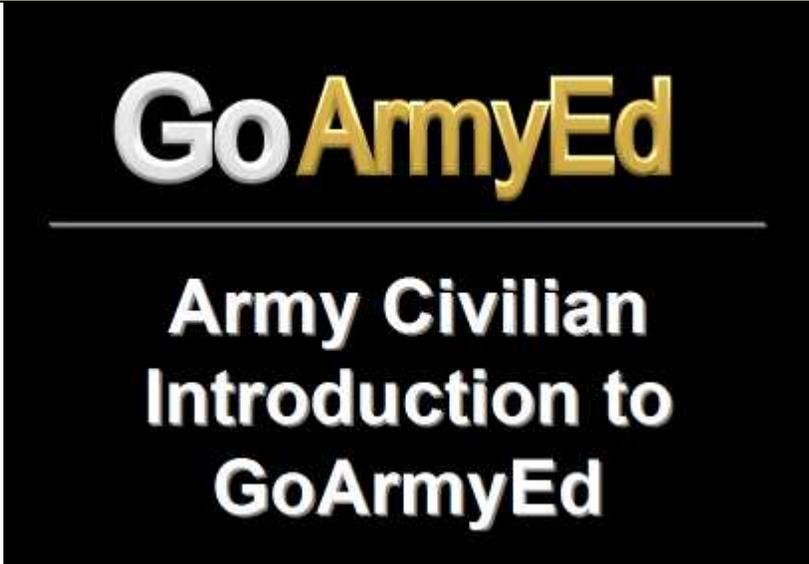




## Army Civilian Introduction to GoArmyEd

Step		Screenshot
1.	Welcome to this video tutorial, which provides an Army Civilian introduction to GoArmyEd.	
1a	<p>This includes:</p> <ul style="list-style-type: none"> <li>• Key available functionality,</li> <li>• An overview of the process for requesting funding for your professional development, either from your Command/Organization or Central Funding referred to as Army Civilian Training Education System (ACTEDS), and</li> <li>• A summary of available help resources.</li> </ul>	
1b	<p>Please take the time to watch this instructional video before completing your account set-up.</p> <p>If at any time you need to stop the video, please select the Pause button.</p>	



2. This is introductory training only. There are several additional training videos available to you in GoArmyEd that provide more in-depth instructions.



2a After you complete your account set-up and log into your homepage, select the “**Training**” Link to view these additional training videos to better understand the GoArmyEd policies and processes associated with your account.





3. Several videos have been created to help you manage your professional development. Review these after you log into GoArmyEd for the first time.

Reference Documents

Below is a list of reference documents to assist you with performing transactions using the GoArmyEd portal. Use the Document Category drop-down list to organize the documents by the intended audience and sorted by the document type and file. Document types may include: step-by-step instructions, process flowcharts, quick reference, and technical specifications. Click the PDF icon to display the Graphics & Text version or the HTML link to display the Text Only version. When the date in the Date Modified column is in bold red text, this indicates that the document is new or has been revised within the past 30 days.

G-3157 Reference Documents						
Document Type	Name	Description	Graphics & Text	Video	Text Only	Date Created / Date Update
Step-by-Step Instructions	Training Application Eligibility	This Step-by-step Instruction and video provides additional information about Step 2 in the GoArmyEd Training Application Wizard regarding Army Civilian Eligibility.	PDF		Not Available	7/19/2013 / 7/19/2013
Step-by-Step Instructions	Training Application Supplemental Information	This Step-by-step Instruction and video provides additional information about completing Step 3, Supplemental Information, in the GoArmyEd Training Application Wizard such as selecting a school or vendor, degree plan for the Academic Degree Training (ADT) education program, and other fields which may require additional instruction.	PDF		Not Available	7/20/2013 / 7/20/2013
Step-by-Step Instructions	Training Application Approvals	This Training Application Approvals Step-by-step Instruction and video provides additional information about completing Step 5, Approvals, in the GoArmyEd Training Application Wizard.	PDF		Not Available	1/19/2013 / 7/19/2013
Step-by-Step Instructions	Training Application Document Upload	This Step-by-step Instruction and video provides additional information about completing Step 4, Document Upload, in the GoArmyEd Training Application Wizard.	PDF		Not Available	1/19/2013 / 1/19/2013
Step-by-Step Instructions	Viewing and Resolving Holds	This Step-by-step Instruction and video provides Army Civilians information about GoArmyEd holds including what types of holds may be applied, why they are applied, how to view information about a hold applied to your account, and how to resolve holds.	PDF		Not Available	1/20/2013 / 7/20/2013
Step-by-Step Instructions	Withdrawing an Approved SF 182 for Personal or Operational Reasons	This Step-by-step Instruction and video explains the process for withdrawing an approved SF 182 for either personal or operational reasons.	PDF		Not Available	1/20/2013 / 7/20/2013
Step-by-Step Instructions	Training Application Wizard Overview	This Step-by-step Instruction and video provides an overview of the end-to-end Training Application process. There is an additional instructional video available for each step of the Training Application to provide more in-depth help related to the specific step, if needed.	PDF		Not Available	7/20/2013 / 7/20/2013
Step-by-Step Instructions	Uploading Electronic Files	This Step-by-step Instruction and video explains how to upload "scanned" paper documents or electronic files from your computer to your GoArmyEd account.	PDF		Not Available	7/20/2013 / 7/20/2013

3a We highly recommend you start with the video “Training Application Wizard Overview,” which will orient you to the process for submitting a training application for any program or course that requires an SF 182, Training Request Form.

Reference Documents

Below is a list of reference documents to assist you with performing transactions using the GoArmyEd portal. Use the Document Category drop-down list to organize the documents by the intended audience and sorted by the document type and file. Document types may include: step-by-step instructions, process flowcharts, quick reference, and technical specifications. Click the PDF icon to display the Graphics & Text version or the HTML link to display the Text Only version. When the date in the Date Modified column is in bold red text, this indicates that the document is new or has been revised within the past 30 days.

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Step-by-Step Instructions	Withdrawing an Approved SF 182 for Personal or Operational Reasons	This Step-by-step Instruction and video explains the process for withdrawing an approved SF 182 for either personal or operational reasons.	PDF		Not Available	7/20/2013 / 7/20/2013
Step-by-Step Instructions	Training Application Wizard Overview	This Step-by-step Instruction and video provides an overview of the end-to-end Training Application process. There is an additional instructional video available for each step of the Training Application to provide more in-depth help related to the specific step, if needed.	PDF		Not Available	1/20/2013 / 1/20/2013
Step-by-Step Instructions	Uploading Electronic Files	This Step-by-step Instruction and video explains how to upload "scanned" paper documents or electronic files from your computer to your GoArmyEd account.	PDF		Not Available	7/20/2013 / 7/20/2013



To launch a video, select the blue play button next to the video description.

Reference Documents

Below is a list of reference documents to assist you with performing transactions using the GoArmyEd portal. Use the Document Category dropdown list to organize the documents by the standard audience, and sorted by the document title and file. Document types may include step-by-step instructions, process flowcharts, quick reference, and technical specifications. Click the PDF icon to display the Graphics & Text version of the HTML link to display the PDF only version. When the date in the "Date Modified" column is in bold and red, that indicates that the document is new or has been revised within the past 30 days.

Document Title	Document Category	Description	File Type	Availability	Date Modified	Document ID
Step-by-Step Instructions	Training Application Eligibility	This Step-by-step Instruction and video provides additional information about Step 2 in the GoArmyEd Training Application Wizard regarding Army Civilian Eligibility.	PDF	Not Available	7/19/2013	7/19/2013
Step-by-Step Instructions	Training Application Supplemental Information	This Step-by-step Instruction and video provides additional information about completing Step 3, Supplemental Information, in the GoArmyEd Training Application Wizard such as selecting a school or vendor, degree plan (for the Academic Degree Training (ADT) education program), and other fields which may require additional instruction.	PDF	Not Available	7/20/2013	7/20/2013
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Step-by-Step Instructions	Training Application Document Upload Wizard	This Step-by-step Instruction and video provides additional information about completing Step 4, Document Upload, in the GoArmyEd Training Application Wizard.	PDF	Not Available	7/19/2013	7/19/2013
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Step-by-Step Instructions	Withdrawing an Approved SF-182 for Personal or Operational Reasons	This Step-by-step Instruction and video explains the process for withdrawing an approved SF-182 for either personal or operational reasons.	PDF	Not Available	7/20/2013	7/20/2013
Step-by-Step Instructions	Training Application Wizard Overview	This Step-by-step Instruction and video provides an overview of the end-to-end Training Application process. There is an additional instructional video available for each step of the Training Application to provide more in-depth help related to the specific step, if needed.	PDF	Not Available	7/20/2013	7/20/2013
Step-by-Step Instructions	Uploading Electronic Files	This Step-by-step Instruction and video explains how to upload "scanned" images of electronic files from your computer to use in the Training Application.	PDF	Not Available	7/20/2013	7/20/2013

4. After you watch “**Training Application Wizard Overview**”, please watch “**Request a Standard Form SF 182**”. You will need to know how to do this after your training application has been approved by your Supervisor and Career Program Manager, or Command/Organization Training Manager.

