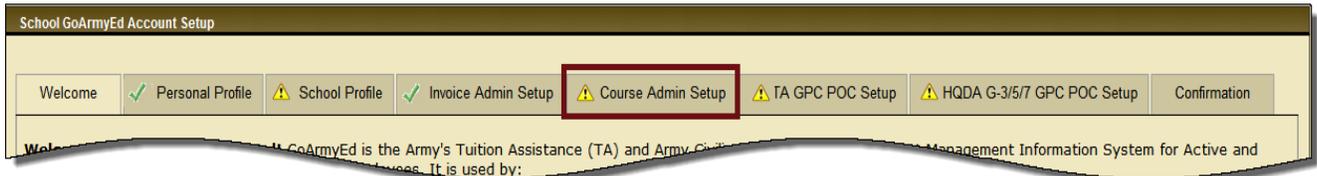
Name	Email
Dole, John	jdole@ac.edu

Existing School User(s): Submit

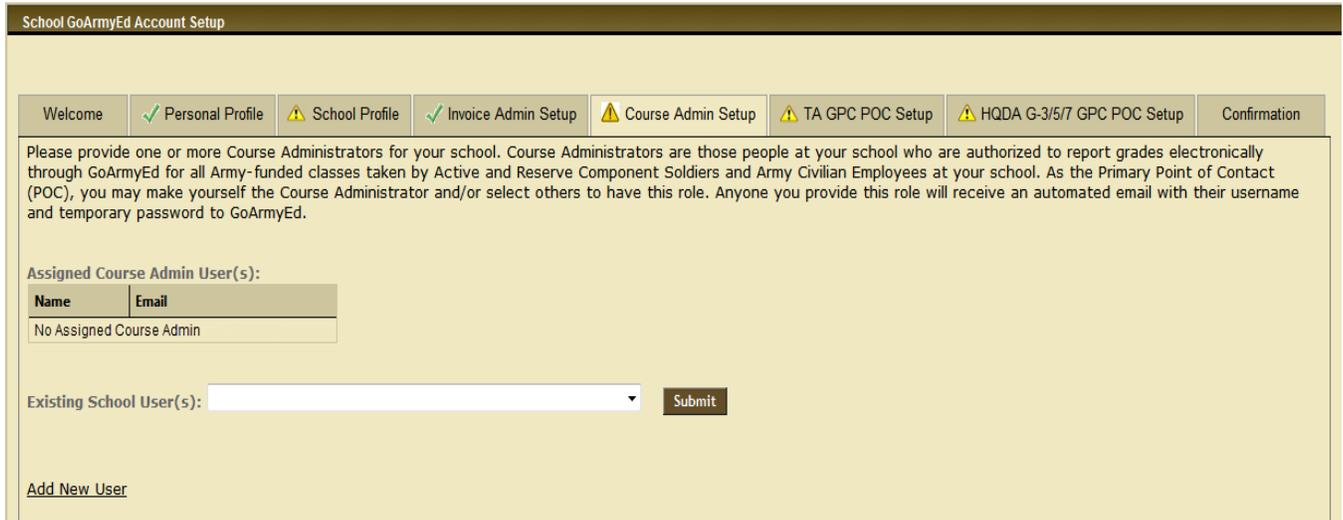
[Add New User](#)

School GoArmyEd Account Set-up – Course Administrator Set-up

- 1) Select the Course Admin Set-up tab.



- 2) The Course Admin Set-up page appears. You must assign at least one Course Administrator for your school to post grades electronically for Soldiers at your school. As the Primary POC, you may make yourself the Course Administrator. Anyone to whom you assign the role will receive an automated email with a user name and temporary GoArmyEd password. Specific training for this role will be available in GoArmyEd.



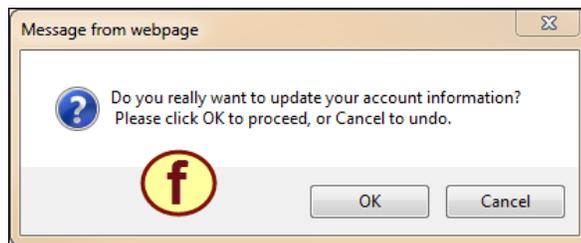
- a) Select the drop-down arrow in the **“Existing School User(s)”** field to view any school users you may select as the Course Administrator at your school.
- b) Select a name in the drop-down list if the person you want to designate as the Course Administrator appears, then select the **“Submit”** button.
- c) To add the name of a person at your school to serve as the Course Administrator, select the **“Add New User”** link.



