



**US Army Combined Arms Center**

SOLDIERS AND LEADERS - OUR ASYMMETRIC ADVANTAGE

# The Army Credentialing Assistance Program



## The Army Credentialing Assistance Program Soldier Process



Purpose: An effective CA Program directly contributes to supporting Soldiers' professional development, retaining quality Soldiers, and preparing Soldiers for meaningful employment upon transition from military service.

- CA is voluntary and conducted off-duty
- Vetting of all Vendors (for purposes of this step-by-step process, vendors are considered colleges, universities, credentialing agencies, other organizations) conducted by ACCESS, ArmyU
- A list of eligible credentials will be maintained on Army COOL



ARMY CREDENTIALING  
ASSISTANCE



- CA is authorized for the payment of credentialing expenses for classroom, hands-on, online/blended training, study guides, materials, textbooks, fees, exams, and/or recertification of credentials.
- Soldiers can select any credential listed in Army COOL
- Soldiers can request multiple credentials simultaneously – not to exceed FY limit
- CA is subject to the same funding ceiling as TA. A Soldier may use both TA and CA; however, the combined use by any Soldier will not exceed the fiscal year TA limit (\$4000)



- Course / exam will be paid prior to the start date by ACCESS, ArmyU
- Soldiers are notified by ACCESS, ArmyU regarding next steps. ACCESS, ArmyU will contact Soldiers either by phone or email. Most requests are processed no later than 3 days prior to the Soldier's start date. If you have not received a response prior to that, please send email to: [usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil)
- Requested books and/or materials sent directly to the Soldier
- Soldiers will be subject to reimbursing the Army for CA if they fail or withdraw from a course of instruction, or fail an exam (or fail to sit for the course/exam in the timeframe requested), and do not have an approved military withdrawal
- Recoupment will be handled by ACCESS, ArmyU- Soldiers will be notified by ACCESS, ArmyU



- **Soldiers who pay out of pocket for anything will NOT be reimbursed. Soldiers who start courses prior to notification from the ACCESS, ArmyU finance team will not be reimbursed**
- CA is not authorized for credentials associated with doctor's degrees as defined by the U.S. Department of Education
- CA will not be authorized for any course for which a Soldier receives reimbursement in whole or in part from any other Federal source, including veterans' education benefits and Service-funded programs (ROTC scholarship, education-related incentive or bonus, and advanced civil schooling) when the CA payment duplicates the reimbursement



- CA is available to commissioned officers and Warrant Officers. Officers and Warrant Officers may use CA for **TRAINING** only if the Officer or Warrant Officer agrees to serve a Military Service Obligation (MSO) in accordance with current TA requirements
- Officers and Warrant Officers using CA for **TESTING** or **RECERTIFICATION** (must not include training, books, materials) of a credential will not incur a service obligation
- Institutionally Delivered Credentials- Army training institutions and career management field proponents are authorized to pay for institutionally delivered credentials. Payment of institutionally delivered credentials does not count toward the Soldier's fiscal year TA/CA limit



IMPORTANT INFORMATION ▾

Welcome to the new Army COOL ▶

How to use the new Army COOL ▶

Steps to getting a Credential ▶

Important Test Vendor Information ▶



[CREDENTIALING ASSISTANCE](#)

[MOS NAVIGATOR](#)

[USMAP APPRENTICESHIPS](#)

[FULL CREDENTIAL SEARCH](#)

[MANAGER CREDENTIALS](#)

[COMMON CORE CREDENTIALS](#)

This is an official U.S. Army website

Updated: August 1, 2020

[ARMY COOL](#)

[COAST GUARD COOL](#)

[MARINE CORPS COOL](#)

[NAVY COOL](#)

[AIR FORCE COOL](#)

[DOD COOL](#)

[DOD CIVILIAN COOL](#)

[SKILLBRIDGE](#)

[www.cool.osd.mil/army](http://www.cool.osd.mil/army)





IMPORTANT INFORMATION ▾

Welcome to the new Army COOL ▶

How to use the new Army COOL ▶

Steps to getting a Credential ▶

Important Test Vendor Information ▶



[CREDENTIALING ASSISTANCE](#)

[MOS NAVIGATOR](#)

[USMAP APPRENTICESHIPS](#)

[FULL CREDENTIAL SEARCH](#)

[MANAGER CREDENTIALS](#)

[COMMON CORE CREDENTIALS](#)



This is an official U.S. Army website

Updated: August 1, 2020

[ARMY COOL](#)

[COAST GUARD COOL](#)

[MARINE CORPS COOL](#)

[NAVY COOL](#)

[AIR FORCE COOL](#)

[DOD COOL](#)

[DOD CIVILIAN COOL](#)

[SKILLBRIDGE](#)

Select Credentialing Assistance  
for details regarding the  
program





## Army Credentialing Assistance (CA) Program

Take advantage of a great opportunity to pay for credentials that can enhance your skills and qualifications both during and after military service! The Army Credentialing Assistance (CA) Program can pay for courses and exams that lead to industry-recognized civilian credentials in an occupational area of your choice. You may use this program to enhance your Army COOL.

