How to Guide
Student Overview for Using ArmyIgnitED

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

1. **Create a Student User Account**
   - Navigate to [www.armyignited.com](http://www.armyignited.com).
   - Create a secure account including 2-step authentication.
   - Return to [www.armyignited.com](http://www.armyignited.com) and complete the setup of your account.

2. **Create a Credential Path and Create a Credentialing Assistance Request**
   - Navigate to [www.armyignited.com](http://www.armyignited.com) to login (or continue from Create a Student User Account).
   - Confirm your personal, contact, and mailing information.
   - Select an option, a credential, and the methods being used to achieve the credential.
   - Choose to discuss your path with your counselor or submit the Credential Path.
   - Search for or enter your training, exam or misc. fees.
   - Enter the start and end date, select cost types, and upload any documentation supporting eligibility requirements for the Credentialing Assistance request.
   - Review your information and submit.
   - Once you no longer need funding, close your Credentialing Assistance request.
   - Optional – Withdraw a Credentialing Assistance request and/or Mark a Credential Path as Complete.

3. **Manage the Student Profile and Access the Help Center**
   - Navigate to [www.armyignited.com](http://www.armyignited.com) to login.
   - Review left panel. If information is incorrect, click Edit and update the information.
   - Review remaining information. If information is incorrect, email ACCESS team to update.
   - Click View Previous Path to view previous Credential Paths.
   - Access Help Center to download training materials.