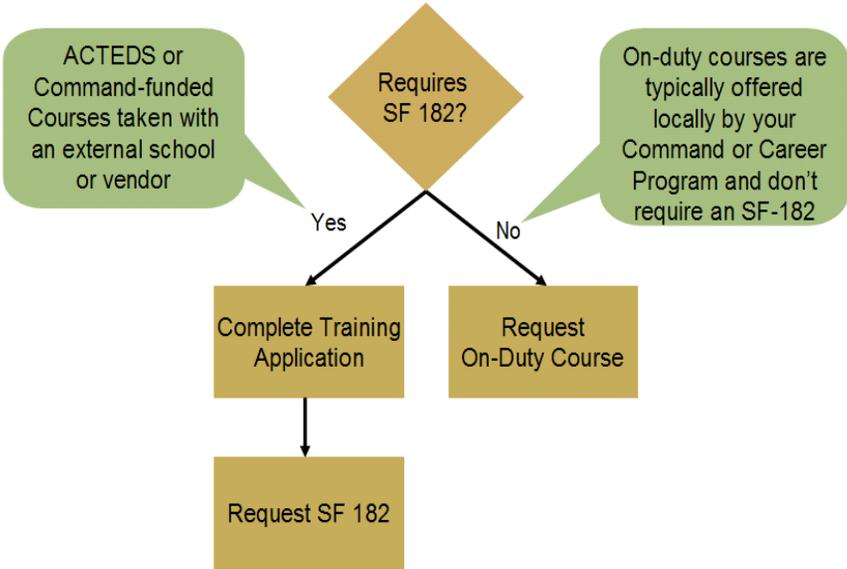
Step-by-Step Instructions	Request a Standard Form 182 (SF 182)	This Step-by-step Instruction and video provides information on how to create a Standard Form 182 (SF 182) within GoArmyEd after you have an approved training application.	PDF	Not Available	7/20/2013	7/20/2013
Step-by-Step Instructions	Requesting to Attend or Withdrawing From an On-Duty Course	This Step-by-step Instruction and video provides Army Civilians instructions requesting to attend or withdrawing from On Duty Courses. On Duty Courses are those courses offered by the Army at an employee's work location. They do not require a Training Application or SF-182 to attend.	PDF	Not Available	7/20/2013	7/20/2013



5. We also recommend you review **“Request to Attend or Withdraw from an On-Duty Course”**. This video provides instructions for registering for local courses offered by your Command or Career Program that do not require a training application or SF 182 to attend.

Step-by-Step Instructions	Request a Training Application	This Step-by-Step instruction and video provides information on how an application can be tracked through the approval lifecycle, modified after submitted, or canceled after submitted or approved.
Step-by-Step Instructions	Request a Standard Form 182 (SF 182)	This Step-by-Step instruction and video provides information on how to create a Standard Form 182 (SF 182) within GoArmyEd after you have an approved training application.
Step-by-Step Instructions	Requesting to Attend or Withdrawing From an On-Duty Course	This Step-by-Step instruction and video provides Army Civilians instructions requesting to attend or withdrawing from On-Duty Course. On-Duty Courses are those courses offered by the Army at an employee's work location. They do not require a Training Application or SF 182 to attend.

6. After you complete the recommended training videos, you will have a strong understanding of the types of training, education and professional development opportunities available on GoArmyEd.

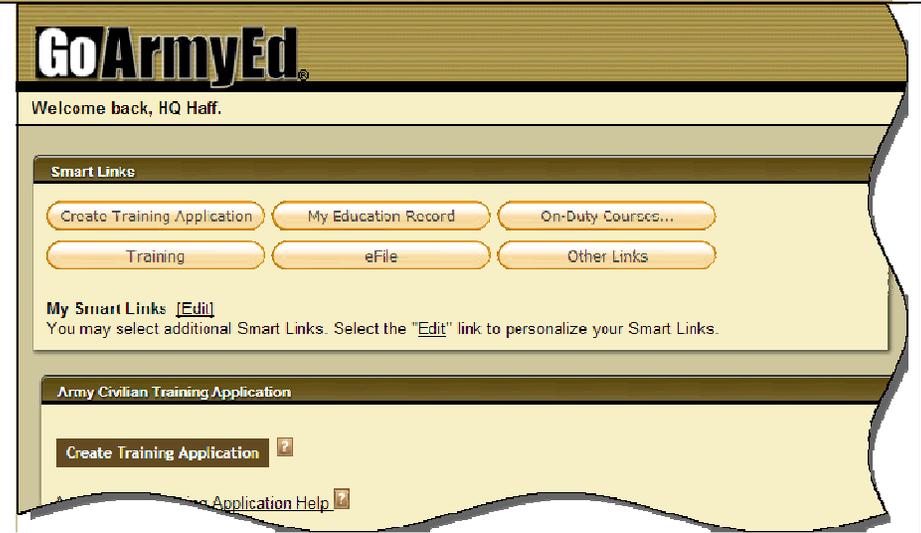


6a Examples are:

- Programs and courses that require a Training Application and SF 182, and are offered by external colleges, Universities, or vendors, or
- Non- ATRRS Courses that do not require an SF 182, offered locally by your Command or Career Program



7. To request ACTEDS (Central) funding or Command/Organization funding for a course that requires an SF 182, log into your GoArmyEd account and select the **“Create Training Application”** button.





8. The “**Training Application Wizard**” is a six-step application process that collects information about the program or course you wish to attend from an external school or vendor, and the funding source for which you are applying (Command/Organization funding or ACTEDS (Central) funding). Your application enables you to clearly document why you are requesting the training.

**Training Application Wizard** **GoArmyEd**

Step 1 Funding   Step 2 Eligibility   Step 3 Supplemental   Step 4 Documents   Step 5 Approvals   Step 6 Submission

**Step 1: Program and Funding**

**Instructions:** Welcome to the automated Training Application Wizard. The application is required for each new training or education program for which you are seeking Army funding prior to submitting a Standard Form 182 (SF 182). It collects all the required supplemental information, support documents, and preapprovals required by the Army before the SF 182 can be approved. Required support documents vary according to the education program you are requesting.

The approximate time for completing the application is 10 minutes if you have the required support documents available in electronic format on your work station.

Please select the question mark (?) icons that are located throughout the training application for additional instructions to help you complete the application. For further assistance, you can contact the GoArmyEd Helpdesk by selecting the "Helpdesk" link located at the top of every GoArmyEd page.

To get started with the application, please select a Funding Source and Education Program from the options below. Contact your Supervisor for further guidance if you are unsure who will fund the training program for which you are applying.

We recommend you view your Individual Development Plan (IDP) using the link below to assist you with identifying education programs that are aligned with your career goals.

Each step of the Training Application is saved after you select the "Next" button at the bottom of each application step to allow you to enter and exit the application at any time without losing your work. You also may change any information you provide on the application until it is submitted.

Choose Funding <sup>?</sup>

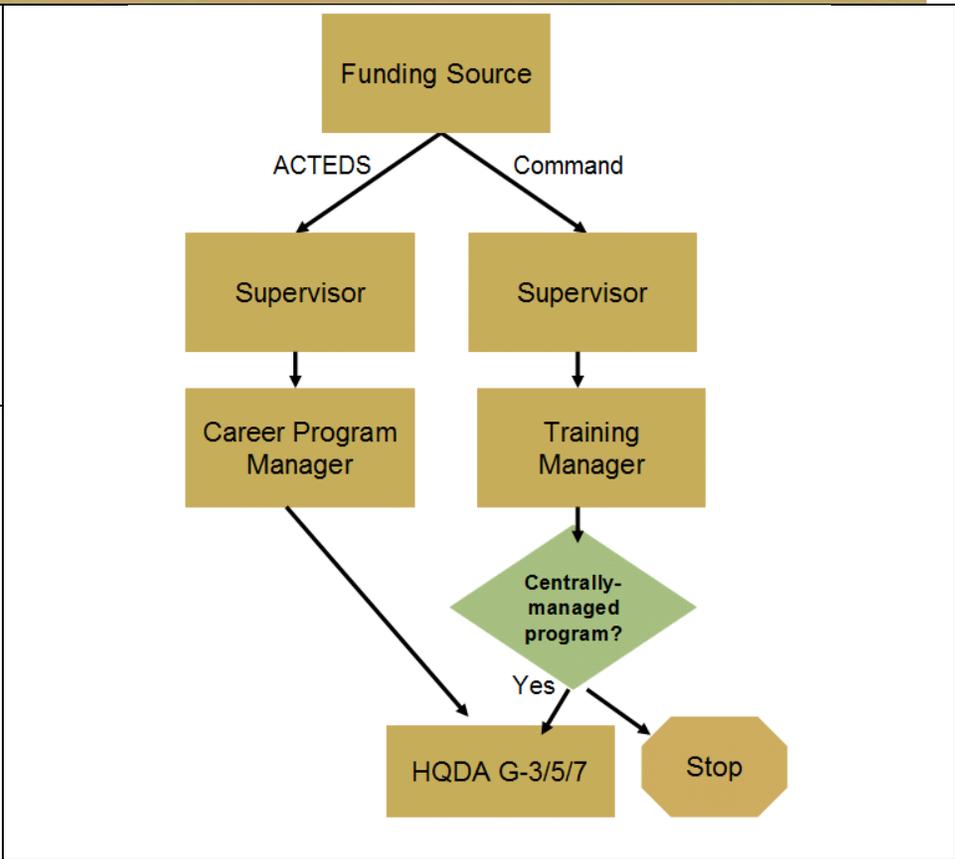
Choose Education Program <sup>?</sup>

[View Courses Approved in IDP <sup>?</sup>](#)

**Note:** You must request a separate training application for each new education program you wish to attend prior to requesting an SF 182.