School GoArmyEd Account Set-up – Course Administrator Set-up

3) If you select the **“Add New User”** link, scroll to the New User section and complete the fields marked with an asterisk (*) to add a new user to the drop-down list of existing new users.

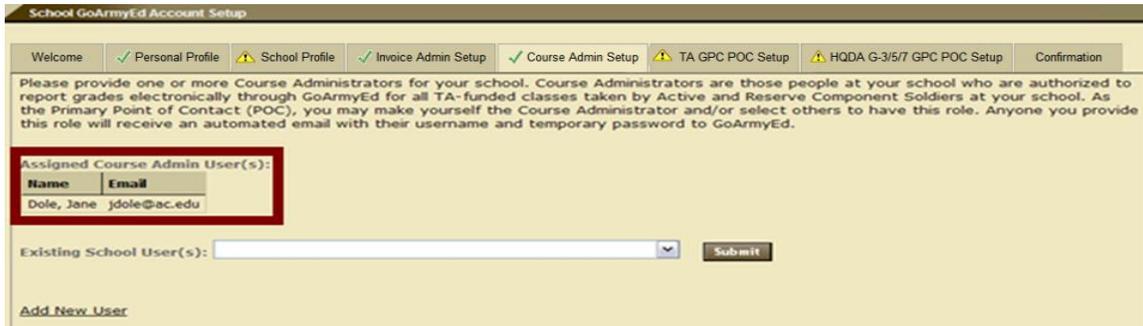
- a) Enter the first name of the person in the **“First Name”** field.
- b) Enter the last name of the person in the **“Last Name”** field.
- c) Enter the person’s email address in the **“Email”** field.
- d) Enter the person’s address and phone number in the applicable fields.
- e) Select the **“Submit”** button to add the person’s name or the **“Cancel”** button to clear the information you entered.
- f) A message appears asking if you want to submit. Select the **“OK”** button to continue or the **“Cancel”** button to clear the information entered.



4) The Course Admin Setup tab appears with a green checkmark indicating the step is complete. The person you have added is sent an email with GoArmyEd account access information, including a user name and a temporary password. Select the **“Return to Account Step”** link.

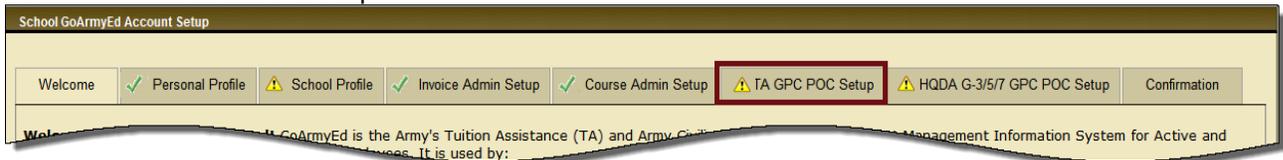
School GoArmyEd Account Set-up – Course Administrator Set-up

5) The Course Admin Setup tab appears. The Assigned Course Admin User(s) section displays the name you added to serve as your school's Course Administrator. To add additional personnel to serve as Course Administrator, repeat steps two and three of the Course Administrator Set-up.