**This page provides information on the program, the list of approved vendors for the CA program, along with other pertinent information.**



ARMY CREDENTIALING ASSISTANCE

- [Army's Credentialing Assistance Program Implementation Guidance](#)
- [Update to Army Credentialing Assistance Policy](#)
- [Full Credential Search](#)
- [Approved Vendor List 27 July 2020](#)
- [Army COOL Credentials Added and Removed List 1 August 2020](#)
- [Soldier CA Brochure for Ed Center Use](#)
- [Vendor CA Brochure for Ed Center Use](#)
- [Army COOL Brochures](#)

Overview - Costs & Funding

Army Credentialing Assistance >

Credentialing Assistance FAQ

Army Proponent Funding

GI BILL®

Potential Out of Pocket Costs





IMPORTANT INFORMATION ▾

Welcome to the new Army COOL ▶

How to use the new Army COOL ▶

Steps to getting a Credential ▶

Important Test Vendor Information ▶



[CREDENTIALING ASSISTANCE](#)

[MOS NAVIGATOR](#)

[USMAP APPRENTICESHIPS](#)

[FULL CREDENTIAL SEARCH](#)

[MANAGER CREDENTIALS](#)

[COMMON CORE CREDENTIALS](#)



This is an official U.S. Army website  
Updated: August 1, 2020

[ARMY COOL](#)

[COAST GUARD COOL](#)

[MARINE CORPS COOL](#)

[NAVY COOL](#)

[AIR FORCE COOL](#)

[DOD COOL](#)

[DOD CIVILIAN COOL](#)

[SKILLBRIDGE](#)

### Full credential search for a Soldier who knows which credential they seek





## Type in the name of the credential, then click on "Search"



### ARMY COOL

Credentiaing Opportunities On-Line

Go to:  Enlisted MOS  WO MOS  Officer  ASI



## Army COOL - Search for Credentials

To find out which Army Enlisted Military Occupational Specialties (MOS) are related to a specific civilian credential, search for the credential below and then click on the credential name. If any MOS has resource icons for a certification, those icons are shown following the certification name.

To search for a specific word, type the keyword into the search box below, then press ENTER or click the SEARCH button and the table will update with your results.



Select Filters -

Active Filters

Search:

Show 10 entries

Showing 1 to 10 of 1,617 entries

< 1 2 3 4 5 ... 162 >

Credential	Agency	CA Eligible	GI Bill*	e-Learning	Accreditation	Credential Type
<a href="#">Accessibility Inspector/ Plans Examiner - 21</a>	International Code Council (ICC)					Cert
<a href="#">Accreditation in Public Relations + Military Communication (APR+M)</a>	Public Relations Society of America (PRSA)					Cert





After clicking on a desired credential, it will take you to this page. More information regarding the credentialing agency can be found by clicking on the link. Remember, this agency is NOT the training provider (in some small instances, the agency may provide information on providers they endorse, study guides or courses for the credential)



It is extremely important to review the eligibility criteria and exam information. **Soldiers need to contact the Credentialing Agency to confirm they are eligible or close to being eligible**



Association for Financial Counseling and Planning Education (AFCPE)

## Accredited Financial Counselor (AFC)

**Credential:** [Accredited Financial Counselor \(AFC\)](#)

**Credentialing Agency:** [Association for Financial Counseling and Planning Education \(AFCPE\)](#)

**Renewal Period:** 2 years

The Accredited Financial Counselor (AFC) designation enables the individual to work with clients in a financial counseling or education setting to assess and improve their financial decision making. AFCs have skills to assist individuals and families in the complex process of financial decision making, including the ability to educate clients in sound financial principles, assist clients in the process of overcoming their financial indebtedness, help clients identify and modify ineffective money management behaviors, and guide clients in developing successful strategies for achieving their financial goals. Candidates must have a minimum of 1000 hours of financial counseling experience in addition to meeting education requirements. Candidate must pass a written exam, submit three letters of reference attesting to professional competence and experience (one from supervisor, one from a fellow professional and one from a client, and subscribe to the AFC Code of Ethics.

More information can be found on the certifying agency's [website](#).

RELATED OCCUPATIONS
SUMMARY
ELIGIBILITY
EXAM
RECERTIFICATION

Accredited Financial Counselor (AFC)

— MINIMUM REQUIREMENTS

Attainability:

— RECERTIFICATION SUMMARY

Renewal Period: 2 years





RELATED OCCUPATIONS

SUMMARY

ELIGIBILITY

EXAM

RECERTIFICATION

## Project Management Professional (PMP)

[Show All / Hide All](#)

Expand all

+ EXPERIENCE REQUIREMENTS

- EDUCATION/TRAINING AND/OR EXPERIENCE REQUIREMENTS

**Option 1:**

PMP candidates are required to have a high school or the global equivalent with at least five years (60 months) of project management experience during which at least 7,500 hours were spent leading and directing projects and 35 hours of project management education.

**Option 2:**

PMP candidates must have a bachelor's degree or the global equivalent and at least three years (36 months) of project management experience during which at least 4,500 hours were spent leading and directing projects, and 35 hours of project management education.

+ OTHER REQUIREMENTS

Review all requirements





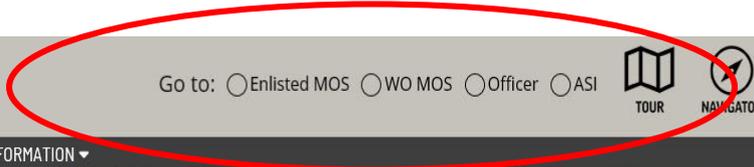
# Finding MOS Credentials

To find MOS /AOC related credentials: Soldiers can go directly to their information by selecting Enlisted MOS, WO MOS, Officer, or ASI from the GO TO menu available on every page on the top navigation.