9.	After you submit your training application, it will be automatically routed to your immediate supervisor for approval, followed by your Training Manager (if Command/Organization-funded), or your Career Program Manager and HQDA G-3/5/7 (if ACTEDS (Centrally) Funded).
9a	The approval path is dependent on the source of funding (Command/Organization or ACTEDS), and whether or not the education program you selected is centrally-managed by HQDA G-3/5/7.  You need not worry about where to send your application; GoArmyEd takes care of that for you!

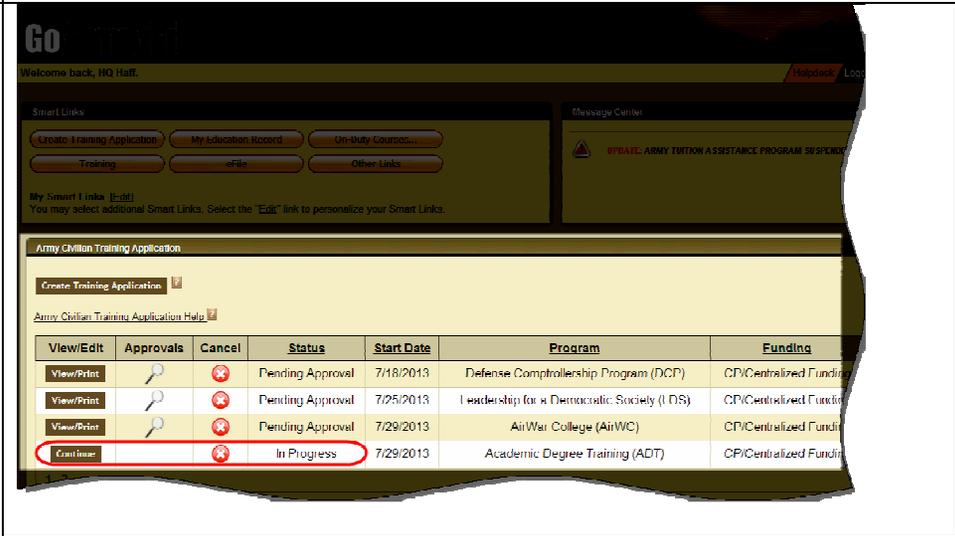




10. After you initiate a new Training Application, you may exit part-way through completion, and then return to it at any time to continue where you left off.

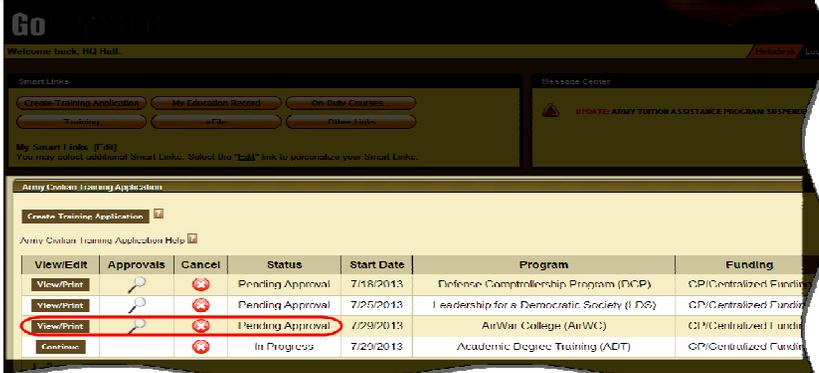


10a This is done by selecting the “Continue” button next to the In-Progress application on your homepage.





11. You may also view the approval status of an application that you have already completed, or cancel an application if you change your mind and final approval has not yet been granted. For additional details, we recommend you view the video “Tracking, Modifying, or Canceling a Training Application”.



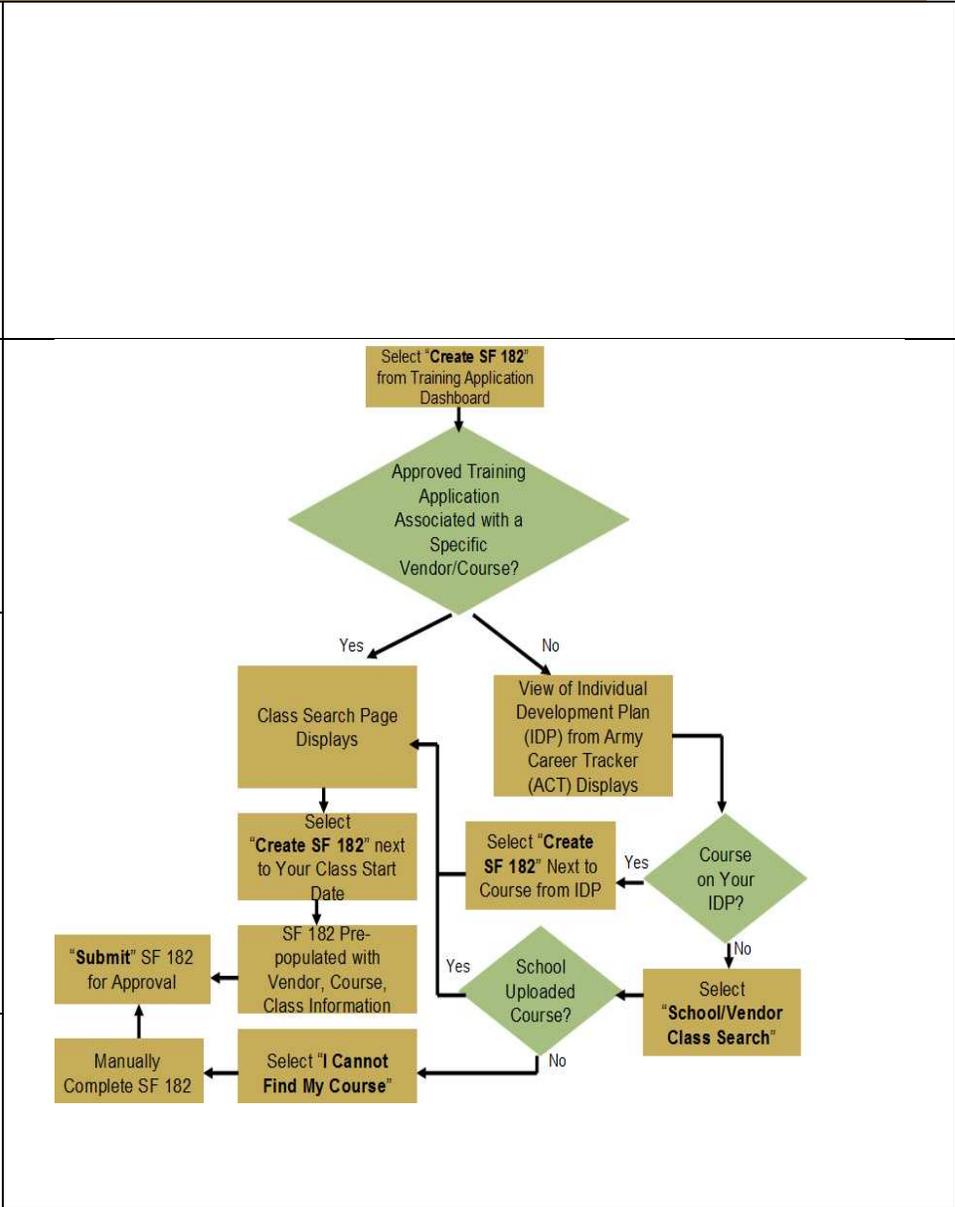
For additional details, we recommend you view the video “Tracking, Modifying, or Canceling a Training Application”.

12. After your training application is reviewed, you will receive an automated email notification letting you know if it has been approved, disapproved, or returned for edits.



