



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 the GoArmyEd portal 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 course 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 effective 1 October 2009, 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 tapcpde@conus.army.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 course grades for TA-funded courses at your school; and
- Provide at least one and no more than three Government Purchase Card (GPC) points of contact from your school who will be sent electronic messages from GoArmyEd when TA invoices are approved by the Army. This action will enable your school to receive electronic payment from the Army.

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 effective 1 October 2009 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;
 - 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, and view invoice history on behalf of your school. 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 for Soldiers attending your school. 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
- **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.

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.

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Logging In To Your GoArmyEd Account

- 1) Access GoArmyEd at www.goarmyed.com and enter the user name and password you received in the GoArmyEd Log In section.



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.

- 2) The Change Password page 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. Your new password is case-sensitive and must contain the following government-required criteria:

- Minimum of 14 characters;
- Contain two numbers;
- Contain two upper-case characters;
- Contain two lower-case characters; and
- Contain two special characters from the following: ! @ # \$ % ^ * _ - = + , . ?

Enter your new password in the “**New Password**” and “**Confirm New Password**” fields.

A screenshot of the 'Change Password' page. The page has a title bar that says 'Change Password'. Below the title bar, there is a paragraph of instructions: 'Please change your GoArmyEd password. When selecting a new password, be sure you adhere to the [GoArmyEd Password Standards](#). Please note there are new password requirements. Passwords must be a minimum of 14 characters in length. For security reasons, you will not have access to GoArmyEd until your password has been successfully changed.' Below this text, there are two input fields: 'New Password:' and 'Confirm New Password:', both containing masked characters (dots). A 'Submit' button is located below the input fields.

Select the “**Submit**” button.



- 3) The Change Password page appears with Lost Password Questions. Select the drop-down arrows for each question and enter an answer for each. Answers are case-sensitive and will enable you to reset your password in the event you forget it. While this step is optional, given the Army’s stringent password requirements, we highly recommend you use this Lost Password feature.

Logging In To Your GoArmyEd Account

Change Password

Password successfully changed.

Lost Password Questions
Please review your lost password questions before proceeding. If you do not wish to answers these questions now you can [click here to go to your homepage](#).

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.

Question 1 --Please Select a Question--	Answer 1
Question 2 --Please Select a Question--	Answer 2
Question 3 --Please Select a Question--	Answer 3

Select the “**Submit**” button to save your Lost Password Questions.

Hint: If you forget your user name, password, or password hints, call the GoArmyEd Helpdesk or create a GoArmyEd Helpdesk case by selecting the “Helpdesk” link at the top of any GoArmyEd page to request a password reset.

- 4) A message appears stating your Lost Password Answers have been saved. Select the “**Homepage**” link to go to your GoArmyEd homepage.

The screenshot shows the GoArmyEd user interface. At the top, the GoArmyEd logo is on the left, and a navigation bar contains 'Helpdesk', 'Logout', and a search box. Below the navigation bar, a message box titled 'Change Password' displays the text 'Your Lost Password Answers have been saved.' At the bottom of this message box, the word 'Homepage' is enclosed in a red rectangular box. On the left side of the page, there is a vertical menu with links: Home, School Resources, My Profile, Earn a Degree or Credential, and Programs and Services.



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

- **The school acknowledges** that GoArmyEd is a Department of the Army system and Soldier data provided within the system should be used for purposes of managing only Department of the Army Tuition Assistance (TA).
- **The school agrees** to use the GoArmyEd system for submitting TA Invoices to the Army for approved TA-funded enrollments by Active and Reserve Army Soldiers. Invoices will be provided to the school for submission to the Army on a quarterly basis.
- **The school agrees** to use the Government Purchase Card (GPC) as the form of payment for Tuition Assistance invoices. The school understands that if it accepts credit cards as payment from any student or vendor, it must by Federal Regulation accept payment from the Government via GPC, currently VISA, as a condition of accepting TA from Soldiers.
- **The school agrees** to submit final grades online through GoArmyEd for TA-funded 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 Soldier being placed on hold and unable to use additional TA benefits until the final grade is submitted by the school.
- **The school understands** that Soldiers have provided written approval to the schools confirmed by their electronic signature to allow their grades to be released by the school directly to the Army through GoArmyEd in accordance with The Family Educational Rights and Privacy Act (FERPA) requirements.
- **The school primary point of contact for GoArmyEd understands** the responsibility to designate other authorized personnel from the school 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).