**ARMY COOL**

Credentialing Opportunities On-Line



IMPORTANT INFORMATION ▾

Welcome to the new Army COOL ▶

How to use the new Army COOL ▶

Steps to getting a Credential ▶

Important Test Vendor Information ▶



CREDENTIALING ASSISTANCE | MOS NAVIGATOR | USMAP APPRENTICESHIPS | FULL CREDENTIAL SEARCH | MANAGER CREDENTIALS | COMMON CORE CREDENTIALS

This is an official U.S. Army website  
Updated: August 1, 2020

ARMY COOL | COAST GUARD COOL | MARINE CORPS COOL | NAVY COOL | AIR FORCE COOL | DOD COOL | DOD CIVILIAN COOL | SKILLBRIDGE





Go to:  Enlisted MOS  WO MOS  Officer  ASI



### NAVIGATOR

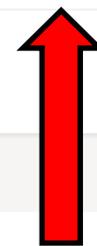
GO TO...  
My MOS

- Sort by Code  Sort Alphabetically
- 68U - Ear, Nose, and Throat (ENT) Specialist
  - 68V - Respiratory Specialist
  - 68W - Combat Medic Specialist**
  - 68X - Behavioral Health Specialist
  - 68Y - Eye Specialist
  - 68Z - Chief Medical NCO
  - 74D - Chemical, Biological, Radiological, and Nuclear (CBRN) Specialist

GO BACK

NEXT

[Credentialing Assistance](#) | [USMAP Apprenticeships](#) | [Full Credential Search](#)



Select the Enlisted MOS, WO MOS, Officer, or ASI from the Navigator dropdown, then click NEXT.





## MOS 68W Combat Medic Specialist

- MOS INFO
- RELATED CREDENTIALS
- RELATED OCCUPATIONS
- CONTINUING EDUCATION
- ADDITIONAL INFO

NATIONAL CERTIFICATIONS | MANDATED CERTIFICATIONS | STATE LICENSES

Red chili pepper denotes "In Demand" credential

The "M" in the Star means the credential is a Mandatory MOS requirement and is Institutionally funded. It cannot be funded by CA

Specialized Information For...

These credentials may require additional education, training or ex...

For supervisory and managerial credentials, please refer to the [Manager \(All enlisted E-5 and above\)](#) page.

Select Filters ▾    Active Filters

DISPLAY OPTIONS: [Icons]

Show 10 entries    Showing 1 to 10 of 58 entries

Compare	Credential	Agency	Related As	CA Eligible	Attainability	Promotion Points	Skill Level	Star	GI Bill®	Accreditation
<input type="checkbox"/>	<a href="#">Advanced Emergency Medical Technician (AEMT)</a> 🌶️	National Registry of Emergency Medical Technicians (NREMT)	MOST CA\$	★	MEDIUM	👤	II	🟡		🏆
<input type="checkbox"/>	<a href="#">National Registered Paramedic (NRP)</a> 🌶️	National Registry of Emergency Medical Technicians (NREMT)	MOST CA\$	★	MEDIUM	👤	II	🟡	🎓 GI BILL	🏆
<input type="checkbox"/>	<a href="#">Emergency Medical Technician (EMT)</a> 🌶️	National Registry of Emergency Medical Technicians (NREMT)	MOST CA\$	★	HIGH	👤	I	★ M	🎓 GI BILL	🏆
<input type="checkbox"/>	<a href="#">Emergency Medical Responder (EMR)</a>	National Registry of Emergency Medical Technicians (NREMT)	MOST CA\$	★	HIGH	👤	I		🎓 GI BILL	🏆
<input type="checkbox"/>	<a href="#">Certified Medical Assistant (CMA)</a> 🌶️	American Association of Medical Assistants (AAMA)	SOME	★	HIGH	👤			🎓 GI BILL	🏆





Credentialing Assistance (CA) is now available on [www.armyignited.com](http://www.armyignited.com)!

- All CA Requests must be submitted directly through ArmyIgnitED. The CA Request does not get submitted through the Education Center or Office
- Soldiers must submit CA Requests 30 business days from the start date of the course or exam
- Soldiers have the option to request counseling from their Education Center or Office at any time prior to creating a CA Request
- If Soldier does not see the vendor of choice (for training, exam, books, materials, etc.) select “Don’t See a Related Vendor?”. An email will appear requesting specific information which the Soldiers must provide to ACCESS, ArmyU who in turn will contact the vendor to update ArmyIgnitED with the information
- It may take up to a few days prior to the start date of the course to receive approval email notifications from ACCESS, ArmyU