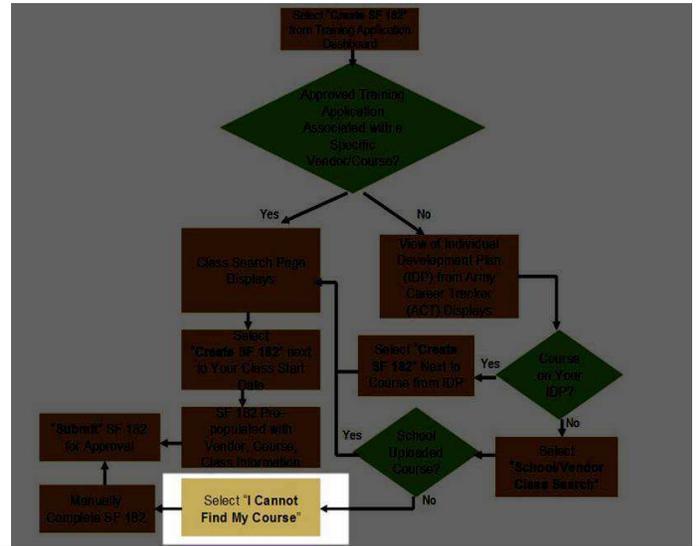
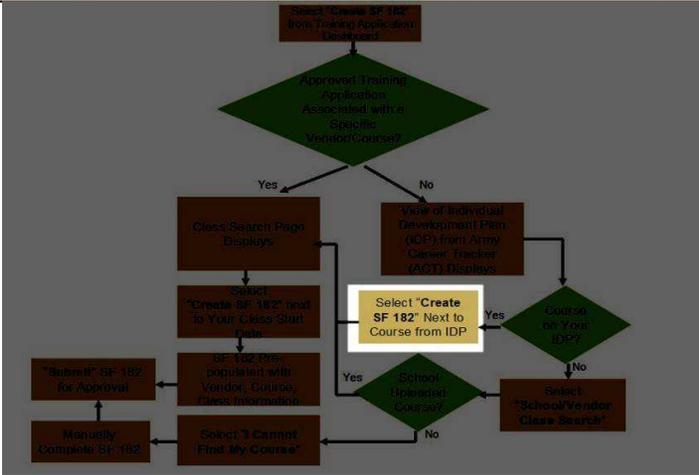


12a	If your application is approved, you are approved to attend the program or course, subject to availability of funds. Your next step will be to create an SF 182 by selecting the <b>“Create SF 182”</b> button next to the approved application on your homepage.
13.	GoArmyEd will guide you through creating your SF 182. The steps will differ based on the program or course that was approved on your training application.
13a	If the education program is tied to a specific course contained in the GoArmyEd Catalog, you will be routed directly to a page where you may search for the class section among start dates that suit your schedule. Your SF 182 will auto-populate with the required class information.
13b	If the program or course is not related to a specific course uploaded in GoArmyEd, a view of your Army Career Tracker (ACT) Individual





	<p>Development Plan (IDP) will display. If the course you wish to take is on your IDP, select <b>“Create SF 182”</b> next to that course. You will be prompted to search for a class start date.</p>
<p>13c</p>	<p>If the program or course is not on your IDP, or if you cannot find the class through the class search page, select the <b>“I cannot find my course”</b> link, and manually input the missing information on your SF 182.</p>





14. In review, when your approved program or course is not tied to a program or course in the GoArmyEd Catalog, you will see a “view only” copy of your IDP.

14a If you see your course listed on your IDP, select the “**Create SF 182**” button next to that course. You may also search for training or a class by selecting the “**School/Vendor Class Search**” link.

**GoArmyEd**

▶ If the displayed course data is incorrect or if the course/training event is not displayed in your IDP list, you are advised to have the data corrected in ACT prior to completing the SF 182 for the class. Changes approved in ACT will update in GoArmyEd every 24 hours.

If you are not able to add a course to your IDP, you may the "School/Vendor Class Search" link above the IDP Approved Courses list to search for schools/vendor courses in GoArmyEd and/or manually complete an SF 182 for a course. Please note that some Career Programs and Commands will not approve an SF 182 if the class is not on your approved IDP.

If you would like to review classes offered from GoArmyEd Schools, select the "GoArmyEd Class Search" link below to view a current list of classes offered by select GoArmyEd Schools. Classes displayed on the Class Search pages are for informational purposes only and do not auto-populate to an SF 182 form.

[GoArmyEd Class Search](#)

TRAINEE INFORMATION				
GoArmyEd ID:	1745605	Haff,Hq	Education Level:	
Last 4 SSN/EIN:	-2186			
Pay Plan:	GS	Series:	0346	Grade: 13 Step: 04
Position Title:	LEAD LOGISTICS MANAGEMENT SPECIALIST			
Type of Appointment:	COMPETITIVE - CAREER			
Career Program:	CP 13/Supply Mgt			
Command:	USAMEDCOM			
Home Address and Phone				
123 Main St.			Email Address: gat1198@mail.mil	
test, AK 12345			Home Phone: 123/123-1238	

[School/Vendor Class Search](#)

ⓘ There are no approved IDP courses at this time. Please visit Army Career Tracker to complete your IDP. Courses approved in your IDP will display in GoArmyEd within 24 hours of being approved.

**GoArmyEd**

▶ If the displayed course data is incorrect or if the course/training event is not displayed in your IDP list, you are advised to have the data corrected in ACT prior to completing the SF 182 for the class. Changes approved in ACT will update in GoArmyEd every 24 hours.

If you are not able to add a course to your IDP, you may the "School/Vendor Class Search" link above the IDP Approved Courses list to search for schools/vendor courses in GoArmyEd and/or manually complete an SF 182 for a course. Please note that some Career Programs and Commands will not approve an SF 182 if the class is not on your approved IDP.

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[GoArmyEd Class Search](#)

TRAINEE INFORMATION				
GoArmyEd ID:	1745605	Haff,Hq	Education Level:	
Last 4 SSN/EIN:	-2186			
Pay Plan:	GS	Series:	0346	Grade: 13 Step: 04
Position Title:	LEAD LOGISTICS MANAGEMENT SPECIALIST			
Type of Appointment:	COMPETITIVE - CAREER			
Career Program:	CP 13/Supply Mgt			
Command:	USAMEDCOM			
Home Address and Phone				
123 Main St.			Email Address: gat1198@mail.mil	
test, AK 12345			Home Phone: 123/123-1238	

[School/Vendor Class Search](#)

ⓘ There are no approved IDP courses at this time. Please visit Army Career Tracker to complete your IDP. Courses approved in your IDP will display in GoArmyEd within 24 hours of being approved.



15. The class search page enables you to search for a class by school or vendor, or by start and end date. Enter your search criteria then select the **“Search”** button.

15a If you find the course/class you wish to take in the search results, select the **“Create SF 182”** button to pre-populate your SF 182 with the relevant school/vendor information

**Class Search**

Select at least one (1) search criteria. Select the "Search" button to view your search results.  
Select your preferred search criteria and select the "Search" button. If your search does not return any results, select fewer search criteria.

**Search Criteria**

School/Vendor:

Course ID:

Class Section:

Start Date (On or After):

End Date (On or Before):

[I cannot find my course](#)

	Course ID	Course Title	Class Section	Class Nbr	Start Date	End Date	Unit Price	View
<a href="#">Create SF 182</a>	0TEB03	Greg Testing 3	303	381	07/17/2013	08/27/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0REG TESTING 2	Greg Testing 2	202	361	07/23/2013	08/26/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0TEB04	0TEB04	101	481	08/21/2013	11/19/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0TEB01	Greg Testing 1	101	261	08/06/2013	09/18/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0TEB01	Greg Testing 1	102	262	08/07/2013	09/10/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0TEB01	Greg Testing 1	103	263	08/06/2013	09/17/2013	\$0.00	<a href="#">View</a>

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Select at least one (1) search criteria. Select the "Search" button to view your search results.  
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**Search Criteria**

School/Vendor:

Course ID:

Class Section:

Start Date (On or After):

End Date (On or Before):

[I cannot find my course](#)

	Course ID	Course Title	Class Section	Class Nbr	Start Date	End Date	Unit Price	View
<a href="#">Create SF 182</a>	0TEB03	Greg Testing 3	303	381	07/17/2013	08/27/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0REG TESTING 2	Greg Testing 2	202	361	07/23/2013	09/26/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0TEB04	0TEB04	101	481	08/21/2013	11/19/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0TEB01	Greg Testing 1	101	261	08/06/2013	09/18/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0TEB01	Greg Testing 1	102	262	08/07/2013	09/10/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0TEB01	Greg Testing 1	103	263	08/06/2013	09/17/2013	\$0.00	<a href="#">View</a>

**Class Search**

Select at least one (1) search criteria. Select the "Search" button to view your search results.  
Select your preferred search criteria and select the "Search" button. If your search does not return any results, select fewer search criteria.