The school understands that failure to agree to the terms and conditions for use of GoArmyEd and to complete the required school set-up steps will prevent Soldiers from using Army TA at the school. **You will not be able to proceed past this screen until the terms and conditions are accepted.**

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

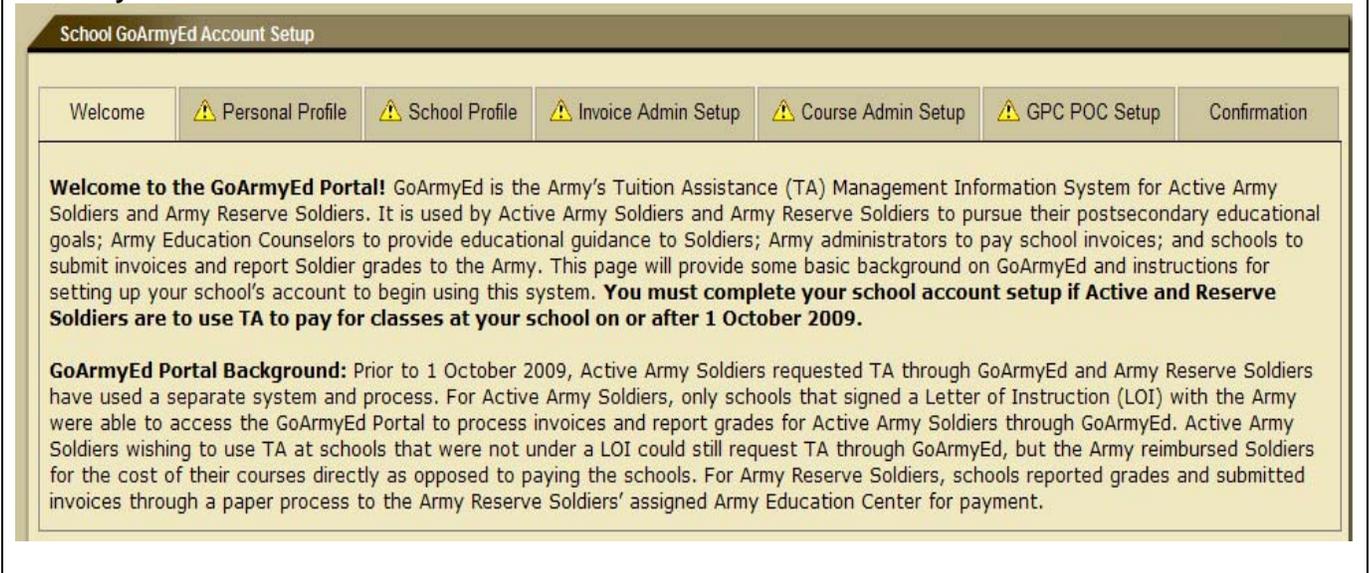
The Government Purchase Card (GPC) is the preferred method of payment for all Army tuition payments. The Government has a contract with US Bank/SmartPay to provide VISA[®] card services. In accordance with the rules for VISA[®] merchants, if your school accepts VISA[®] as a form of payment from one party, 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 Set-up - Welcome

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

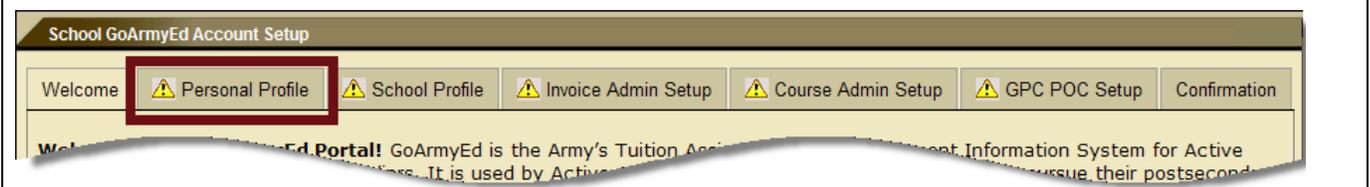
- **Welcome:** Provides a brief overview of the GoArmyEd portal, background, and upcoming changes.
- **Personal Profile:** Validate your mailing address and provide additional contact information.
- **School Profile:** Add and update additional information about your school so the Army can properly process your electronic invoices and make payments. Your school will be required to enter a valid Commercial and Government Entity (CAGE) code in your school profile. The CAGE code is required for the government to pay invoices from your school.
- **Invoice Admin Set-up:** Designate a user at your school to have the ability to create an electronic invoice, submit an invoice, and view invoice history.
- **Course Admin Set-up:** Designate a user at your school to have the ability to post grades electronically for Soldiers taking TA-funded classes at your school.
- **GPC POC Set-up:** Designate a user who will receive an email after your school invoices are approved by the Army and provide him or her with a credit card number that the school is authorized to use to process payment.
- **Confirmation:** When those set-up steps are completed, your Confirmation tab will indicate that all steps are confirmed as completed and your school will be listed among those schools that are eligible for receiving TA in GoArmyEd.

Carefully review the information on the Welcome tab.



School GoArmyEd Account Set-up - Personal Profile

Next, select the Personal Profile tab.



School GoArmyEd Account Set-up - Personal Profile

1) The School GoArmyEd Account Set-up/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.

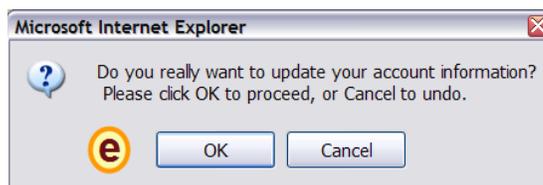
a) **Review your last and first name and ensure the information is correct. Note:** Your GoArmyEd user type designation is Non-LOI School

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, 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).