## How To Guide

### Create a Student User Account (1 of 11)

v1.0.9

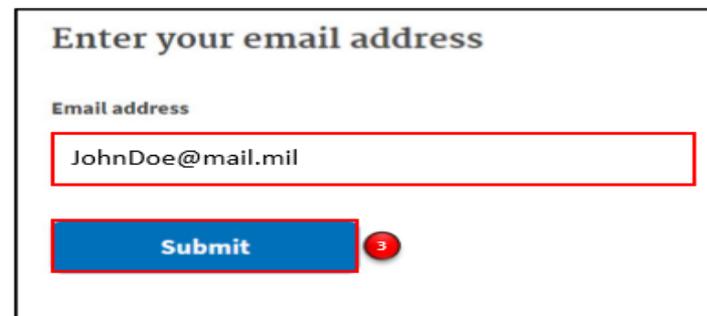
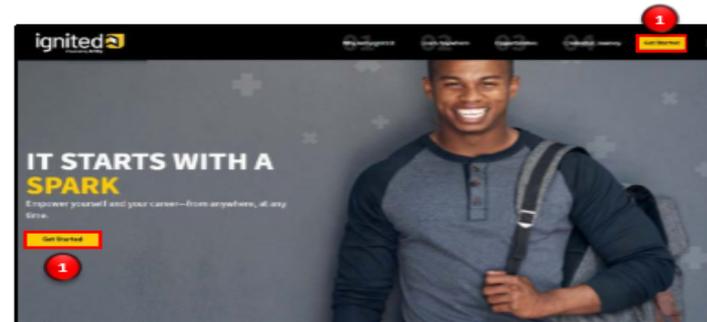
#### Purpose

This guide highlights the steps to create a Student User Account. This process includes creating both a Login.gov and an ArmyIgnitED account. The Student will need either their mobile phone or Government ID to complete this registration.

- If you **do not** have a Login.gov account proceed to Step 1.
- If you **have an existing** Login.gov account, but need to update it to with your .mil address, sign in to your login.gov account and proceed to Step 15:
- If you **have an existing** Login.gov account, and it is already setup with your .mil account, proceed to Step 20:

#### Steps to Create an Student User Account

1. Go to [www.ArmyIgnitED.com](http://www.ArmyIgnitED.com) and click Get Started.
2. Click **Create an account** to start the process of creating your Login.gov account.
3. Enter the **.mil email address** that you want associated with the account then, click **Submit**.



First Step:  
Create your  
account!

Some have  
found that  
Microsoft Edge  
or Chrome work  
best. See what  
works best for  
you!

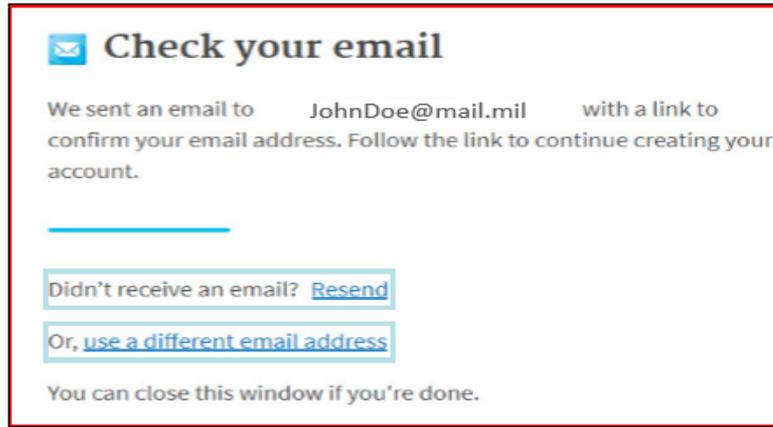




## How To Guide

### Create a Student User Account (2 of 11)

v1.0.9

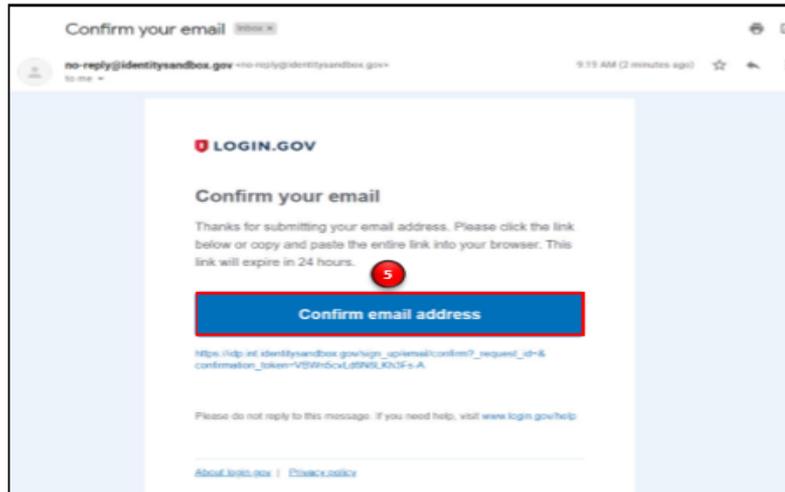


#### Steps to Create a Student User Account

**Note:** You will be presented with a completion screen informing you that a confirmation link has been sent to the .mil email address you entered in the previous step.

Clicking **Resend** will resend the confirmation link to the .mil email address you listed.

Clicking **use a different email address** will return to the previous page and allow you to re-enter a different email address if needed.



4. Log in to the .mil email account you requested the confirmation code to be sent to and find your confirmation email.
5. Click **Confirm email address** and you will be automatically redirected back to the Login.gov account creation process.





## How To Guide

### Create a Student User Account (3 of 11)

v1.0.9

#### Steps to Create a Student User Account

6. Create a strong password and click **continue**.

**Password Safety Tips:** The longer and more unusual the password, the harder it is to guess. Avoid using common phrases and repeating passwords from other online accounts (banks, email address, social media, etc.).

**Note:** Clicking **Show Password** will allow you to view the characters in the password entry field instead of asterisks. Please be cautious and use good judgement when using this feature as it takes away a level of privacy when creating the password.