**Search Criteria**

School/Vendor:

Course ID:

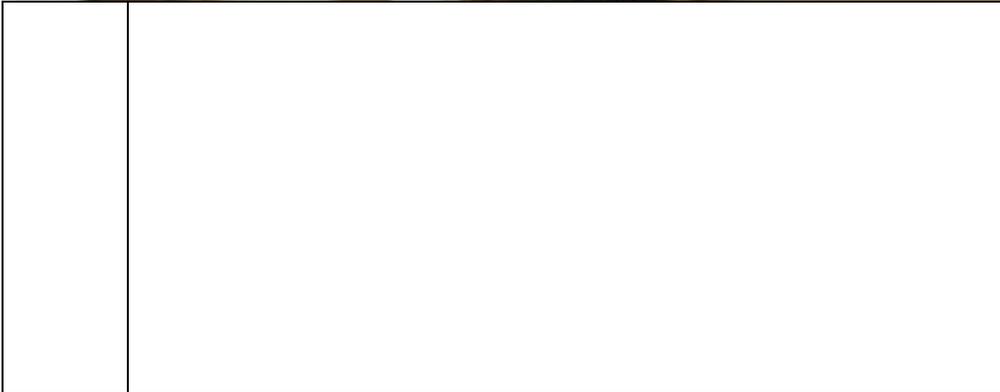
Class Section:

Start Date (On or After):

End Date (On or Before):

[I cannot find my course](#)

	Course ID	Course Title	Class Section	Class Nbr	Start Date	End Date	Unit Price	View
<a href="#">Create SF 182</a>	0TEB03	Greg Testing 3	303	381	07/17/2013	08/27/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0REG TESTING 2	Greg Testing 2	202	361	07/23/2013	09/26/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0TEB04	0TEB04	101	481	08/21/2013	11/19/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0TEB01	Greg Testing 1	101	261	08/06/2013	09/18/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0TEB01	Greg Testing 1	102	262	08/07/2013	09/10/2013	\$0.00	<a href="#">View</a>
<a href="#">Create SF 182</a>	0TEB01	Greg Testing 1	103	263	08/06/2013	09/17/2013	\$0.00	<a href="#">View</a>



**Class Search**

Select at least one (1) search criteria. Select the 'Search' button to view your search results.  
Select your preferred search criteria and select the 'Search' button. If your search does not return any results, select fewer search criteria.

**Search Criteria**

School/Vendor:  Virginia Tech (Virginia Polytechnic Institute & State University)

Course ID:

Class Section:

Start Date (On or After):

End Date (On or Before):

[I cannot find my course](#)

Create SF 182	School/Vendor	Course ID	Course Title	Class Section	Class Nbr	Start Date	End Date	Unit Price	View
<a href="#">Create SF 182</a>	Virginia Tech	GTEST03	Greg Testing 3	303	381	07/17/2013	08/27/2013	\$0.00	View
<a href="#">Create SF 182</a>	Virginia Tech	GREG TESTING 2	Greg Testing 2	202	361	07/25/2013	09/26/2013	\$0.00	View
<a href="#">Create SF 182</a>	Virginia Tech	GTEST04	GTEST04	101	481	08/21/2013	11/19/2013	\$0.00	View
<a href="#">Create SF 182</a>	Virginia Tech	GTEST01	Greg Testing 1	101	261	08/06/2013	09/18/2013	\$0.00	View
<a href="#">Create SF 182</a>	Virginia Tech	GTEST01	Greg Testing 1	102	262	08/07/2013	09/10/2013	\$0.00	View
<a href="#">Create SF 182</a>	Virginia Tech	GTEST01	Greg Testing 1	103	263	08/06/2013	09/17/2013	\$0.00	View

16. If you do not see the training you are looking for, select the **“I Cannot Find My Course”** link. Fill out the SF 182 manually to submit it.

**Class Search**

Select at least one (1) search criteria. Select the 'Search' button to view your search results.  
Select your preferred search criteria and select the 'Search' button. If your search does not return any results, select fewer search criteria.

**Search Criteria**

School/Vendor:  Virginia Tech (Virginia Polytechnic Institute & State University)

Course ID:

Class Section:

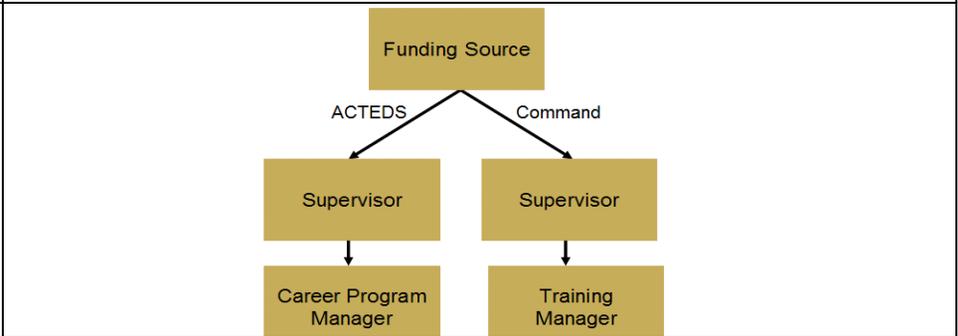
Start Date (On or After):

End Date (On or Before):

[I cannot find my course](#)

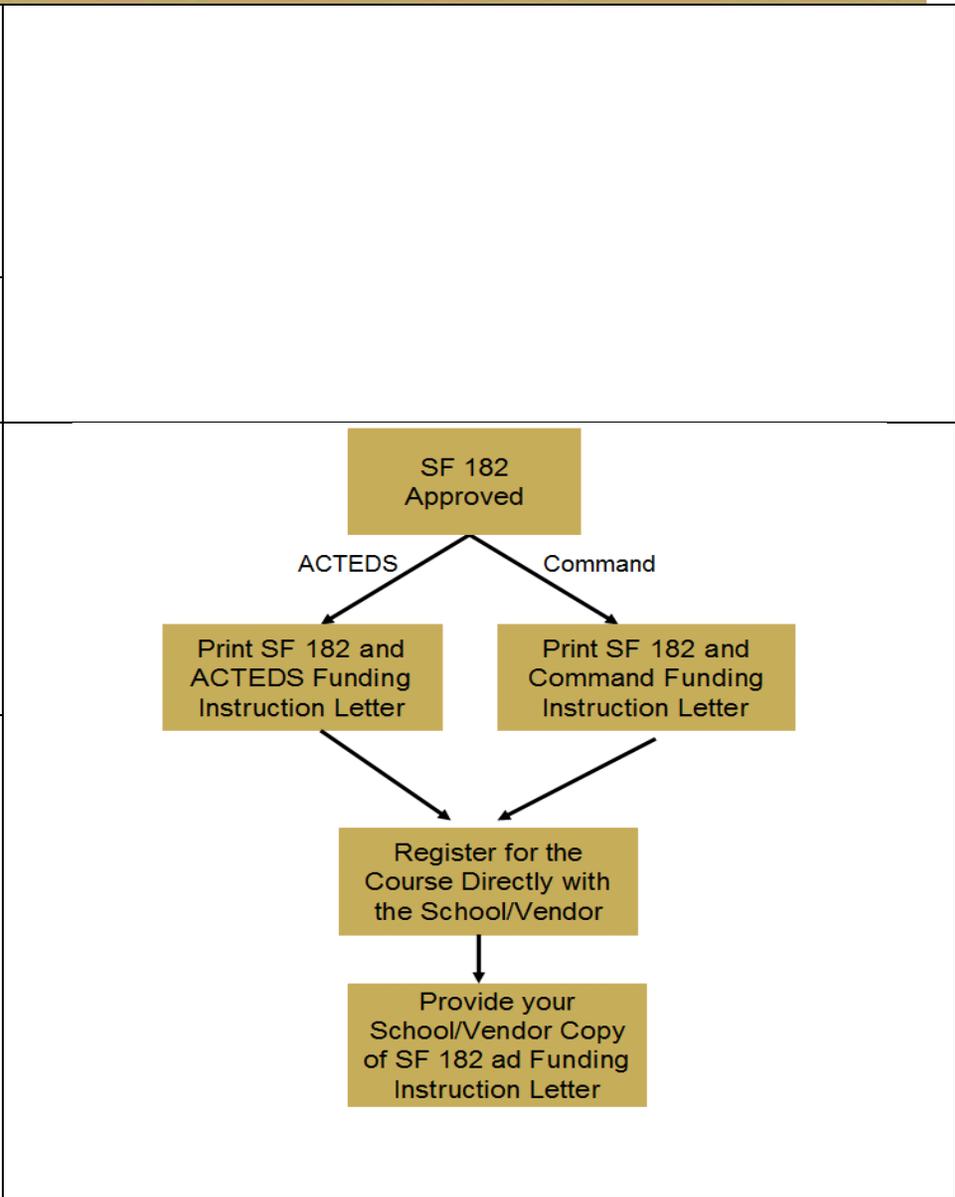
Create SF 182	School/Vendor	Course ID	Course Title	Class Section	Class Nbr	Start Date	End Date	Unit Price	View
<a href="#">Create SF 182</a>	Virginia Tech	GTEST03	Greg Testing 3	303	381	07/17/2013	08/27/2013	\$0.00	View
<a href="#">Create SF 182</a>	Virginia Tech	GREG TESTING 2	Greg Testing 2	202	361	07/25/2013	09/26/2013	\$0.00	View
<a href="#">Create SF 182</a>	Virginia Tech	GTEST04	GTEST04	101	481	08/21/2013	11/19/2013	\$0.00	View
<a href="#">Create SF 182</a>	Virginia Tech	GTEST01	Greg Testing 1	101	261	08/06/2013	09/18/2013	\$0.00	View
<a href="#">Create SF 182</a>	Virginia Tech	GTEST01	Greg Testing 1	102	262	08/07/2013	09/10/2013	\$0.00	View
<a href="#">Create SF 182</a>	Virginia Tech	GTEST01	Greg Testing 1	103	263	08/06/2013	09/17/2013	\$0.00	View

17. For a Command/Organization funded training or course, your submitted SF 182 is routed automatically to your supervisor(s), and then to your Training Manager.