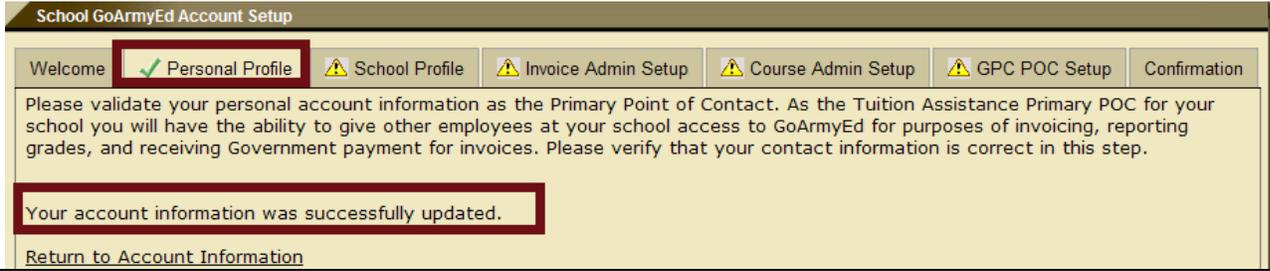
d) Review the information you have provided. Select the “**Update Account Information**” button to save your personal information.

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 Set-up - Personal Profile

- The School GoArmyEd Account Set-up/Personal Profile tab appears with a message stating this step has been successfully updated and the Personal Profile tab displays a green checkmark.



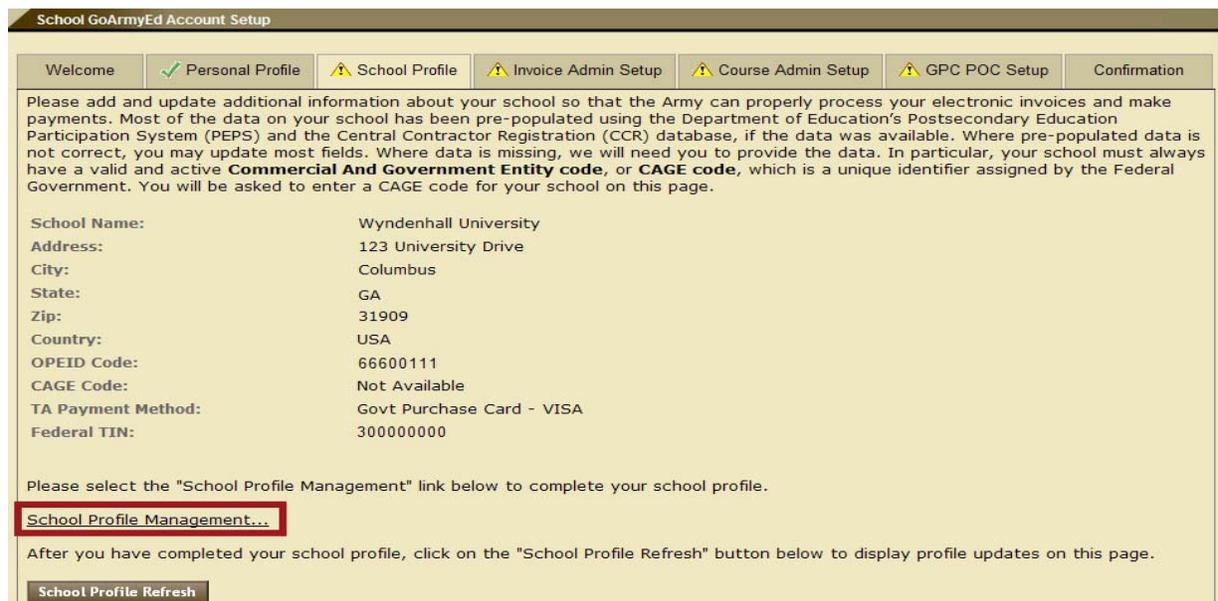
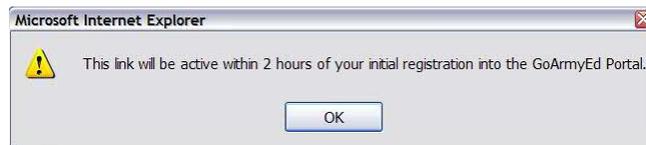
School GoArmyEd Account Set-up - School Profile

- Select the School Profile tab.



- The School GoArmyEd Account Set-up/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 Central Contractor Registration (CCR) 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.



School GoArmyEd Account Set-up - School Profile

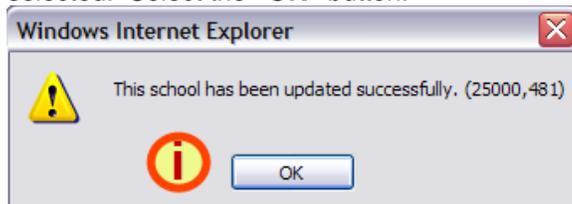
- 3) The Update Non-LOI School page appears in a separate window. All fields marked by an asterisk (*) must be populated before the information is submitted by a Non-LOI school. The following fields can be updated:
- a. **Office of Postsecondary Education Identifier (OPEID) Code:** The eight-digit OPEID 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**
 - **Postal**
 - 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.

Update Non-LOI School ?