You will now need to select a second layer of security so only you can sign in to your account.

**Note:** Government employees should select the Government Employee ID option and non-government employees should select the phone option.

7. Select **Government employee ID**.
8. Click **Continue**.

**Note:** Each authentication method will have its own setup instructions which will be presented after clicking **continue**. Follow the instructions to complete the creation of the account.





# How To Guide

## Create a Student User Account (4 of 11)

v1.0.9

### Steps to Create a Student User Account

9. Set up your PIV/CAC as a two-factor authorization method so that you can use it to sign in.
  - Give it a nickname. If you add more than one PIV/CAC, you'll know which one's which.
  - Insert your PIV/CAC into your card reader.
  - Add Your PIV/CAC. You'll need to choose a certificate (the right one likely has your name in it) and enter your PIN (your PIN was created when you set up your PIV/CAC).
10. Click **Add PIV/CAC Card**.
11. Select the certificate that corresponds with your PIV/CAC.

**Note:** There are typically 3 certificates that you are able to choose from: Authentication, ID, and Signature. Either of these certificates will work in the system, however, choosing Authentication is preferred.

12. Click **OK**.

**Add your PIV or CAC** 9

Set up your PIV or CAC as a two-factor authorization method so you can use it to sign in.

- 1 **Give it a nickname**  
If you add more than one PIV/CAC, you'll know which one's which.
- 2 **Insert your PIV/CAC into your card reader**
- 3 **Add your PIV/CAC**  
You'll need to **choose a certificate** (the right one likely has your name in it) and **enter your PIN** (your PIN was created when you set up your PIV/CAC).

10 **Add PIV/CAC card**

11

- Authentication - Peter Pan**  
Issuer: DOD  
Valid From: 5/13/2019 to 4/15/2022
- ID - Peter Pan**  
Issuer: DOD  
Valid From: 5/13/2019 to 4/15/2022
- Signature - Peter Pan**  
Issuer: DOD  
Valid From: 5/13/2019 to 4/15/2022

12





## How To Guide

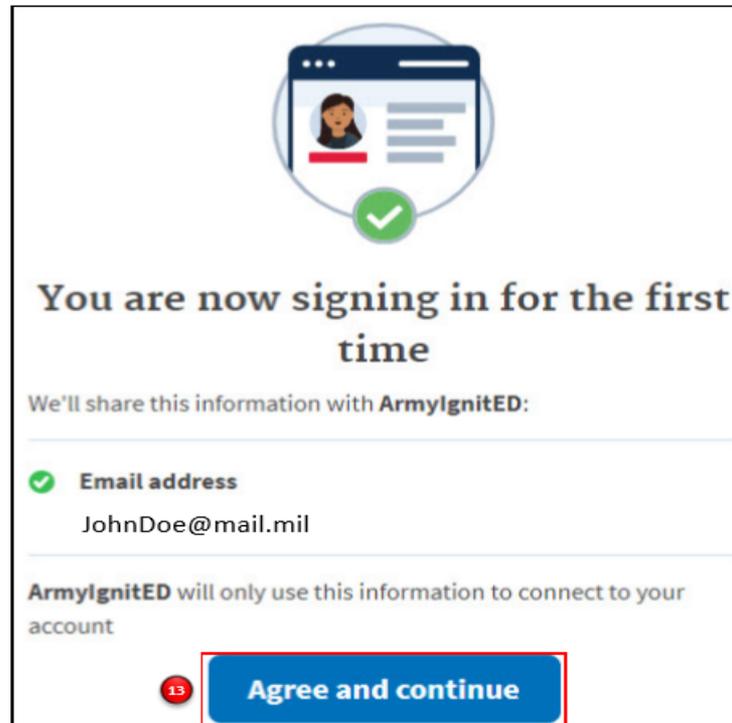
### Create a Student User Account (5 of 11)

v1.0.9

#### Steps to Create a Student User Account

To finalize the creation of your Login.gov account you must agree to share your Login.gov information with ArmyIgnitED.

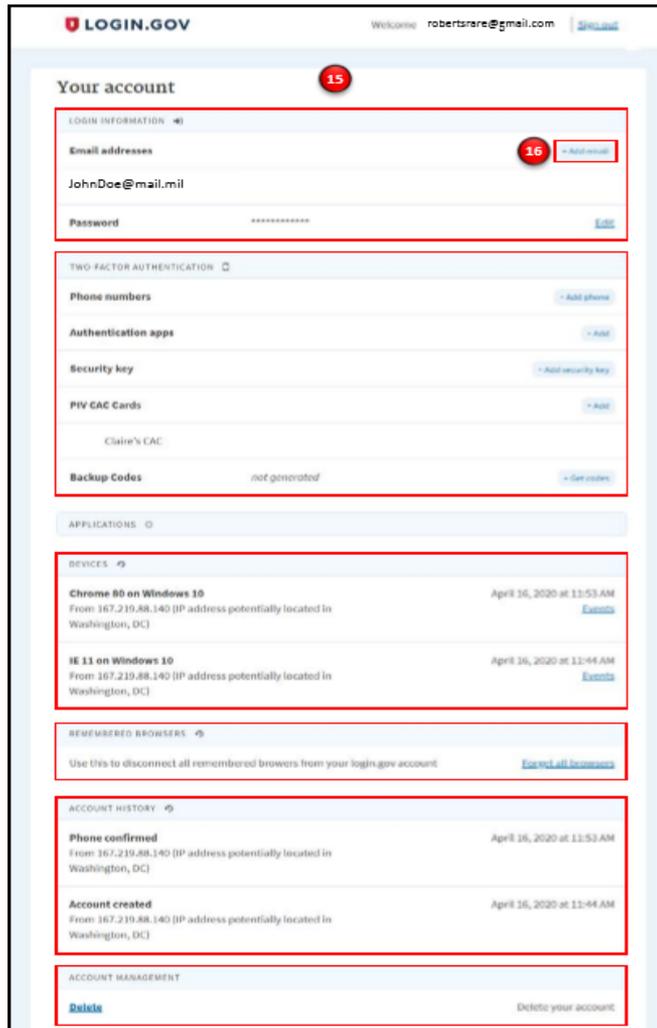
13. Click **Agree and continue** to complete the process of creating a Login.gov account.
14. **Skip to Step 20** to request your Student User account.