17a	For an ACTEDS (Centrally) funded course, your submitted SF 182 is routed automatically to your supervisor(s), and then to your Career Program Manager, and HQDA G-3/5/7.
17b	You will be notified via email when your SF 182 is approved or disapproved.
18.	After your SF 182 is approved, you will need to register for the class directly with the school or vendor. At this time, GoArmyEd does not register you with the school/vendor.
18a	<p>Print a copy of the approved SF 182, along with a copy of the ACTEDS Funding Instruction Letter, or the Command/Organization Funding Instruction Letter – located in GoArmyEd under Reference Documents – and provide the SF 182 and the Instruction Letter to your school or vendor.</p> <p>The SF 182 allows the school to receive payment.</p>





19. To access a previously-submitted SF 182, select the **“Manage SF 182”** button in your Training Application Dashboard on your homepage.

The screenshot shows the GoArmyEd user interface. At the top, there's a navigation bar with "GoArmyEd" and "Instructional Video Steps". Below that, a "Smart Links" section contains buttons for "Create Training Application", "My Education Record", "On-Duty Courses...", "Training", "eFile", and "Other Links". A "Message Center" on the right shows a notification: "UPDATE: ARMY TUITION ASSISTANCE PROGRAM FULFILLED".

The main section is titled "Army Civilian Training Application". It includes a "Refresh" button and a table of applications. The table has columns for "View/Edit", "Approvals", "Cancel", "Status", "Start Date", "Program", "Funding", "SF 182", and "Program Completion".

View/Edit	Approvals	Cancel	Status	Start Date	Program	Funding	SF 182	Program Completion
<a href="#">View/Print</a>			Approved	6/24/2013	Academic Degree Training (ADT)	CP/Centralized Funding	<a href="#">Enroll SF 182</a> <a href="#">Manage SF 182</a>	<a href="#">Complete</a>
<a href="#">View/Print</a>			Approved	7/9/2013	Training Conference	CP/Centralized Funding	<a href="#">Manage SF 182</a>	
<a href="#">View/Print</a>			Approved	7/11/2013	Overview of the Maritime Industry	Command Funding	<a href="#">Create SF 182</a>	
<a href="#">View/Print</a>			Approved	7/17/2013	Army Advance Maintenance	Command Funding	<a href="#">Create SF 182</a>	
				7/17/2013	Training Conference	Command Funding	<a href="#">Create SF 182</a>	

The "Manage SF 182" button in the second row of the table is circled in red.



20. Scroll to the bottom of the Standard Form 182 – Training Request Form (SF 182) and select the “Print SF 182” button to print the official SF 182.

**Standard Form 182 – Training Request Form** [Privacy](#) [Instructions](#)

Line of Accounting (LOA) for Training Request: 021 202011D13 334752XXXX 259C XXXXX TRGACR033300000000000013 031001  
 Standard Document Number: TH0ACR03330000000000000013 Request Status: Initial

To continue and save, select "OK". To cancel and modify the record, select "Cancel"

---

**Section A – TRAINEE INFORMATION**

GoArmyEd ID: 1745190 Bixon, Jen Civ Education Level: Career Program: CP 18/Engineers/Scientist(Con)  
 Last 4 SSN/EIN: -0333 Date of Birth: Position Level: Non-Supervisory  
 Pay Plan: Series: Grade: Step: Special Accommodation?:   
 Position Title: Supervisor  
 Special Accommodation: Special for me  
 Type of Appointment: Funding Type: CP/Centralized Funding  
 Education Program: Funding Command/Program: CP 18/Engineers/Scientist(Con)

**Home Address and Phone**

Address: 123 Test Phone: 888/999-3333  
 Ashburn, VA 20148

**Organization Mailing Address, Office Phone, Work Email**

Address: 2 Work Email Address: gat-t27@mail.mil  
 ashburn, VA Office Phone:

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**Section B – TRAINING COURSE DATA**

**School/Vendor Information**

\*School/Vendor: VP101 Virginia Tech (Virginia Polytechnic Institute & State University)  
 Address: 222 Burruss Hall  
 City: Blacksburg State: VA Zip: 24061-2000 Phone:  
 URL: http://www.vt.edu Primary POC Email:

---

**Approval Actions: Name / Location / Email / Phone**

Require Second Line Supervisor Approval?

Immediate Supervisor:	Date	Status
Jenb - Supervisor 1 Acpers / Ashburn, VA / gat-t127@mail.mil / 7037386623	05/31/2013	Approve
<b>Second Line Supervisor:</b>		
Jenb - Supervisor 2 Acpers / . / gat-t128@mail.mil / Not Available		
<b>Career Program Manager:</b>		
Ashley Montgomery / Brunswick, ME / gat-t02@mail.gov / 703-827-8827	05/31/2013	Approve
<b>HQDA G-3/G-7:</b>		
Hnda Montgomery / Ashburn, VA / gat-t01@mail.gov / 7773338829	05/31/2013	Approve

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**SF 182 Status**

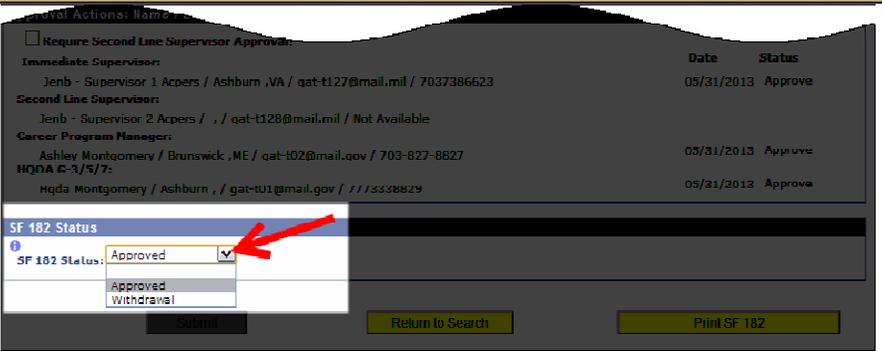
SF 182 Status:  ▼

21. If you need to withdraw an SF 182, scroll to the bottom of the SF 182, and select the SF 182 Status dropdown arrow. The SF 182 will be in **“Pending”** status for an SF 182 not yet approved, and **“Approved”** status for an SF 182 already approved.

Select the **“Withdrawal”** option in the drop down menu.

21a You will be prompted to designate if you are withdrawing your SF 182 for a personal or operational reason.

Be sure to review the training video **“Withdrawing an Approved SF 182”** to understand the potential financial implications of withdrawing an approved SF 182. You are responsible for costs that may be owed to the school or vendor!



**Note:** View the Training Videos Printing an Approved SF 182 and Withdrawing an Approved SF 182 for more detailed training on these functions.



22. You now have a basic understanding of how to request training by creating an SF 182 (Training Request).  
Let's now look at how to request On-Duty Courses, that is, courses that do not require you to fill out an SF 182.

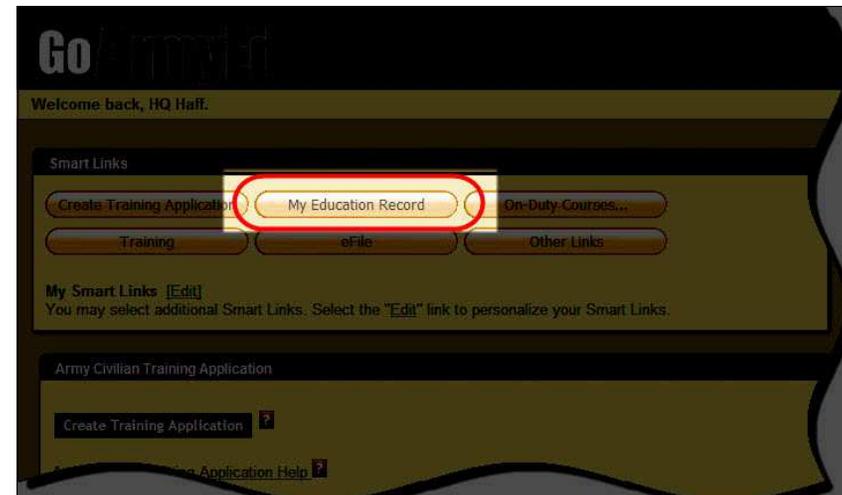
22a On-Duty Courses may be offered by your Career Program or Command and do not require an SF 182. To search and register for an On-Duty course, select the **“On-Duty Courses”** button from your homepage.  
The first time you do this, it will be helpful to view the video **“Requesting to Attend or Withdrawing from an On-Duty Course.”**



The first time you do this, it will be helpful to view the video **“Requesting to Attend or Withdrawing from an On-Duty Course.”**



23. You can also view your education history in your GoArmyEd Education Record. Select the “**My Education Record**” button on your home page to access your GoArmyEd education record.