This page is used to update Non-LOI school information. Changes made on this page can be saved without being submitted. All required fields must be populated before you can submit the data.

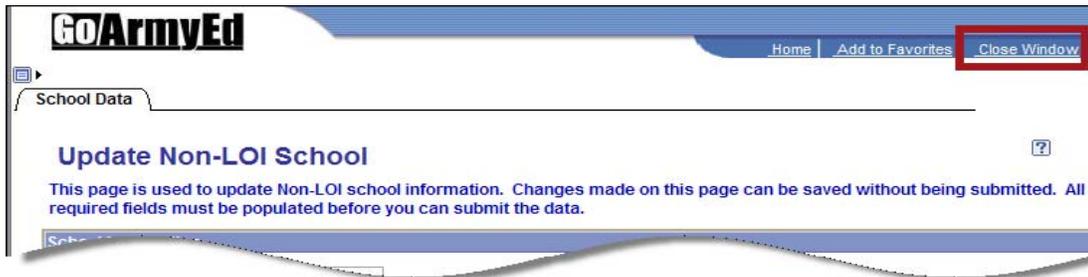
School Information			
a	*OPEID Code: <input type="text" value="66600111"/>	School Code: WYU00	Status: In Progress
b	*School Name (30): <input type="text" value="Wyndenhall University"/>	Profile Completed: No	
c	*School Name (70): <input type="text" value="Wyndenhall University"/>		
	*URL: <input type="text" value="www.wyndenhall.edu"/>		
	Grad URL: <input type="text" value="www.wyndenhall.edu"/>		
d	*Address 1: <input type="text" value="123 University Drive"/>		
	Address 2: <input type="text"/>		
	*City: <input type="text" value="Columbus"/>	*State: <input type="text" value="GA"/>	*Postal: <input type="text" value="31909"/>
	Country: <input type="text" value="USA"/>	*Fed Tax ID: 3000000000	
e	*TA Payment Method: <input type="text" value="Govt Purchase Card - VISA"/>	Method Approved: Yes	
f	*CAGE Code: <input type="text" value="12300W"/>	Expiration Date: <input type="text"/>	g *Unit Type: <input type="text" value="Semester Hour"/>
h <input type="button" value="Save"/> <input type="button" value="Submit"/> ?			

- i. A message appears stating the school has been successfully updated when the "Save" button is selected. Select the "OK" button.

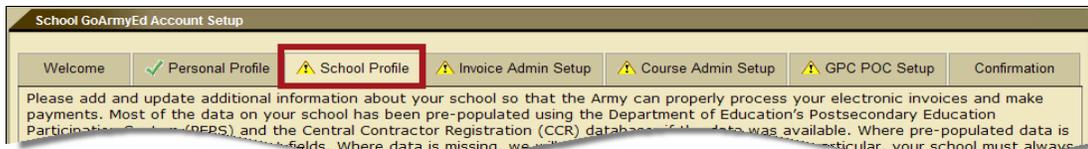


School GoArmyEd Account Set-up - School Profile

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 Central Contractor Registration (CCR) at <http://www.ccr.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?

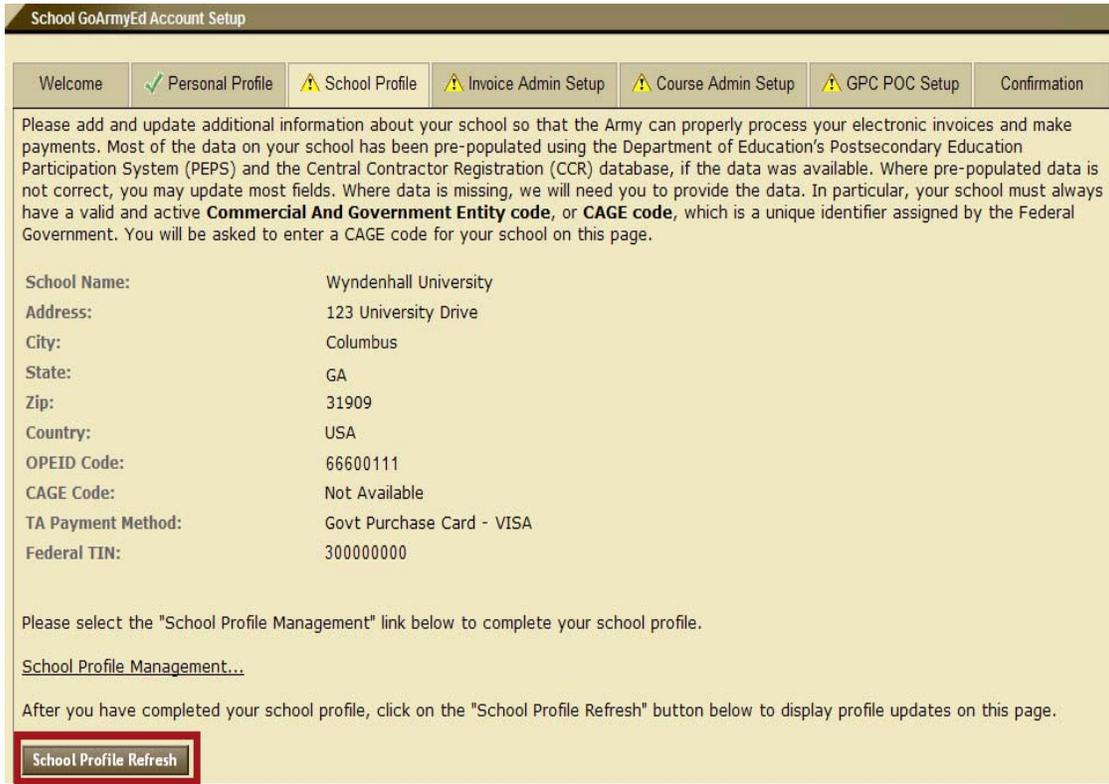
The GoArmyEd portal currently receives refreshed data from the CCR database on the first of each month. If you do not have a valid CAGE code at this time, you will not be able to complete your school profile set-up in GoArmyEd until you have registered with CCR and GoArmyEd has received a data refresh from CCR 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 CCR and you will only need to wait one business day for changes to your CCR data to be reflected in your school profile.