How To Guide
Create a Student User Account (6 of 11)

v1.0.9



Steps to Complete a Login.gov Account

- 15. This is your Login.gov Account. You now have access to:
- Login Information
- Two-Factor Authentication
- Devices
- Account History
- Account Management

If you have already added your .mil email address to your login.gov account, skip to Step 19.

- 16. If your .mil email address is not listed in your login.gov account, please add your .mil email address to your account.

Click +Add email.





# How To Guide

Create a Student User Account (7 of 11)

v1.0.9

## Steps to Complete a Login.gov Account (continued)

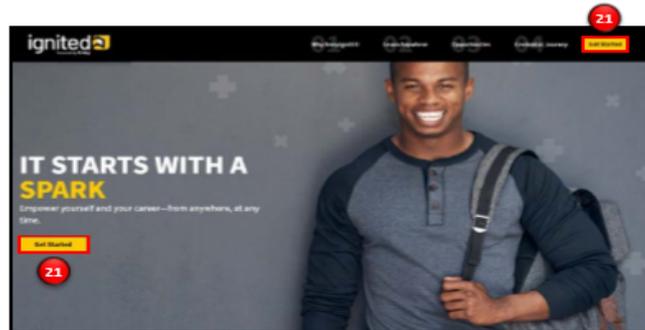
- 17. Enter your .mil email address.
- 18. Click **Submit**.

**Note:** You have now completed setting up your login.gov account!

- 19. Log out of login.gov and move to the next step.

## Steps to Create a Student User Account

- 20. Log in to [www.ArmyIgnitED.com](http://www.ArmyIgnitED.com).
- 21. Click **Get Started**.
- 22. Enter the .mil Email address and Password associated with your Login.gov account then click **Sign in**.






## How To Guide

### Create a Student User Account (8 of 11)

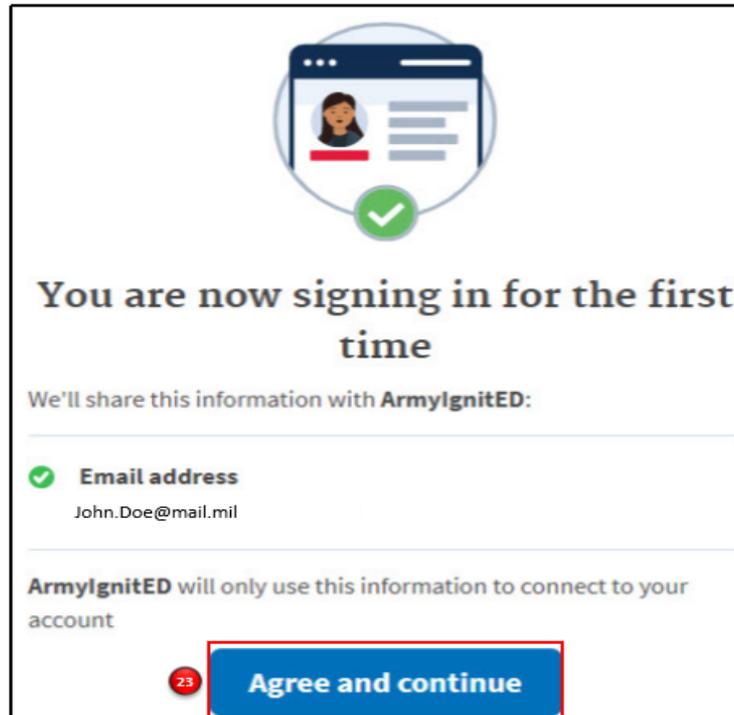
v1.0.9

#### Steps to Complete a Login.gov Account (continued)

23. Click **Agree and continue** to complete the process of creating a Login.gov account.

**Note:** By clicking Agree and continue, you have linked your login.gov account to ArmyIgnitED.

24. Skip to Step 29.





## How To Guide

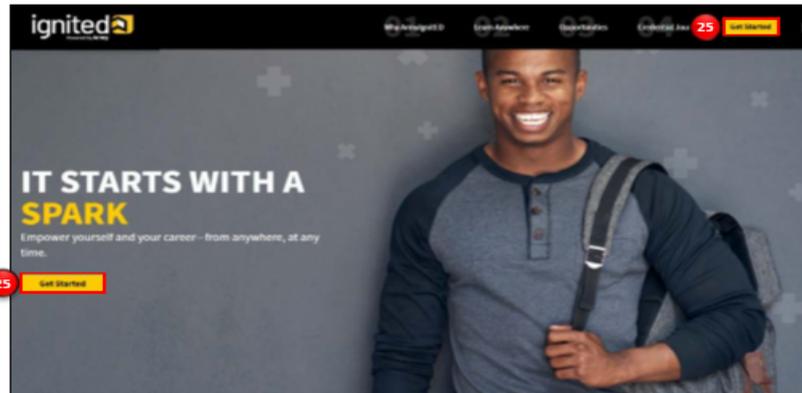
Create a Student User Account (9 of 11)