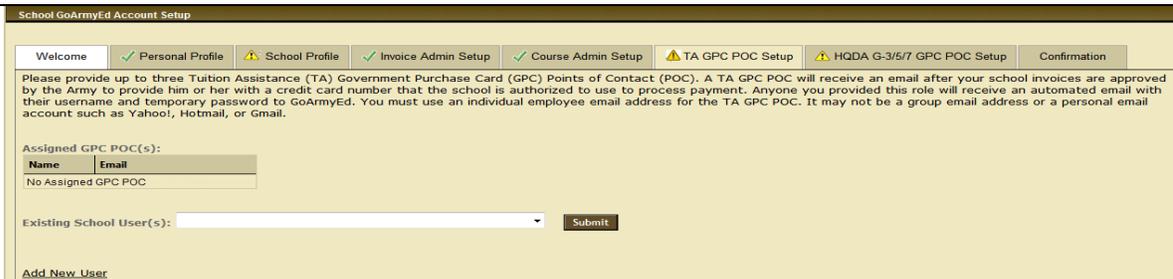


School GoArmyEd Account Set-up – TA GPC POC Set-up

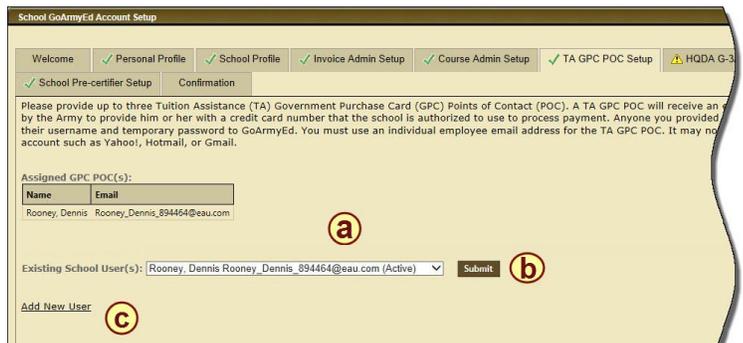
1) Select the TA GPC POC Setup tab.



2) The School GoArmyEd Account Set-up/GPC POC Setup page appears. You must assign at least one and no more than three Government Purchase Card (GPC) points of contact for your school to submit authorized invoices to Army for payment. As the Primary POC, you may make yourself the GPC POC. Anyone to whom you assign the role will receive an automated email with a user name and temporary GoArmyEd password. Specific training for this role will be available in GoArmyEd.



- a) **Select the drop-down arrow in the “Existing School User(s)” field to view any school users you may select as the GPC POC at your school.**
- b) **Select a name in the drop-down list if the person you want to designate as the GPC POC appears, then select the “Submit” button.**
- c) **To add the name of a person at your school to serve as the GPC POC, select the “Add New User” link.**

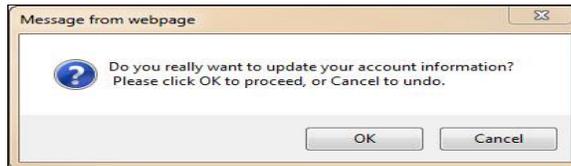


School GoArmyEd Account Set-up – TA GPC POC Set-up

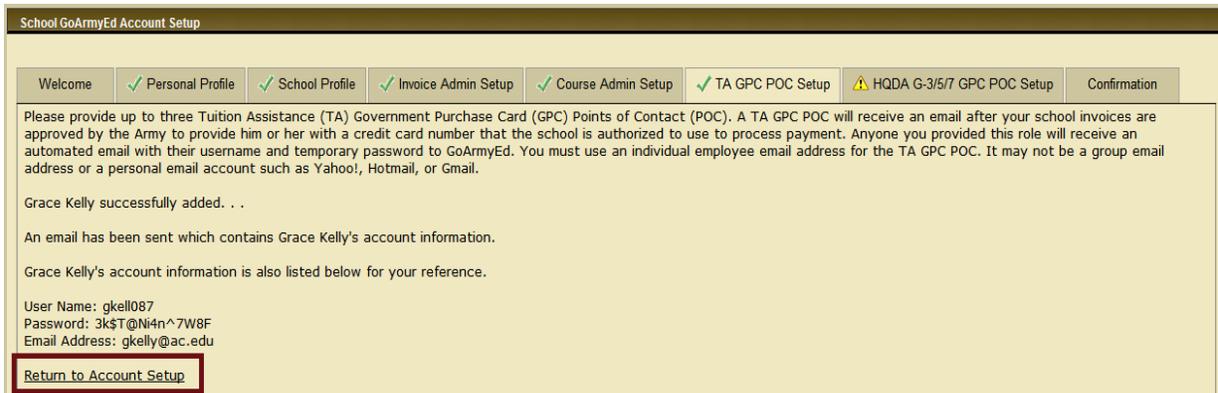
- 3) If you selected to the “**Add New User**” link, scroll to the New User section and complete the fields marked with an asterisk (*) to add a new user to the drop-down list of existing new users.
 - a) Enter the first name of the person in the “**First Name**” field.
 - b) Enter the last name of the person in the “**Last Name**” field.
 - c) Enter the person’s *school* email address in the “**Email**” field. A group email address or commercial email address such as Yahoo!@ or Gmail.com may not be used.
 - d) Enter the person’s address and phone number in the applicable fields.
 - e) Select the “**Submit**” button to add the person’s name or the “**Cancel**” button to clear the information you entered.



A message appears asking if you want to submit. Select the “**OK**” button to continue or the “**Cancel**” button to clear the information entered.