School GoArmyEd Account Set-up - School Profile

- 4) 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  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: Wyndenhall University
 Address: 123 University Drive
 City: Columbus
 State: GA
 Zip: 31909
 Country: USA
 OPEID Code: 66600111
 CAGE Code: Not Available
 TA Payment Method: Govt Purchase Card - VISA
 Federal TIN: 300000000

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

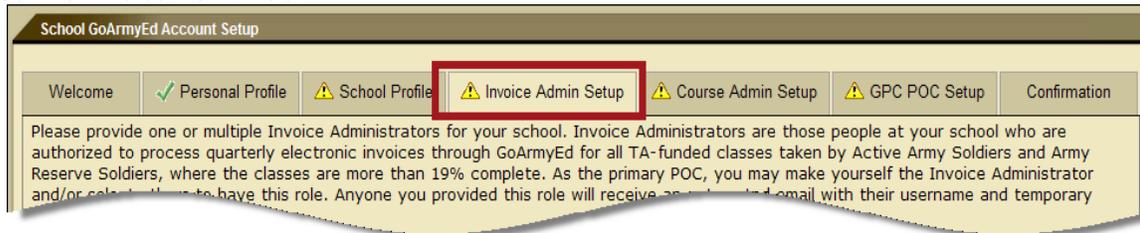
[School Profile Management...](#)

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.



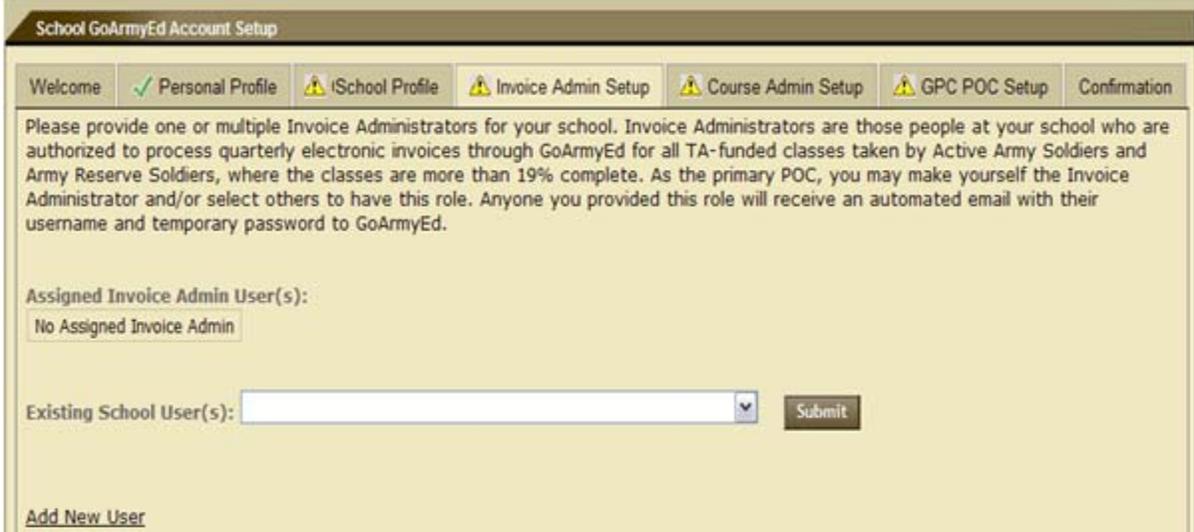
School GoArmyEd Account Setup

Welcome Personal Profile  School Profile  **Invoice Admin Setup**  Course Admin Setup  GPC POC Setup Confirmation