24. Your education record is organized into five tabs. First, the Army Civilian Personnel tab contains a record of all of the training applications you have submitted in GoArmyEd.

 Three screenshots of the "Student Record (Army Civilian Personnel System)" interface, showing the "Army Civilian Personnel" tab selected. The screenshots are slightly offset to show the progression of the page.
 

**Personnel**

Account Information  
 Change Password  
 Army Civilian  
 Complete/Update Common Application  
 Courses Approved in DP  
 High History  
 On-Duty Enrollment Management  
 On-Duty Enrollment Request  
 Recipient Information  
 SF-102 Management  
 View Army Civilian GPA  
 Educational History  
 ARNG  
 EDARS  
 MESS  
 Support Summary  
 Helpdesk Case Creation

**Student Record (Army Civilian Personnel System)**

Refresh

Fields marked with an \* are required.

**Basic Information**

Name [ * ]:	HQ Hall	User Name:	hsa076
S.SNRC [ * ]:	2186	Career Program [ * ]:	CP-13/Supply Mgt
Date of Birth [ * ]:	6/26/1989	Training Command [ * ]:	USAMH/KOLM

Note: To print the Student Record, select the "Print" tab and select the "View/Print Student Record" button.

Army Civilian Personnel | Educational | Helpdesk Cases | CTS Notes | eFile | All

Your current tab preference is Army Civilian Personnel.

Allow Army Education Counselors to access your Army Civilian record.

**Civilian Information**

Mailing Address: 123 Main St, Anch, Alaska, 99501, USA  
 Preferred First Name: Jack  
 Display Name: hs076

**Student Record (Army Civilian Personnel System)**

Refresh

Fields marked with an \* are required.

**Basic Information**

Name [ * ]:	HQ Hall	User Name:	hsa076
S.SNRC [ * ]:	2186	Career Program [ * ]:	CP-13/Supply Mgt
Date of Birth [ * ]:	6/26/1989	Training Command [ * ]:	USAMEDCOM

Note: To print the Student Record, select the "Print" tab and select the "View/Print Student Record" button.

Army Civilian Personnel | Educational | Helpdesk Cases | CTS Notes | eFile | All

Your current tab preference is Army Civilian Personnel.

Allow Army Education Counselors to access your Army Civilian record.

**Civilian Information**

Mailing Address: 123 Main St, Anch, Alaska, 99501, USA  
 Preferred First Name: Jack  
 Display Name: hs076

**Student Record (Army Civilian Personnel System)**

Refresh

Fields marked with an \* are required.

**Basic Information**

Name [ * ]:	HQ Hall	User Name:	hsa076
S.SNRC [ * ]:	2186	Career Program [ * ]:	CP-13/Supply Mgt
Date of Birth [ * ]:	6/26/1989	Training Command [ * ]:	USAMEDCOM

Note: To print the Student Record, select the "Print" tab and select the "View/Print Student Record" button.

Army Civilian Personnel | Educational | Helpdesk Cases | CTS Notes | eFile | All

Your current tab preference is Army Civilian Personnel.

Allow Army Education Counselors to access your Army Civilian record.

**Civilian Information**

Mailing Address: 123 Main St, Anch, Alaska, 99501, USA  
 Preferred First Name: Jack  
 Display Name: hs076



24a Second, the Educational tab contains a record of all the Army-funded courses (Tuition Assistance (TA)-funded, Command/Organization-funded, ACTEDS (Centrally) funded, and On-Duty courses). Course completion verification, grades, and grade point average are also displayed.

Note: To print the Student Record, select the Print tab and select the View/Print Student Record button.

Army Civilian Personnel | **Educational** | Helpdesk Cases | CTS Notes | eFile | All

Make this tab your default. Your current tab preference is Army Civilian Personnel.

**Student Information**

Currently Enrolled in a Course?	This student has never completed a course.
On Hold?	No
<small>Note: The placement and removal of holds will occur within 24 hours (EST). AGCS-requested holds (AGC) are real-time.</small>	
Common Application Submitted?	Yes
Common Application Submitted Date:	6/24/2013
State of Residency:	Not Available
Home School:	Not Set
Degree Plan:	Not Available
Degree Subplan:	Not Available
Degree Name:	Not Available
Expected Graduation Term:	Not Currently Projected

**Army Civilian Educational Information**

Undergraduate Army Civilian GPA:	Not Available
Undergraduate Credits:	Not Available
Graduate Army Civilian GPA:	Not Available
Graduate Credits:	Not Available
Civilian Education Level:	Not Available
Civilian Education Effective Date:	Not Available
Course Reassignment:	Not Available

**On-Duty Course Information**

Start Date | End Date | Enrollment Status

24a1 This tab also contains information about any administrative holds placed on your GoArmyEd account. Holds prevent you from signing up for additional courses until the financial or administrative matter is resolved with your Training Manager or Career Program Manager.

Note: To print the Student Record, select the Print tab and select the View/Print Student Record button.

Army Civilian Personnel | Educational | **Helpdesk Cases** | CTS Notes | eFile | All

Make this tab your default. Your current tab preference is Army Civilian Personnel.

**Student Information**

Currently Enrolled in a Course?	This student has never completed a course.
On Hold?	No
<small>Note: The placement and removal of holds will occur within 24 hours (EST). AGCS-requested holds (AGC) are real-time.</small>	
Common Application Submitted?	Yes
Common Application Submitted Date:	6/24/2013
State of Residency:	Not Available
Home School:	Not Set
Degree Plan:	Not Available
Degree Subplan:	Not Available
Degree Name:	Not Available
Expected Graduation Term:	Not Currently Projected

**Army Civilian Educational Information**

Undergraduate Army Civilian GPA:	Not Available
Undergraduate Credits:	Not Available
Graduate Army Civilian GPA:	Not Available
Graduate Credits:	Not Available
Civilian Education Level:	Not Available
Civilian Education Effective Date:	Not Available
Course Reassignment:	Not Available

**On-Duty Course Information**

Start Date | End Date | Enrollment Status



24b The Helpdesk Cases tab contains a history of all your currently open and closed helpdesk cases.

Note: To print the Student Record, select the All tab and select the View/Print Student Record button.

Army Civilian Personnel | Educational | Helpdesk Cases | Add Notes | Print | All

Make this tab your default. Your current tab preference is Army Civilian Personnel.

Helpdesk Cases

Display  Cases

**Current Cases Open**

Red asterisk (\*) indicates that a case has been returned for further information. The case should be given immediate attention. Click the Add Notes link. On the page that displays, scroll down to the **Actions Taken** section of the page. Enter your actions in the **Enter New Action** field, then click **Submit**.

**Actions Taken**

Select the column heading to sort the cases.

Select the Printer Friendly link to open a new window and print the list of cases.

Select the M to show individual case details.

Printer Friendly Expand All Collapse All

Case Category	Case Number	Date Opened	Last Updated	Add Notes	
Army Civilian - Career Program Questions	2822527	07/25/2013	07/25/2013	Add Notes	Close Case
Army Civilian - Training Manager Questions	2822523	07/24/2013	07/24/2013	Add Notes	Close Case
Army Civilian - Training Manager Questions	2822511	07/11/2013	07/13/2013	Add Notes	Close Case
Army Civilian - Training Manager Questions	2822505	07/09/2013	07/09/2013	Add Notes	Close Case

Create New Helpdesk Case

Note: To print the Student Record, select the All tab and select the View/Print Student Record button.

Army Civilian Personnel | Educational | Helpdesk Cases | Add Notes | Print | All

Make this tab your default. Your current tab preference is Army Civilian Personnel.

Helpdesk Cases

Display  Cases

**Current Cases Open**

Red asterisk (\*) indicates that a case has been returned for further information. The case should be given immediate attention. Click the Add Notes link. On the page that displays, scroll down to the **Actions Taken** section of the page. Enter your actions in the **Enter New Action** field, then click **Submit**.

**Actions Taken**

Select the column heading to sort the cases.

Select the Printer Friendly link to open a new window and print the list of cases.

Select the M to show individual case details.

