How To Guide
Navigate Student Dashboard (1 of 9)

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

Navigate the Student Dashboard – Home Tab
The initial landing page is the Student Homepage. Here, you’re able to view the following:
- Ongoing Credentials
- Request Credentialing Assistance Button
- Add Credential Button
- Lifetime Undergraduate Hours
- Lifetime Graduate Hours
- Lifetime Certificate Hours
- Semester Hours
- Total Amount of Financial Assistance
- Credentialing Assistance
- Tuition Assistance
- Pending Assistance
- Remaining Assistance

*Note: Soldiers can view financial information for a specific fiscal year by selecting a fiscal year from the dropdown box above the Financial Bar or within the Semester Hours donut tracker.*
Steps to Navigate Student Dashboard – Education Path Tab

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

- **My Education Path**
  - View Current and Previous Education Paths
  - View Status of Education Path Requests

- **Request Tuition Assistance**
  - Request Tuition Assistance for Courses within Education Paths

- **My Courses**
  - View Current and Previous Courses
  - View Cumulative Army Tuition Assistance Grade Point Average (GPA)

- **Student Degree Plan**
  - View Student Degree Plan

**Current Education Path**

- **Education Institution:** Stanford University
- **Degree Level:** Bachelor’s Degree
- **Area of Study:** Computer Science.

**Note:** Clicking View will allow you to download and view each training document.
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Steps to Navigate Student Dashboard – Credential Tab
On the Credential tab you’re able to:

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

Current Credentials

Operations and Performance Management Professional (OPMP)

Vendor: American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)

[Buttons: Add Credential, Delete Credential, Request Credentialing Assistance]
Steps to Navigate Student Dashboard – Program Path Tab

The Program Path tab provides the following features:

- **Program Path**
  - Add Special Program Paths
  - View Current and Previous Program Paths
  - View Status of Program Path Requests

- **Program Path Request**
  - Request Tuition Assistance for Special Program Paths
  - View Status of Tuition Assistance Requests

- **My Courses**
  - View Current and Previous Courses
  - View Cumulative Army Tuition Assistance Grade Point Average (GPA)

- **Student Degree Plan**
  - View Student Degree Plan

![Current Program Paths](image)
Steps to Navigate Student Dashboard – Find Ed Center Tab

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

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

**Note:** Clicking View Profile on a search will allow you to view additional information about the Education Center you selected.
Steps to Navigate Student Dashboard – Support Tab

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

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

**Note:** For more information related to creating a case in ServiceNow, refer to the **Create a Case** How to Guide
Steps to Navigate Student Dashboard – Student Profile

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

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

The Student Profile shows you the following information:

- **Use the Left Panel to:**
  - View Military Information
  - View and/or Edit Contact Information
  - View and/or Edit Mailing Information
  - View ArmyIgnitED Messages

- **Use the Right Panel to view:**
  - Student Degree Plan
  - Account Holds
  - Account Information: Civilian Education Level
  - Military Education Level
  - Tuition Assistance Approved
  - Signed SOU Date

- **Use the Education Information section to view:**
  - Education Center
  - Current Education Path Details
  - Highest Education Level Completed Details

- **Use the Special Program section to:**
  - View Special Program Paths

- **Use the Credential section to:**
  - View Most Recent Credential Completed
  - View all Credentials

- **Use the Financial Assistance section to:**
  - View Tuition Assistance and Credentialing Assistance Funding Status
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Steps to Navigate Student Dashboard – My Documents
Click your name in the top right corner and select My Documents.

My Document Repository provides you with a space to upload documents that you may need in ArmyIgnitED. These documents can be sorted by:
- File Name
- Upload Date
- Uploaded By
- User Group

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

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

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

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

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

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