v1.0.9

### Steps to Create a Student User Account

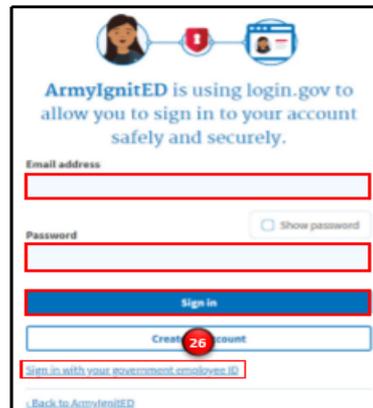
You have successfully created your Login.gov account and now have access to ArmyIgnitED.

25. Return to [www.ArmyIgnitED.com](http://www.ArmyIgnitED.com) then, click **Get Started** to complete the ArmyIgnitED account creation process.



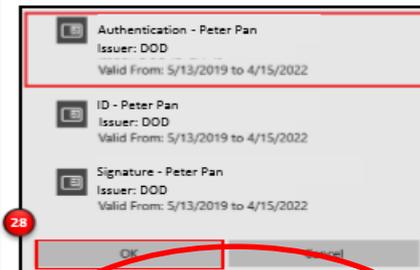
26. Click **Sign in with your government employee ID** to sign in to ArmyIgnitED.

**Note:** If you chose another authentication method, enter the email address and password associated with your Login.gov account, click **Sign In**, and use your preferred authentication method to continue logging in to ArmyIgnitED.



27. Click **Insert your PIV/CAC**.

28. Select the certificate you wish to use then, click **OK**.



**Note:** There are typically 3 certificates that you are able to choose from: Authentication, ID, and Signature. Either of these certificates will work in the system, however, choosing **Authentication** is preferred.





## How To Guide Create a Student User Account (10 of 11)

v1.0.9

**ignited** 29

1 2 3 4 5 6

### Create Account

Confirm your personal information

First Name: Nikola  
Last Name: Tesla  
Middle Name:  
Date of Birth: May 31, 1991  
Last 4 of SSN: XXX-XX-0000  
Rank: PVT  
MOS: LA

Is incorrect information being displayed?

Previous Continue

### Steps to Create a Student User Account

29. Confirm your personal information:
  - First Name
  - Last Name
  - Middle Name
  - Date of Birth
  - Last 4 of SSN
  - Rank
  - MOS
30. Click **continue**.
31. Confirm your mailing address.
32. Click **continue**.
33. Confirm your email address and phone numbers:
  - Military Email Address
  - Other Email Address
  - Home Phone Number
  - Duty Phone Number
  - Cell Phone Number
34. Click **continue**.

**ignited** 31

1 2 3 4 5 6

### Create Account

Confirm your mailing address

Home of Record Address:  
1567 Madison Avenue Tallahassee, FL 32303

Mailing Address:

Add mailing address

Is incorrect information being displayed?

Previous Continue

**Note:** Clicking the white **Previous** arrow will return you to the previous page

**ignited** 33

1 2 3 4 5 6

### Create Account

Confirm your email address

Military: nikolatesia@mail.mil  
Other: nikolatesia@mail.mil

Confirm your phone numbers

Home: 5558675309  
Duty: 3215550876  
Cell: +44 (121) 456-7890

Is incorrect information being displayed?

Previous Continue

**Note:** Clicking **Is incorrect information being displayed?** will provide a point of contact from the offices below:

- For Active Duty contact your S1/PAC office
- For Army National Guard, contact your Readiness NCO
- For United States Army Reserve, contact your Unit Administrator (UA)





## How To Guide

### Create a Student User Account (11 of 11)

v1.0.9

#### Steps to Create a Student User Account

35. Select your preferred email address, mailing address, and phone number.
36. Click **continue**.
37. Confirm your education information:
  - Graduation Date
  - Previous Educational Institute
  - Previous Education Level
  - Additional Education Information
38. Click **Finish**.

**Note:** Clicking **Is incorrect information being displayed?** will provide a point of contact from the offices below:

- For Active Duty contact your S1/PAC office
- For Army National Guard, contact your Readiness NCO
- For United States Army Reserve, contact your Unit Administrator (UA)

