Messages

ArmylgnitED – Service Member

Upon logging in your ArmylgnitED account, click 'Messages' on the left side menu:



Click 'Create' in the top right corner of screen.

Messages	
← My Inbox	CREATE

The Soldier must select a **category**, **input the subject**, **body of message**, **load an attachment** if needed (4Mb max) and click **'Send'**.

Create Message			×
Category *		▼	
Subject *			
B I U Format			
Attachments			
	Dr	rop files here	
SEND			

You can verify that your message was sent by either looking at the Conversations in your inbox or clicking on Sent in your inbox

igr	iteda 🔳 🗮	EDUCATION PROGRAMS Y	
EDU	CATION RECORD		
	Dashboard	← My Inbox	
	Messages		
F	Tuition Assistance Requests	Select Category Has Susp All	oense Date
~	Education Goals		
Ē	SkillBridge Applications	Conversations Sent	
10	Virtual Benefits Training		
D	Documents	Jenkins, Randie Fri 06/10/2022 Education Counseling Request	
	Scheduled Tests		
1.1 120	Test Scores	Jenkins, Randie Mon 06/06/2022 Education Goal Approved	

Viewing New Messages:

Log into your ArmyIgnitED account and click the mail icon at the top left of the screen. The red number on the mail icon will show how many unread messages you have.



After clicking the mail icon, you will see a preview of your new messages.

NOTE: the dark <u>yellow line to left of the message denotes if the message has been read or</u> not.

← My Inbox	
Select Category All	Has Suspense Date
Conversations Sent	
Jenkins, Randie Education Counseling Request	Fri 06/10/2022
Jenkins, Randie Education Goal Approved	Mon 06/06/2022

Click on the message to open the message:

← My Inbox		CREAT
Select Category All	Has Suspen	se Date
Conversations Sent		Education Goal Approved Category: Education Goals
Jenkins, Randie Education Counseling Request	Fri 06/10/2022	From: Administrator. System To: Jenkins, Bandle Created: 06/06/2022
Jenkins, Randie Education Goal Approved	Mon 06/06/2022	Your education goal Associate of Applied Science in Administration has been approved. Comments: Your education path has been approved If you have questions, please contact the individual listed below: Contact: Lenkins Bandie randle individual match pet
Jenkins, Randie Your education goal has been created	Mon 06/06/2022	DSN Phone: Commercial Phone: Regards, ArmylgnitED System Administrator

Replying to a Message:

ign	iteda 🔳 📰	EDUCATION PROGRAMS V	
EDU	CATION RECORD		
	Dashboard	← My Inbox	
	Messages		
II.	Tuition Assistance Requests	Select Category All	Has Suspense Date
\sim	Education Goals		
Ē	SkillBridge Applications	Conversations Sent	
	Virtual Benefits Training		1
D	Documents	Jenkins, Randie Education Counseling Request	Fri 06/10/2022
	Scheduled Tests		
	Test Scores	Jenkins, Randie Education Goal Approved	Mon 06/06/2022

Click 'Messages' on left side menu:

Click on the message and then click '**Reply**' near upper right:

EDUCATION RECORD	← My Inbox	CREATE
Messages		
Tuition Assistance Requests	All Has Suspense Date	
✓ Education Goals		_
SkillBridge Applications	Conversations Sent Category: Request Appointment with Counselor	REPLY
Virtual Benefits Training	lasking Pandla Erio6/10/2022 To: AnnylgnitED Support	
D Documents	Education Counseling Request Created: 06/10/2022	
Scheduled Tests	I would like to schedule an appointment to speak with an Education Counselor before deciding on my final education path.	
Test Scores	Jenkins, Randle Mon 06/06/2022 Thank you! Education Goal Approved	

Enter your reply and click 'Send':

Reply to Message		Х
Subject Education Counseling Request Category Request Appointment with Counselor	To Jenkins, Randie	
B I ⊻ Format	▼ ■ ■ = ::::::::::::::::::::::::::::::::	
-		
Attachments		
	Drop files here	\bigcirc
SEND CLOSE		

NOTE: If you see a green check next to one of your conversations, this means your message has been resolved/closed. If you still have further questions you will need to create a new message