Printer Friendly Expand All Collapse All

Case Category	Case Number	Date Opened	Last Updated	Add Notes	
Army Civilian - Career Program Questions	2822527	07/25/2013	07/25/2013	Add Notes	Close Case
Army Civilian - Training Manager Questions	2822523	07/24/2013	07/24/2013	Add Notes	Close Case
Army Civilian - Training Manager Questions	2822511	07/11/2013	07/13/2013	Add Notes	Close Case
Army Civilian - Training Manager Questions	2822505	07/09/2013	07/09/2013	Add Notes	Close Case

Create New Helpdesk Case



24c

The Communication Tracking Summary, or CTS Notes tab, contains a history of all outbound email communications and counselor notes that have been sent through and recorded in GoArmyEd.

Note: To print the Student Record, select the 'All' tab and select the 'View/Print Student Record' button.

Army Civilian Personnel | Educational | Helpdesk Cases | **CTS Notes** | eFile | All

Make this tab your default. Your current tab preference is Army Civilian Personnel.

CTS Notes

Display Filter  
 Expand to Display Filter (Show Filter...)

Communications identified with the flag "[Pending]" means that the email has been queued for distribution but has not been sent out yet. It may take up to 2 hours before the email is sent to the student. This flag will be removed once the email has successfully been sent.  
[Printer Friendly](#) [Expand All](#) [Collapse All](#)

You are viewing all contact notes from the past year. Use the display filter above to view more contact notes.

Contact Category	Contact Subcategory	Contact Type	Contact Date	Contacted By
<input checked="" type="checkbox"/> Student Advising	Other	Email	07/29/2013	System
<input checked="" type="checkbox"/> Student Advising	Other	Email	07/26/2013	System
<input checked="" type="checkbox"/> Student Record	eFile Upload to Soldier's Student Record	Email	07/25/2013	HQ Hall
<input type="checkbox"/>	Other	Email	07/25/2013	System

Note: To print the Student Record, select the 'All' tab and select the 'View/Print Student Record' button.

Army Civilian Personnel | Educational | Helpdesk Cases | **CTS Notes** | eFile | All

Make this tab your default. Your current tab preference is Army Civilian Personnel.

CTS Notes

Display Filter  
 Expand to Display Filter (Show Filter...)

Communications identified with the flag "[Pending]" means that the email has been queued for distribution but has not been sent out yet. It may take up to 2 hours before the email is sent to the student. This flag will be removed once the email has successfully been sent.  
[Printer Friendly](#) [Expand All](#) [Collapse All](#)

You are viewing all contact notes from the past year. Use the display filter above to view more contact notes.

Contact Category	Contact Subcategory	Contact Type	Contact Date	Contacted By
<input checked="" type="checkbox"/> Student Advising	Other	Email	07/29/2013	System
<input checked="" type="checkbox"/> Student Advising	Other	Email	07/26/2013	System
<input checked="" type="checkbox"/> Student Record	eFile Upload to Soldier's Student Record	Email	07/25/2013	HQ Hall
<input type="checkbox"/>	Other	Email	07/25/2013	System



24d

The eFile tab is where you can store copies of documents you may wish to associate with your student record. For instructions on using this functionality, view the training video **“Upload a Document to eFile.”**

Note: To print the Student Record, select the 'All' tab and select the 'View/Print Student Record' button.

Army Civilian Personnel | Educational | Helpdesk Cases | CTS Notes | **eFile** | All

Make this tab your default. Your current tab preference is Army Civilian Personnel.

eFile Help

Existing eFiles:

Select an eFile in the first column. Use the buttons below the list to download, update, view history for, or delete the selected document.

Select	File Type	Title	Description	Transaction Type	Date	Created by User	Created by Role	Last Updated by User	Last Updated by Role
<input type="radio"/>		justification for operational withdrawasl - CONFE1	I was on a work related mission - CONFE1	Operation Withdrawal Verification Form	7/25/2013 2:58:51 PM	Hq Half	Student	Hq Half	Student
<input type="radio"/>		High School Transcript	Copy of unofficial transcript	Other Transcripts	7/9/2013 4:16:26 PM	Hq Half	Student	Hq Half	Student

Page 1 of 1

[Download File](#) [Upload New Version](#) [View History](#) [Delete](#)

Upload eFile

All fields marked with an asterisk (\*) are required.

\*Title:

\*Description:

Note: To print the Student Record, select the 'All' tab and select the 'View/Print Student Record' button.

Army Civilian Personnel | Educational | Helpdesk Cases | CTS Notes | eFile | **All**

Make this tab your default. Your current tab preference is Army Civilian Personnel.

eFile Help

Existing eFiles:

Select an eFile in the first column. Use the buttons below the list to download, update, view history for, or delete the selected document.

Select	File Type	Title	Description	Transaction Type	Date	Created by User	Created by Role	Last Updated by User	Last Updated by Role
<input type="radio"/>		justification for operational withdrawasl - CONFE1	I was on a work related mission - CONFE1	Operation Withdrawal Verification Form	7/25/2013 2:58:51 PM	Hq Half	Student	Hq Half	Student
<input type="radio"/>		High School Transcript	Copy of unofficial transcript	Other Transcripts	7/9/2013 4:16:26 PM	Hq Half	Student	Hq Half	Student

Page 1 of 1

[Download File](#) [Upload New Version](#) [View History](#) [Delete](#)

Upload eFile

All fields marked with an asterisk (\*) are required.

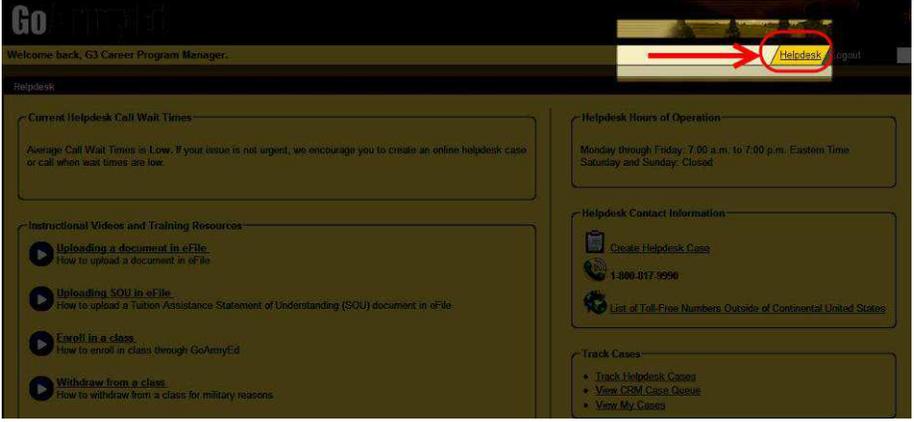
\*Title:

\*Description:

For instructions on using this functionality, view the training video **“Upload a Document to eFile.”**

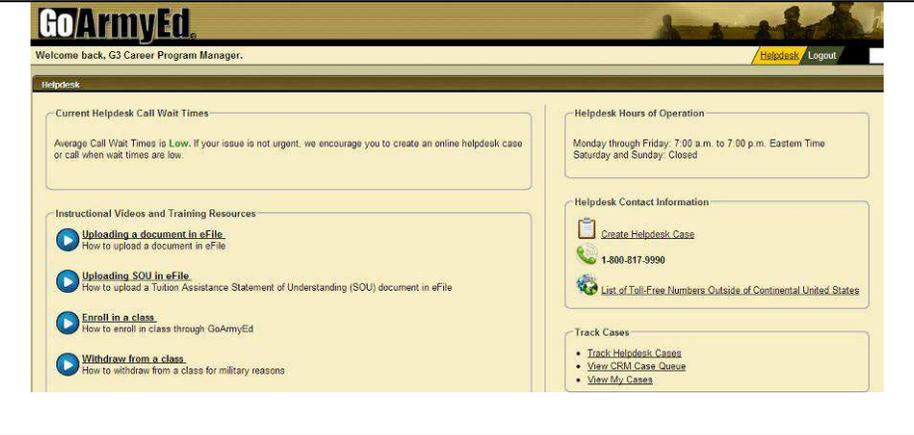


25. If at any time you need help while using GoArmyEd, simply select the orange “Helpdesk” button located at the top of any GoArmyEd page.



25a This button takes you to the Helpdesk page, where you can:

- Create or view online helpdesk cases, or
- Access links to instructional videos, Frequently Asked Questions, and other reference documents.





26. You have now completed the GoArmyEd overview training and are ready to complete the steps for creating your GoArmyEd account.

If you need assistance completing this, contact the GoArmyEd Helpdesk toll-free at 1-800-817-9990. Attendants are available, 7 am to 7 pm Eastern time, Monday thru Friday, to assist you.

# GoArmyEd



**Need more assistance?**

If you need further assistance, view additional instructional videos and related training documents on the [GoArmyEd Reference Documents Page](#)

**OR**

Contact the GoArmyEd Helpdesk at  
1-800-817-9990

7a.m. to 7 p.m. Eastern Time  
Monday-Friday