**Note:** Clicking the white **Previous** arrow will return you to the previous page.





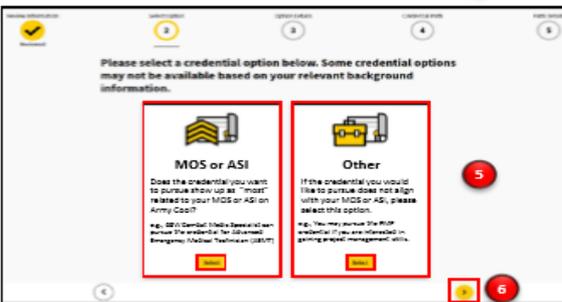
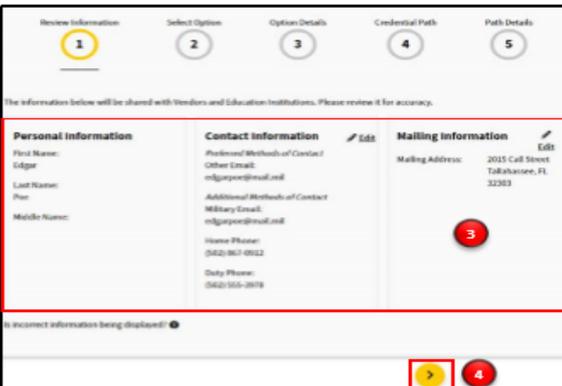
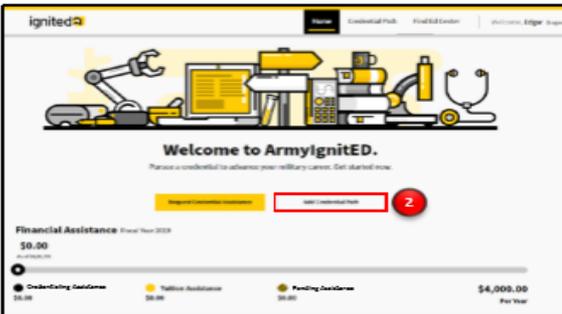
## How To Guide

### Create Credential Paths and Credentialing Assistance Requests (1 of 7)

v1.0.9

#### Purpose

This guide highlights the process to creating a credential path and requesting credentialing assistance through ArmyIgnitED. To begin this process, the student must have a credential path to which the assistance can be applied. This guide will go through the process of creating a credential path then, creating a request for credentialing assistance.



#### Steps to Creating a Credential Path

1. Log in to ArmyIgnitED.
2. From the Home Page click **Add Credential Path**.

**Note:** You are able to create as many credential paths as needed. If a credential path has already been created, **skip to Step 17**.

3. Confirm your personal, contact, and mailing information:

- First Name
- Last Name
- Middle Name
- Preferred Method of Contact
- Additional Methods of Contact
- Home Phone
- Duty Phone
- Mailing Address

**Note:** Clicking the **Edit Pencil** allows you to update any of your information.

4. Click the **yellow next arrow**.
5. Select a credential path option then click **Select**.
  - MOS
  - Other
6. Click the **yellow next arrow**.
7. Select an option and specify if the credential is new or a re-certification.
8. Click the **yellow next arrow**.

**Note:** Clicking the **white return arrow** will return you to the previous page.



Now that you have created your account, you can start the CA Request process!





## Need more help to in creating a CA Request?

The screenshot shows the ArmyIgnitED user interface. At the top, there are navigation tabs: Home, Education Path, Credential Path, Find Ed Center, and a user profile dropdown for Edger. Below the tabs are buttons for 'Request Credentialing Assistance' and 'Add Credential Path'. A 'Financial Assistance' section shows a progress bar for Fiscal Year 2019, with a total of \$4,000 per year. The progress bar is currently at \$0, with three categories: Credentialing Assistance, Tuition Assistance, and Future Assistance.

**The Credential Path tab** allows you to create a credential path, request and withdraw credentialing assistance, and view individual summaries for both.

**The Find Ed Center tab** lets you search for education centers, their contact information, and the zip/UIC codes they service.

Clicking your name will take you to your student profile which hosts summaries of all of your educational information. The Help Center includes ArmyIgnitED training resources.

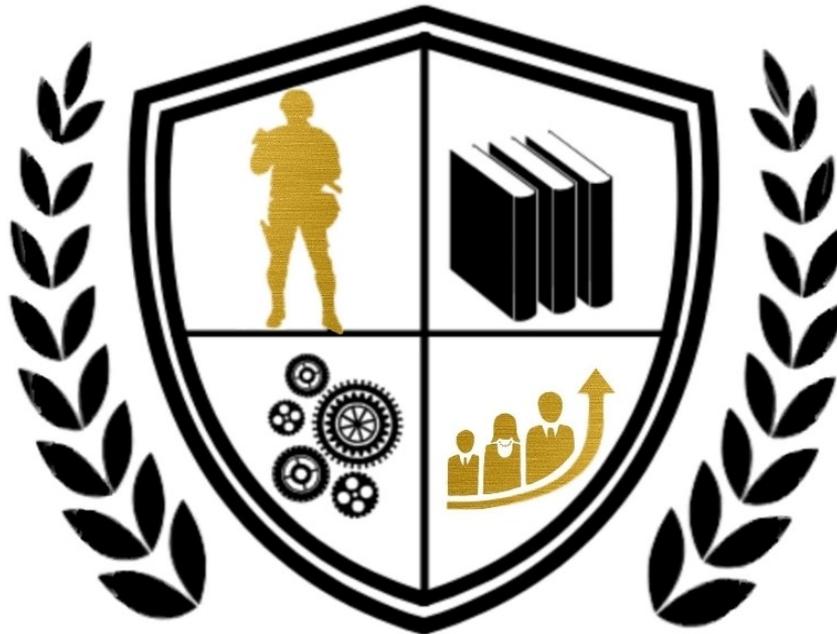
**To find interactive modules and How To Guides on how to create your CA Request, go to the Help Center to download the guide**



# Questions?

ACCESS, ArmyU CA Email:

[usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil)



ARMY CREDENTIALING  
ASSISTANCE