Applying for Federal Tuition Assistance through Go Army Ed
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1. Go to www.goarmyed.com
2. Log In with Username and Password
3. Click on the My Education Record Button
4. Select the E-File Tab
5. Input a Title (Schedule and Finances)
6. Input a Description (Summary of charges and semester course schedule)
7. Input a Transaction Type (Cost Verification and course Schedule)
8. Click Browse to locate the Word document with the screen shots
9. Click Upload file

Part 2: To Upload Degree Plan, Add Courses to Your Planner, and Submit Courses for Approval

1. Select the course planner button
2. Click Upload New Student Agreement /Degree Path
3. Enter at least half of the remaining credits to graduate
4. UNO Primarily is semester hours, so this is what will be selected under Unit Type
5. Click Add Course
6. Enter Omaha in the City Field
7. Enter NE in the State Field and Click Lookup
8. Select any of the hyperlinks (They all lead to the same page)
9. Enter Course Code, Number, Title, Type, and Credit Amount

Part 3: Requesting Federal Tuition Assistance after Your Course Planner is Approved

1. Select the Request TA Button
2. Scroll down to Course Planner and select Enroll for the class you wish to request TA for
3. Enter your NUID number
4. Enter a start date, end date, and class section (EX: 1030)
5. Select an Instruction Mode
6. Search eFile if you uploaded screenshots and select them
7. Enter the Unit Cost and click “Calculate cost”
8. Select “Submit” to send your TA request for review

Part 4: Printing Out Your TA Approval Form

1. Select the Other Links button
2. Click the plus sign at “After You Enroll in a Class”
3. Select the Print Approval TA Request
4. Choose from the drop down menu the fiscal year you are requesting TA for and select “Search”
5. Select any of the active hyperlinks (They all lead to the same place)
6. Click the boxes that you are requesting TA for to print, double checking that the class status says approved
7. Ensure the pop-up blocker is off, then wait for the report to generate
8. Selected “Click here to view the report”
Tuition Assistance (TA) Eligible Access Process

General Information
You may request to have TA-eligible access in order to request TA through GoArmyEd. As part of the process, you will need to complete the VIA tool to select a Career Goal, Degree Program, and School.

Below is the TA-eligible access request process:

Step 1: Select the “Request TA Access” Smart Link
Step 2: Select a Career Goal, Degree Program, and School using the VIA tool
Step 3: Track your “TA Access Request” status

TA Access Request Steps

Step 1: Select the “Request TA Access” Smart Link

After selecting the “Request TA Access” button, the system will automatically conduct a Tuition Assistance Eligibility Check on your behalf. VIA will open in a separate window/tab for Soldiers who are eligible to receive Tuition Assistance.

Note: If you are not eligible to request TA, you will see a red X and the reason for ineligibility. You may create a helpdesk case for further assistance.

You will have the option to explore the VIA tool by selecting the “Launch VIA” button. Your selections will not be submitted to an Army Education Counselor for approval. If you become eligible in the future, you will simply need to verify that your selections are still up to date and submit them to your Army Education Counselor for approval.
Step 2: Select a Career Goal, Degree Program, and School using the VIA tool

VIA is a decision support tool that helps you research and select a long-term civilian career goal, a degree that prepares you for your career goal, and a “best fit/best value” school.

VIA has four sections:
1. About You
2. Career Goal
3. Degree Program
4. School

Your progress will be automatically saved in VIA. You do not have to complete VIA in one sitting.

Your selections will be sent to your Army Education Counselor for approval.

Note: You are encouraged to speak with an Army Education Counselor for further advice and discussion of the recommendations generated by VIA.
Step 3: Track your “TA Access Request” approval status from your GoArmyEd homepage or “My Education Record” page

Once you have begun using VIA, you can access the tool or track your submission status from your homepage or by selecting the “My Education Record” Smart Link then selecting the “TA Planning Summary” tab.

An “In Progress” status indicates you have not yet completed all sections of VIA.

A “Pending Approval” status indicates you have submitted your selections in VIA, and they are currently pending approval from an Army Education Counselor.

An “Approved” VIA status indicates your Army Education Counselor has approved your selections and granted you permission to use TA.

A “Rejected” status indicates your request has been denied. You may review and update your selections in VIA.

Next steps: Upon completing VIA, a Helpdesk case will be created on your behalf and escalated to your Army Education Counselor for review. You will be notified by email if your request is approved or if further action is needed prior to approval being granted.

If approved, you will then be able to request TA through GoArmyEd.
Applying for Federal Tuition Assistance through Go Army Ed

Part 1: To Upload the Financial Summary and Course Schedule into eFile

In Mavlink, you need to screenshot your financial summary and course schedule and put them into one Word Document.

1. Go to www.goarmyed.com
2. Log In with Username and Password
3. Click on the My Education Record Button
4. Select the E-File Tab
5. Input a Title (Schedule and Finances)

6. Input a Description (Summary of charges and semester course schedule)

7. Input a Transaction Type (Cost Verification and course Schedule)

8. Click Browse to locate the Word document with the screen shots

9. Click Upload file
Part 2: To Upload Degree Plan, Add Courses to Your Planner, and Submit Courses for Approval

1. Select the course planner button

2. Click Upload New Student Agreement /Degree Path

3. Enter at least half of the remaining credits to graduate
   Example: You need 60 credits to graduate, you enter at least 30 credits worth into your course planner

4. UNO Primarily is semester hours, so this is what will be selected under Unit Type

5. Click Add Course
6. Enter Omaha in the City Field

7. Enter NE in the State Field and Click Lookup

8. Select any of the hyperlinks (They all lead to the same page)

9. Enter Course Code, Number, Title, Type, and Credit Amount
Part 3: Requesting Federal Tuition Assistance after Your Course Planner is Approved

1. Select the Request TA Button

2. Scroll down to Course Planner and select Enroll for the class you wish to request TA for

3. Enter your NUID number
4. Enter a start date, end date, and class section (EX: 1030)

5. Select an Instruction Mode
   i) Off Post is considered an in person UNO course,
   ii) On Post is considered a class at Offutt AFB
   iii) DL Online is an online course

6. Search eFile if you uploaded screenshots and select them.
   If not, title the new document “Course Schedule and Financial Statement”, enter a description, and click the add attachment button.
7. Enter the Unit Cost and click “Calculate cost”.

**IF THE COST EXCEEDS $250 PER CREDIT HOUR, YOU ARE RESPONSIBLE FOR THE DIFFERENCE**

To calculate tuition rate reference your financial summary, the charges marked TUTION is all you need to look at. Divide the tuition total by the amount of credits. For example: if you were charged $771.75 for 3 credits (Tuition (RUIC)) you would take 771.75 and divide it by 3. You would come out with 257.25 per credit hour. Make sure you know which tuition rate corresponds to which classes.
8. Select “Submit” to send your TA request for review.

If you need to submit another application it will ask you to on the following submission.
Part 4: Printing Out Your TA Approval Form

1. Select the Other Links button

2. Click the plus sign at “After You Enroll in a Class”
3. Select the Print Approval TA Request

4. Choose from the drop down menu the fiscal year you are requesting TA for and select “Search”

5. Select any of the active hyperlinks (They all lead to the same place)
6. Click the boxes that you are requesting TA for to print, double checking that the class status says approved. Then Print.

7. Ensure the pop-up blocker is off, then wait for the report to generate.

8. Selected “Click here to view the report.”

Ensure all of the classes you are requesting TA for are on this form. Print this page off and provide OMVS with a copy as soon as possible.