How to Guide

Student Overview for Using ArmylgnitED

Purpose: This guide details the high level steps for using ArmylgnitED from a student account.

Create a
Student User
Account

- 1. Navigate to https://armyignited.com.
- 2. Create a secure account including 2-step authentication.
- 3. Return to https://armyignited.com and complete the setup of your account.

Create a
Credential
Path
and
Create a
Credentialing
Assistance
Request

- 1. Navigate to https://armyignited.com to login (or continue from Create a Student User Account).
- 2. Confirm your personal, contact, and mailing information.
- 3. Select an Occupation Pathway, a credential, and the methods being used to achieve the credential.
- 4. Choose to discuss your path with your counselor or submit the credential path for approval.
- 5. Search for your training or exam.
- 6. Enter the start and end date, select cost types, and upload any documentation supporting eligibility requirements for the training or exam.
- 7. Review your information and submit.

Manage the Student Profile

- 1. Navigate to *https://armyignited.com* to login.
- 2. Review left panel. If information is incorrect, click **Edit** and update the information.
- 3. Review remaining information. If information is incorrect, email ACCESS team to update.
- 4. Click View Previous Path to view previous credential paths.