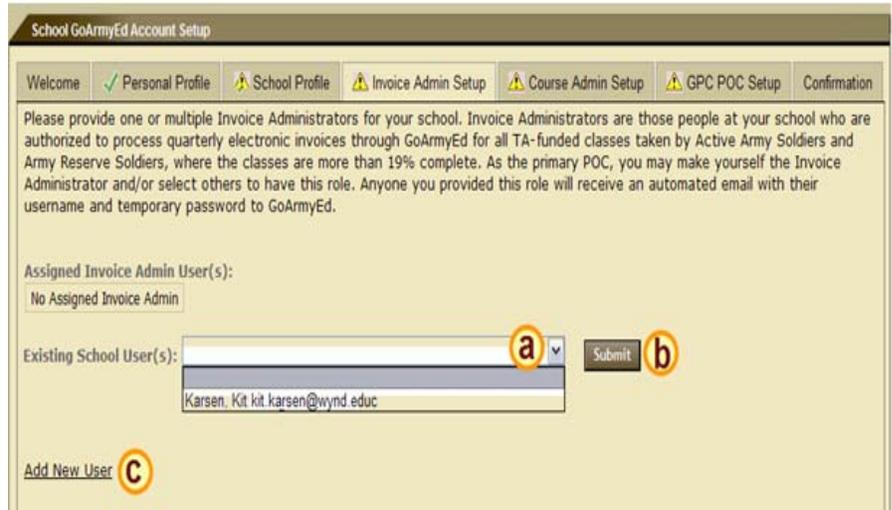
Please provide one or multiple Invoice Administrators for your school. Invoice Administrators are those people at your school who are authorized to process quarterly electronic invoices through GoArmyEd for all TA-funded classes taken by Active Army Soldiers and Army Reserve Soldiers, where the classes are more than 19% complete. As the primary POC, you may make yourself the Invoice Administrator and/or select others to have this role. Anyone you provided this role will receive an email with their username and temporary

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

- 2) The School GoArmyEd Account Set-up/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 the GoArmyEd portal.



- 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.



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

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.
- 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 School GoArmyEd Account Set-up/Invoice Admin 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 Step” link.

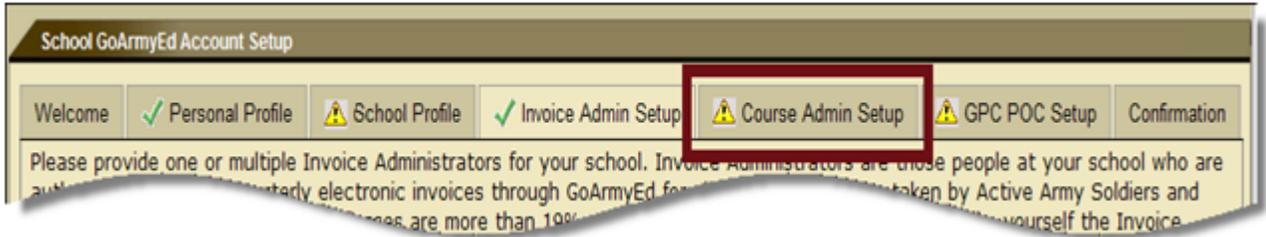
School GoArmyEd Account Set-up – Invoice Administrator Set-up

The School GoArmyEd Account Set-up/Invoice Admin 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.



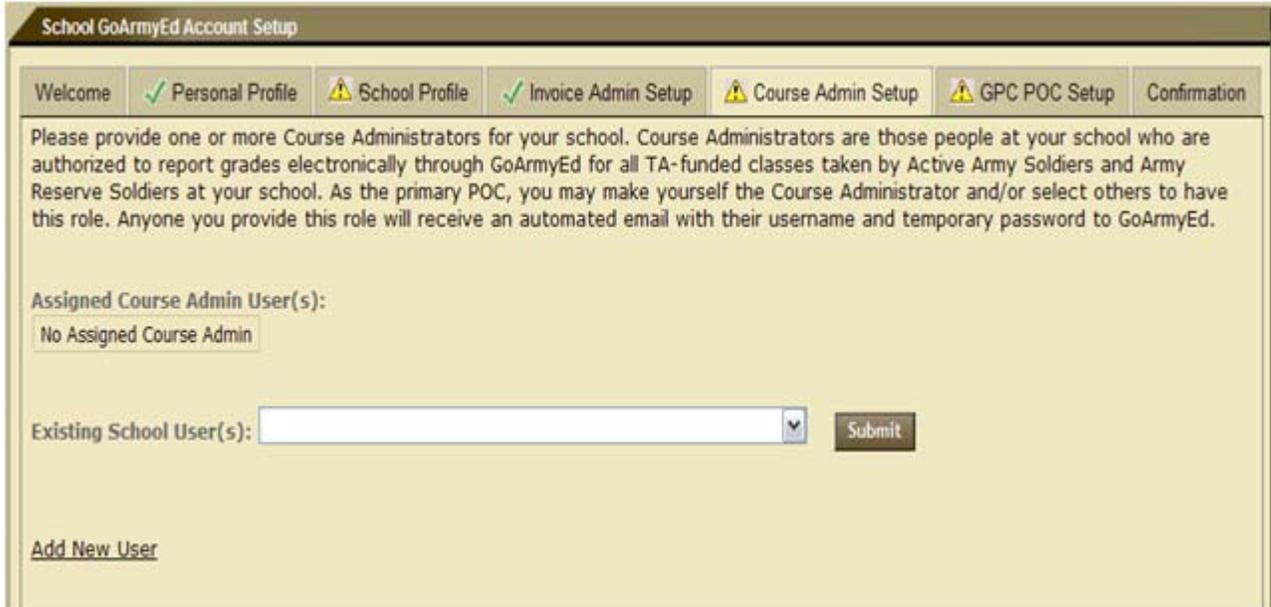
School GoArmyEd Account Set-up – Course Administrator Set-up