- 4) The GPC POC tab appears with a green checkmark indicating the step is complete. The person you have added is sent an email with their GoArmyEd account access information, including a user name and temporary password. Select the “**Return to Account Step**” link.



School GoArmyEd Account Set-up – TA GPC POC Set-up

- 5) The GPC POC tab appears. The Assigned GPC POC User(s) section displays the name you added to serve as your school’s GPC POC. To add additional personnel to serve as GPC POC, repeat steps two and three of the GPC POC Set-up.

School GoArmyEd Account Setup

Welcome Personal Profile School Profile Invoice Admin Setup Course Admin Setup TA GPC POC Setup HQDA G-3/5/7 GPC POC Setup Confirmation

Please provide up to three Tuition Assistance (TA) Government Purchase Card (GPC) Points of Contact (POC). A TA GPC POC will receive an email after your school invoices are approved by the Army to provide him or her with a credit card number that the school is authorized to use to process payment. Anyone you provided this role will receive an automated email with their username and temporary password to GoArmyEd. You must use an individual employee email address for the TA GPC POC. It may not be a group email address or a personal email account such as Yahoo!, Hotmail, or Gmail.

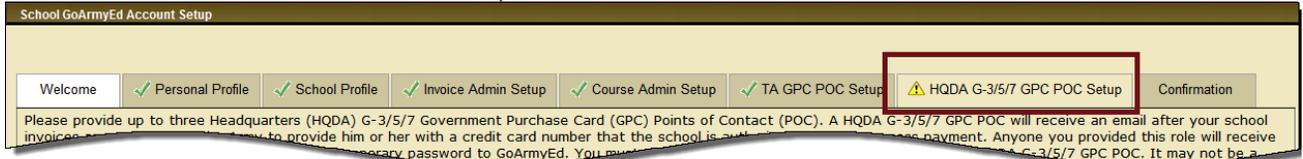
Assigned GPC POC(s):	
Name	Email
Kelly, Grace	gkelly@ac.edu

Existing School User(s):

[Add New User](#)

School GoArmyEd Account Set-up – HQDA G-3/5/7 GPC POC Setup

- 1) Select the HQDA G-3/5/7 GPC POC Setup tab.



- 2) Please provide up to three Headquarters (HQDA) G-3/5/7 Government Purchase Card (GPC) Points of Contact (POC). A HQDA G-3/5/7 GPC POC will receive an email after your school invoices are approved by the Army to provide him or her with a credit card number that the school is authorized to use to process payment. Anyone you provided this role will receive an automated email with their username and temporary password to GoArmyEd. You must use an individual employee email address for the HQDA G-3/5/7 GPC POC. It may not be a group email address or a personal email account such as Yahoo!, Hotmail, or Gmail.



- a) Select the drop-down arrow in the “Existing School User(s)” field to view any school users you may select as the HQDA G-3/5/7 GPC POCs at your school.
- b) Select a name in the drop-down list if the person you want to designate as the HQDA G-3/5/7 GPC POC appears, then select the “Submit” button.
- c) To add the name of a person at your school to serve as the HQDA G-3/5/7 GPC POC, select the “Add New User”

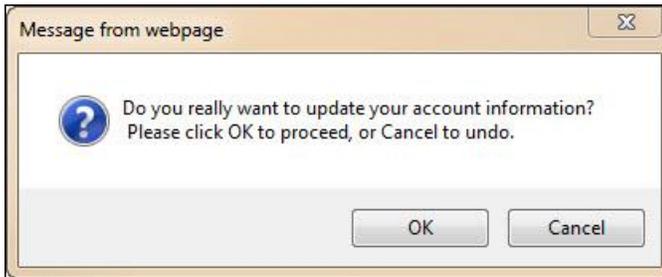


- 3) If you selected to the “Add New User” link, scroll to the New User section and complete the fields marked with an asterisk (*) to add a new user to the drop-down list of existing new users.
- a) Enter the first name of the person in the “First Name” field.
 - b) Enter the last name of the person in the “Last Name” field.
 - c) Enter the person’s *school* email address in the “Email” field. A group email address or commercial email address such as Yahoo!@ may not be used.
 - d) Enter the person’s address and phone number in the applicable fields.

School GoArmyEd Account Set-up – HQDA G-3/5/7 GPC POC Setup

e) Select the **“Submit”** button to add the person’s name or the **“Cancel”** button to clear the data.

A message appears asking if you want to submit. Select the **“OK”** button to continue or the **“Cancel”** button to clear the information entered.



