jTask

Join jTask CCMP Training Through ARMYIGNITED

Before Proceeding

You should enroll in training and start the ARMYIgnitED application process a minimum of 45 days prior to the Course Start Date.

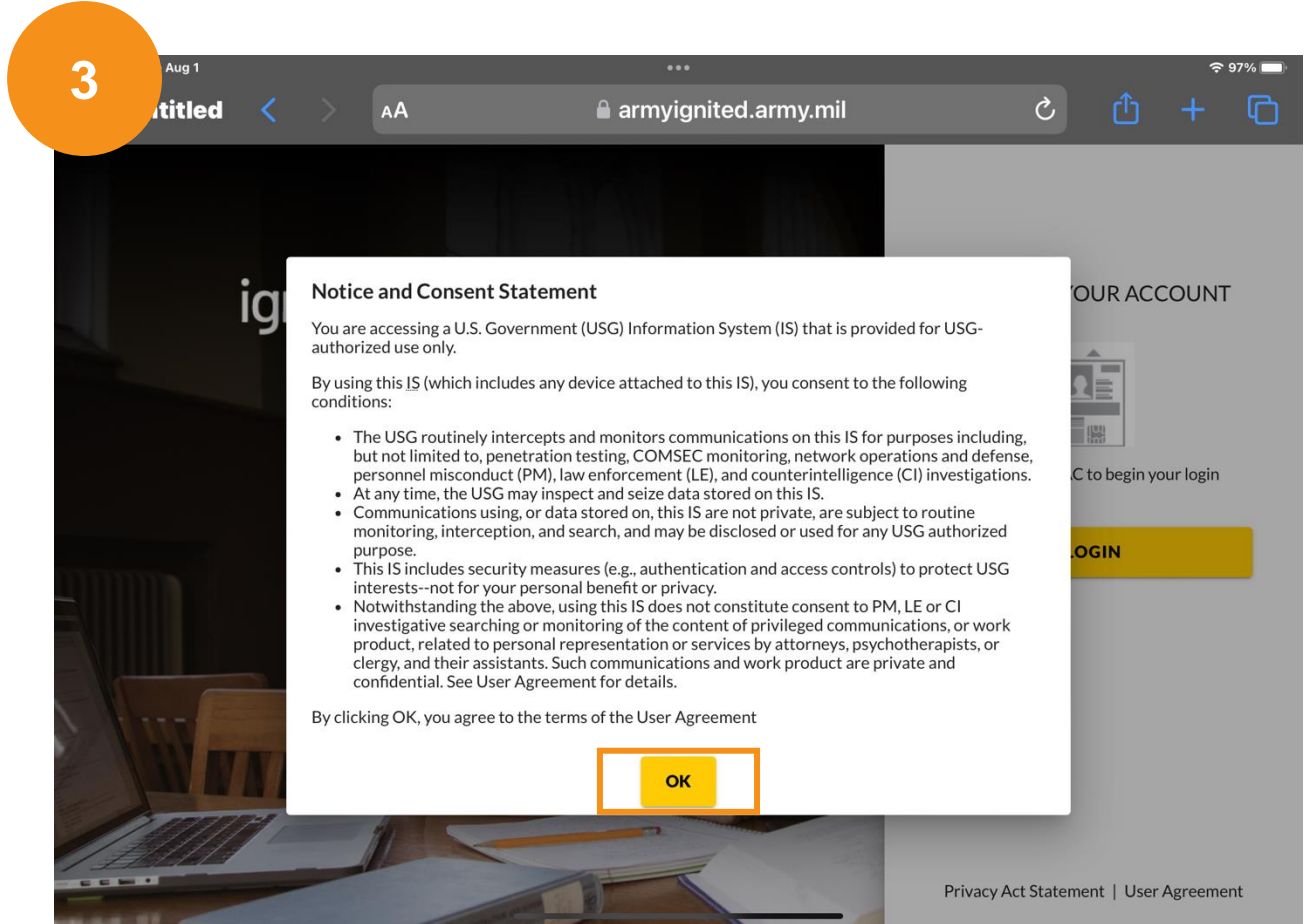| Cut Off Date to Request Credentialing Assistance	Course Start Date (Materials Available)	Training Start Date
45 Days Before Course Start Date		
Friday, January 19, 2024	Monday, March 4, 2024	Friday, March 8, 2024
Friday, February 16, 2024	Monday, April 1, 2024	Friday, April 5, 2024
Friday, March 15, 2024	Monday, April 29, 2024	Friday, May 3, 2024
Friday, April 19, 2024	Monday, June 3, 2024	Friday, June 7, 2024
Friday, May 17, 2024	Monday, July 1, 2024	Friday, July 5, 2024
Friday, June 21, 2024	Monday, August 5, 2024	Friday, August 9, 2024
Friday, July 19, 2024	Monday, September 2, 2024	Friday, September 6, 2024
Friday, August 16, 2024	Monday, September 30, 2024	Friday, October 4, 2024
Friday, September 13, 2024	Monday, October 28, 2024	Friday, November 1, 2024