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

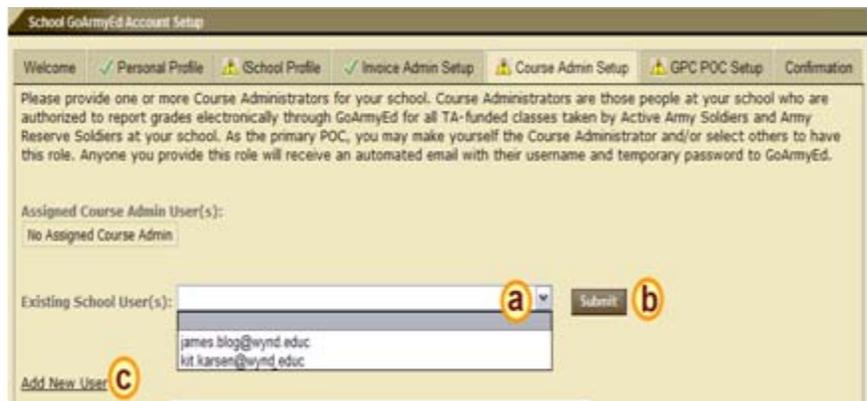


School GoArmyEd Account Set-up – Course Administrator Set-up

- 2) The School GoArmyEd Account Set-up/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 the GoArmyEd portal.



- 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.
- 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.
- 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 School GoArmyEd Account Set-up/Course Admin 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 Step**” link.

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

- The School GoArmyEd Account Set-up/Course Admin 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 School GoArmyEd Account Set-up – Course Administrator Set-up.

The screenshot shows the 'School GoArmyEd Account Setup' interface. The navigation bar includes: Welcome, Personal Profile (checked), School Profile (warning), Invoice Admin Setup (checked), Course Admin Setup (checked), GPC POC Setup (warning), and Confirmation. The main text explains the role of Course Administrators. Below, the 'Assigned Course Admin User(s):' section contains a table with one entry: Cilia Courser (cilia.courser@wynd.educ). There is also an 'Existing School User(s):' dropdown menu and a 'Submit' button.

Name	Email
Courser, Cilia	cilia.courser@wynd.educ

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

- Select the GPC POC Set-up page.

This is a partial screenshot of the 'School GoArmyEd Account Setup' interface. The navigation bar shows 'GPC POC Setup' highlighted with a red box. The text below is partially obscured but mentions 'Government Purchase Card (GPC) Points Of Contact'.

- The School GoArmyEd Account Set-up/GPC POC Set-up 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 the GoArmyEd portal.

The screenshot shows the 'School GoArmyEd Account Setup' interface for GPC POC setup. The navigation bar shows 'GPC POC Setup' with a warning icon. The main text explains the role of GPC POCs. Below, the 'Assigned GPC POC(s):' section shows 'No Assigned GPC POC'. There is also an 'Existing School User(s):' dropdown menu and a 'Submit' button.

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

- 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.

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.
- 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.

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

- 4) The School GoArmyEd Account Set-up/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 Step” link.

The screenshot shows the 'School GoArmyEd Account Setup' interface. At the top, a navigation bar includes tabs: Welcome, Personal Profile (with a green checkmark), School Profile (with a yellow warning triangle), Invoice Admin Setup (with a green checkmark), Course Admin Setup (with a green checkmark), GPC POC Setup (with a green checkmark), and Confirmation. Below the navigation bar, the main content area contains the following text:

Please provide up to three Government Purchase Card (GPC) Points Of Contact(POC). A 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 GPC POC. It may not be a group email address or a personal email account such as Yahoo!, Hotmail, or Gmail.

Grace Banker successfully added. . .

An email has been sent which contains Grace Banker's account information.

Grace Banker's account information is also listed below for your reference.

Username: gbank020
 Password: M_k4,c5Qn8G*A.
 Email Address: grace.banker@wynd.edu

A red-bordered button labeled 'Return to Step' is located at the bottom left of the main content area.

- 5) The School GoArmyEd Account Set-up/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.

The screenshot shows the 'School GoArmyEd Account Setup' interface. The navigation bar is identical to the previous screenshot, with 'GPC POC Setup' highlighted with a green checkmark. The main content area contains the following text:

Please provide up to three Government Purchase Card (GPC) Points Of Contact(POC). A 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 GPC POC. It may not be a group email address or a personal email account such as Yahoo!, Hotmail, or Gmail.