4) The HQDA G-3/5/7 GPC POC tab appears with a green checkmark indicating the step is complete. The person you have added is sent an email with their GoArmyEd account access information, including a user name and temporary password. Select the **“Return to Account Setup”** link.



School GoArmyEd Account Set-up – HQDA G-3/5/7 GPC POC Setup

- 5) The HQDA G-3/5/7 GPC POC tab appears. The Assigned GPC POC User(s) section displays the name you added to serve as your school's GPC POC. To add additional personnel to serve as GPC POC, repeat steps two and three of the School GoArmyEd Account Set-up – GPC POC Set-up.

School GoArmyEd Account Setup

Welcome ✓ Personal Profile ⚠ School Profile ✓ Invoice Admin Setup ✓ Course Admin Setup ✓ TA GPC POC Setup ✓ HQDA G-3/5/7 GPC POC Setup Confirmation

Please provide up to three Headquarters (HQDA) G-3/5/7 Government Purchase Card (GPC) Points of Contact (POC). A HQDA G-3/5/7 GPC POC will receive an email after your school invoices are approved by the Army to provide him or her with a credit card number that the school is authorized to use to process payment. Anyone you provided this role will receive an automated email with their username and temporary password to GoArmyEd. You must use an individual employee email address for the HQDA G-3/5/7 GPC POC. It may not be a group email address or a personal email account such as Yahoo!, Hotmail, or Gmail.

Assigned HQDA G-3/5/7 GPC POC(s):

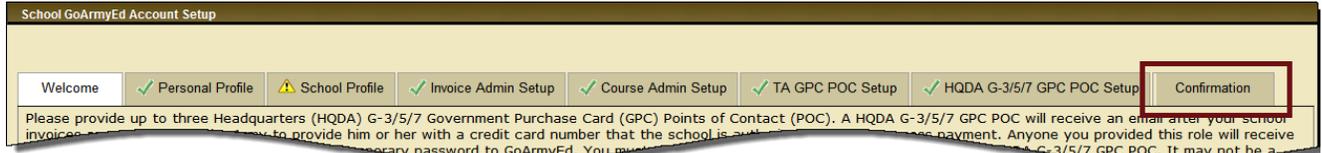
Name	Email
Doe, Jane	jane_doe@ac.edu

Existing School User(s):

[Add New User](#)

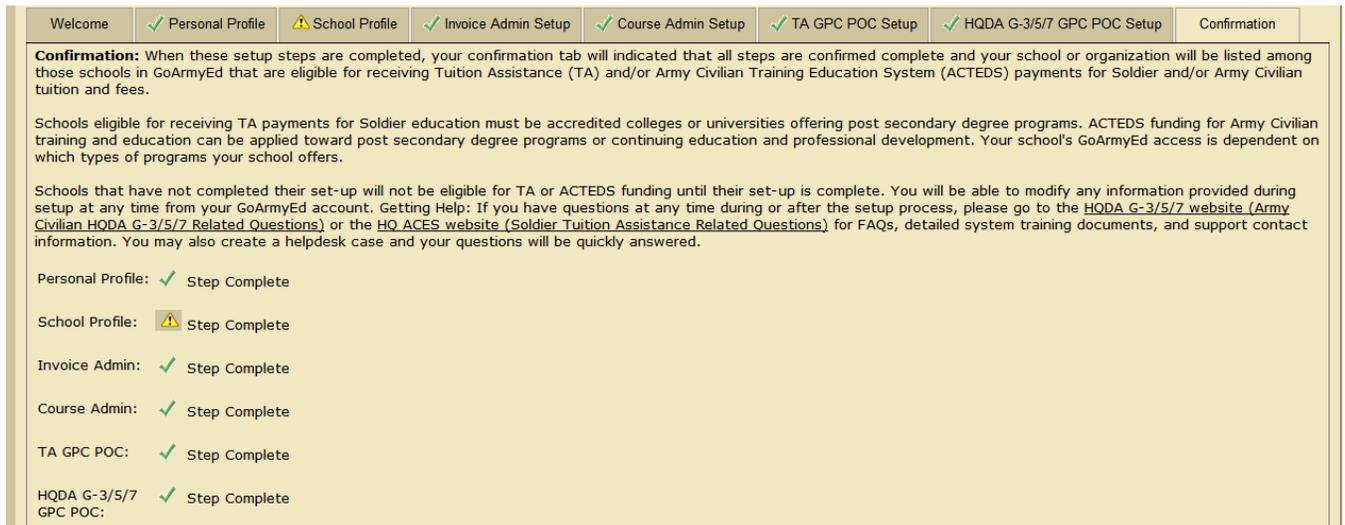
School GoArmyEd Account Set-up – Confirmation

- 1) Select the Confirmation tab.