1
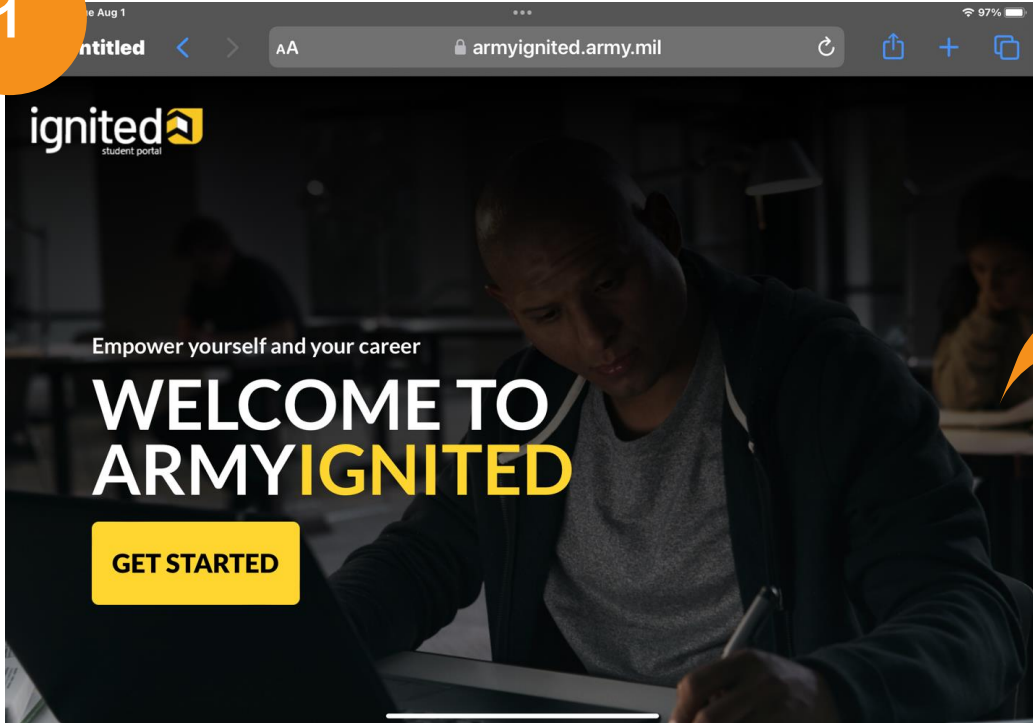
Go to www.ArmyIgnitED.army.mil
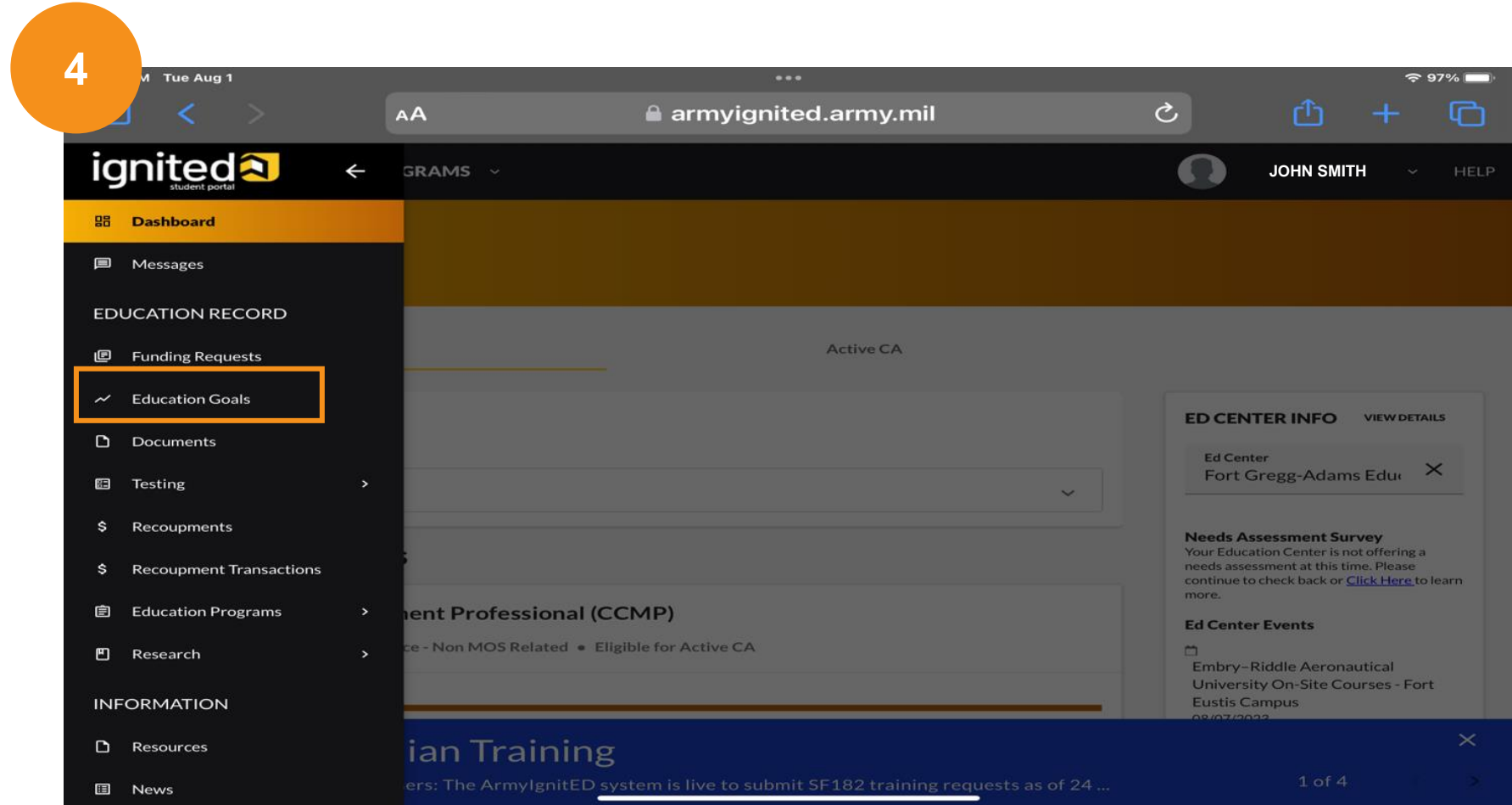Click 'Get Started' Button.