The 'Assigned GPC POC(s):' section is highlighted with a red border and contains a table:

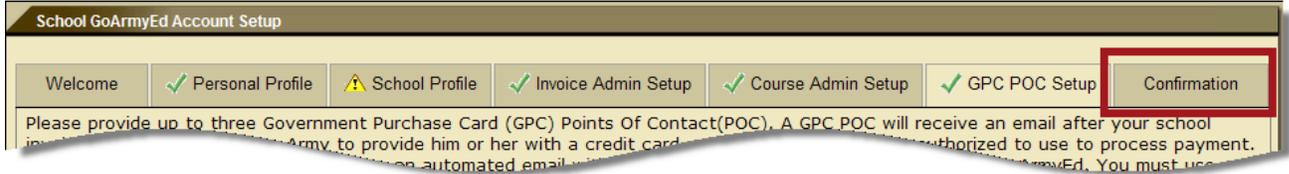
Name	Email
Banker, Grace	grace.banker@wynd.edu

Below the table, there is a text input field labeled 'Existing School User(s):' with a dropdown arrow and a 'Submit' button.

At the bottom left, there is a link labeled 'Add New User'.

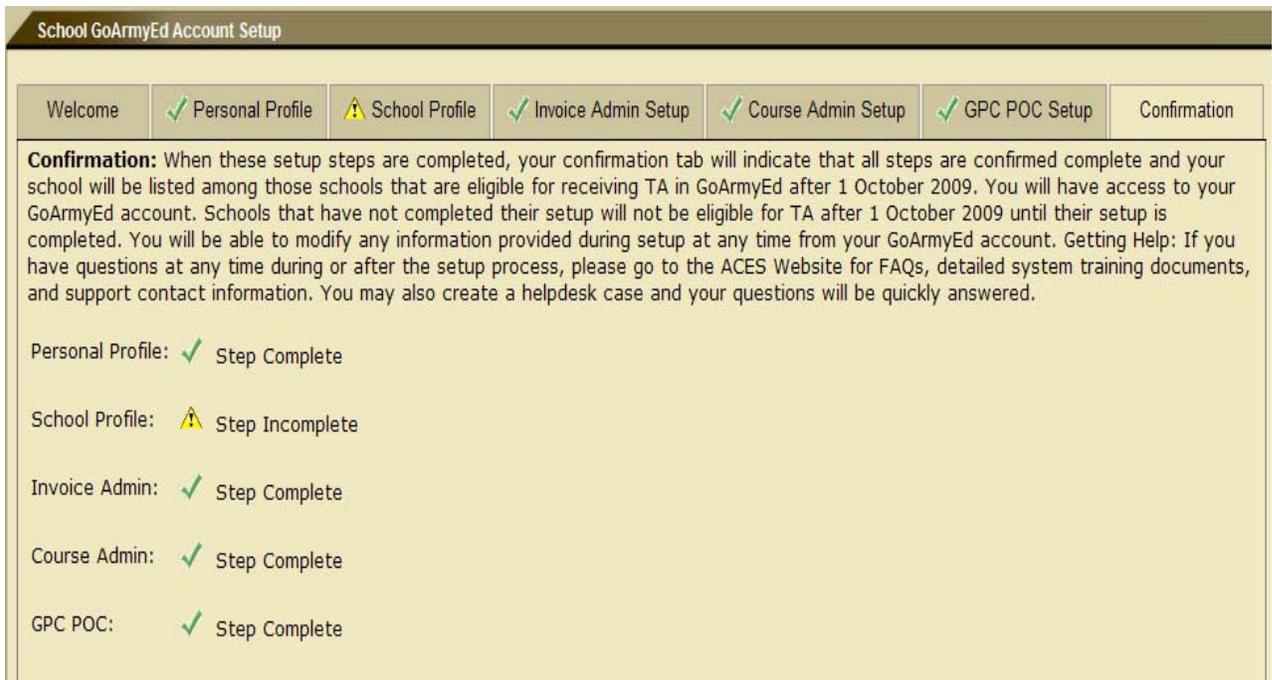
School GoArmyEd Account Set-up – Confirmation

- 1) Select the Confirmation tab.



- 2) The School GoArmyEd Account Set-up/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 Set-up 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 pay.ta@conus.army.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.

GoArmyEd U.S. ARMY

Welcome back, Kit Karsen [Helpdesk](#) [Logout](#)

- Home
- ☒ School Resources
- Student Management
- ☒ My Profile
- ☒ Earn a Degree or Credential
- ☒ Programs and Services
- ☒ Money for College
- ☒ GoArmyEd
- ☒ eArmyU
- College of the American Soldier
- ☒ Help

Tip of the Day

4/16/2010: **Reminder:** Step-by-step instructions available for Non-LOI Schools
 Select the Helpdesk tab located at the top of your GoArmyEd homepage to...[View](#)

Student Management

To search for a student, the following options are available. Enter 1) Last Name; 2) Full Social Security Number; 3) Last Name and last 4 digits of the Social Security Number.

Last Name:

Social Security Number: ?

?

[Advanced Search](#)

Quick Reference:

Rank	Name	Social Security Number

School User Administration

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

School Resources

- [TA Request Queue](#)
- [Training](#)

Announcements

No Announcements at this time.

Helpdesk Information

- [Create/Track Helpdesk Cases](#) ?

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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 **“Helpdesk”** button located at the top of your homepage. See the **“Access Primary Point GoArmyEd Homepage”** training document for more information on functions and features in your GoArmyEd account.

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