- 2) The Confirmation page appears. Completed steps are marked with a green checkmark. When all steps are completed, your school will be listed among those that are eligible to receive TA in GoArmyEd.

Note: In this example, the School Profile tab displays the  yellow triangle symbol.



All the School GoArmyEd Account Setup steps must be completed before you can view your GoArmyEd homepage. You will be able to modify any information provided during set-up at any time from your GoArmyEd account.

Next Step: In order for the School Profile tab to be considered completed, HQ ACES will review the School's Profile and will assign a SDN within 2-3 business days. Your final step is to send an email to usarmy.knox.hrc.mbx.tagd-aces@mail.mil alerting HQ ACES you have completed your school profile setup.

The TA Payment method must also be approved if the Government Credit Card option was not selected. This may take more than 2-3 business days for approval.

Accessing Your GoArmyEd Homepage

Your Primary POC GoArmyEd homepage appears once all the steps have been completed and are marked by a green checkmark.

Action Items

You have not started adding your degree programs to GoArmyEd. [View...](#)

Student Management

To search for a student, the following options are available. Enter 1) User ID/EmplID; 2) Last Name; 3) Social Security Number/Employee Identification Number (SSN/EIN); 4) Last Name and last 4 values of the SSN/EIN.

User ID/EmplID: ⓘ
 Last Name:
 SSN/EIN: ⓘ

Retrieve Student Record ⓘ

Advanced Search

Display Records

Rank	Name	SSN/EIN	More
PFC	Alaska, Sabientje	-8490	⚙️

Helpdesk Information

- [Create/Track Helpdesk Cases](#) ⓘ

Helpdesk Cases

Select the image to view the case details. Cases that are marked with I have been returned for additional information.

Display Cases

You have 1 open case.

Open Cases					
Case ID	Date Opened	Case Subject	Last Updated	Last Updated Comments	Request Case Status ⓘ
3463122	05/27/2015	TEST	05/27/2015	Escalate New Case	Not Applicable

[Create New Helpdesk Case](#) ⓘ

Message Center

No current alerts.

[GoArmyEd Tip of the Day Archive](#)

Tuition Assistance Grade Administration

There are currently 24 ungraded classes. [Add Grades...](#)
 There are currently 8 classes with incomplete for a grade. Army regulation requires a Soldier to satisfy an incomplete grade within 120 days of course end date. [Incomplete Grades...](#)

Invoice Action

You do have Army Civilian classes available for invoicing at this time. [Army Civilian Invoice...](#)
 You do have TA classes available for invoicing at this time. [Soldier TA Invoice...](#)

School User Administration

- [School User Management](#)
- [School Profile Management...](#)
- [Points of Contact \(POC\) Management](#)
- [Create JST POC](#)

School Resources

- [Army Civilian Invoice...](#) ⓘ
- [Army Civilian Invoice History...](#)
- [Degree Program Management...](#)
- [Degree Program Upload...](#)
- [DoD Refund Report...](#)
- [HQDA G-3/5/7 GPC Information...](#)
- [HQDA G-3/5/7 Terms and Agreement](#)
- [Manage Soldier Grades...](#) ⓘ
- [Manage SF 182...](#) ⓘ
- [Reference Documents](#) ⓘ
- [Refund Previously Approved TA Invoice](#)
- [Registration Report](#)
- [Soldier TA Invoice...](#) ⓘ
- [TA GPC Information...](#)
- [TA Invoice History](#)
- [TA Request Queue](#)
- [Training](#) ⓘ
- [Tuition Rates...](#) ⓘ

From the GoArmyEd homepage you will be able to modify or update any information you provided during the set-up process. You will be able to create and track GoArmyEd Helpdesk requests with the Army. The page also will enable you to access additional training on how to use GoArmyEd as it is posted to the site by selecting the **“Training”** link listed in the School Resources section. View additional Step-by-step Instructions for various processes by selecting the **“Reference Documents”** link listed in the School Resources section or **“Helpdesk”** button located at the top of your homepage. Review the **“Access Primary Point GoArmyEd Homepage”** training document for more information on functions and features in your GoArmyEd account.