2
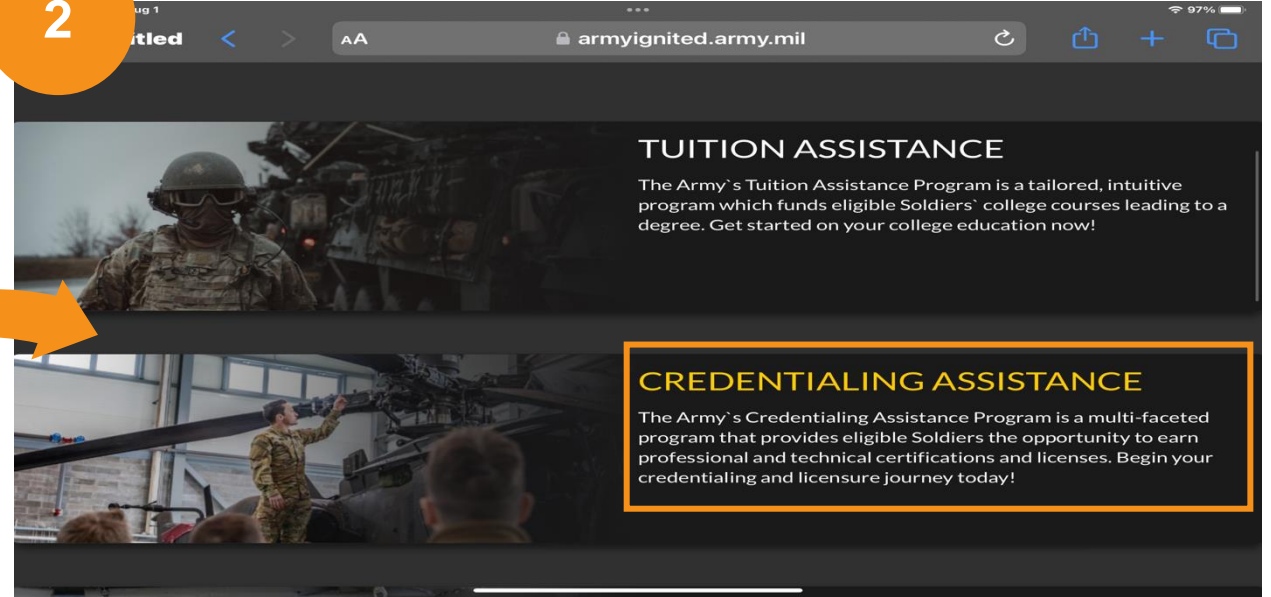
Click 'Credential Assistance' Section.

Ensure CAC is inserted and select OK to enter your CAC PIN

Open menu on upper left side and select 'Education Goals'

5

Select '**Credentialing Assistance – Non MOS Related**'

6

Enter keyword '**CCMP**' and select '**Certified Change Management Professional (CCMP)**'

Upload Invoices as **SEPARATE ITEMS**

After uploading, wait for a response from Army ignited stating if your request has been approved or more information is required.

Once invoice upload has completed select submit goal to request approval.

Once approval for funding email is received you will see your approved courses. You will need to apply twice, **once for training** and **once for the exam funding**. Select 'Apply For Funding'.

9

Make sure the contact information is correct before clicking 'Verify and Proceed'.

10

Read and check each box before clicking '**I Agree, Continue**'.

11

Search '**jTask INC**', select it, and click '**Next**'.

12

Select '**jTask INC - Main Campus**' and click '**Next**'.

13

Enter course start and end dates.

MAKE SURE DATES ARE NOT WITHING 45 DAYS OF REQUESTING FUNDING.

This is the warning you will receive if dates are earlier than 90 days or 45 days prior to the start date.

14

Select '**Add Training**' and upload invoice for the course **received from jTask**.
Repeat these steps to apply for exam funding request.