



Join jTask CCMP Training Through ARMYIGNITED

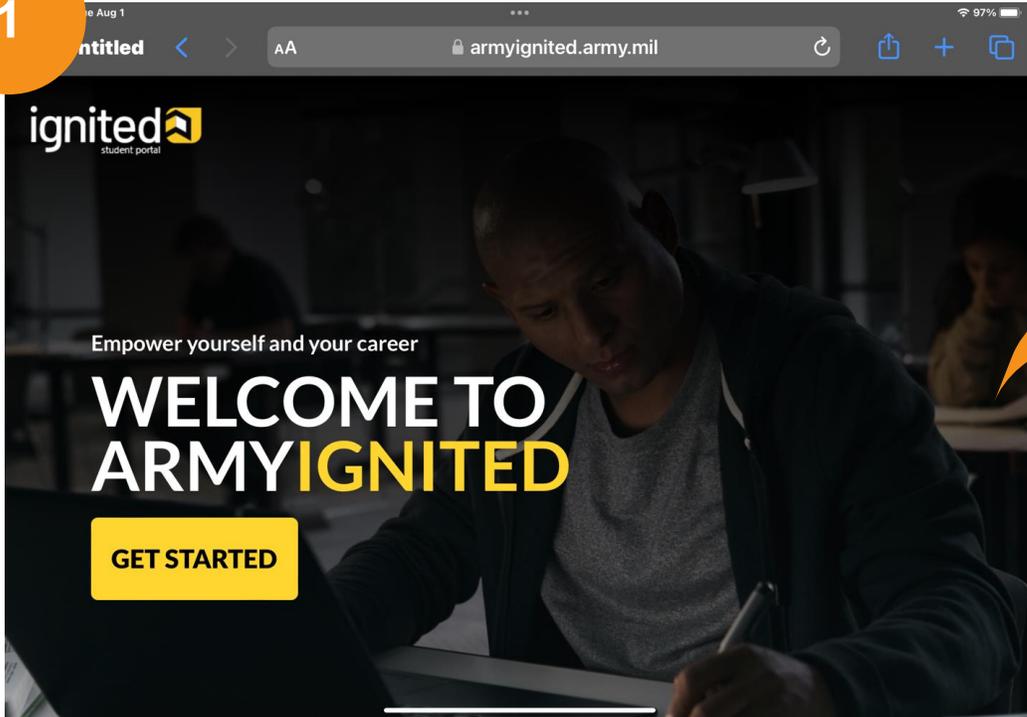


Before Proceeding

You can begin requesting credential financial assistance starting 45 days before the course starts.

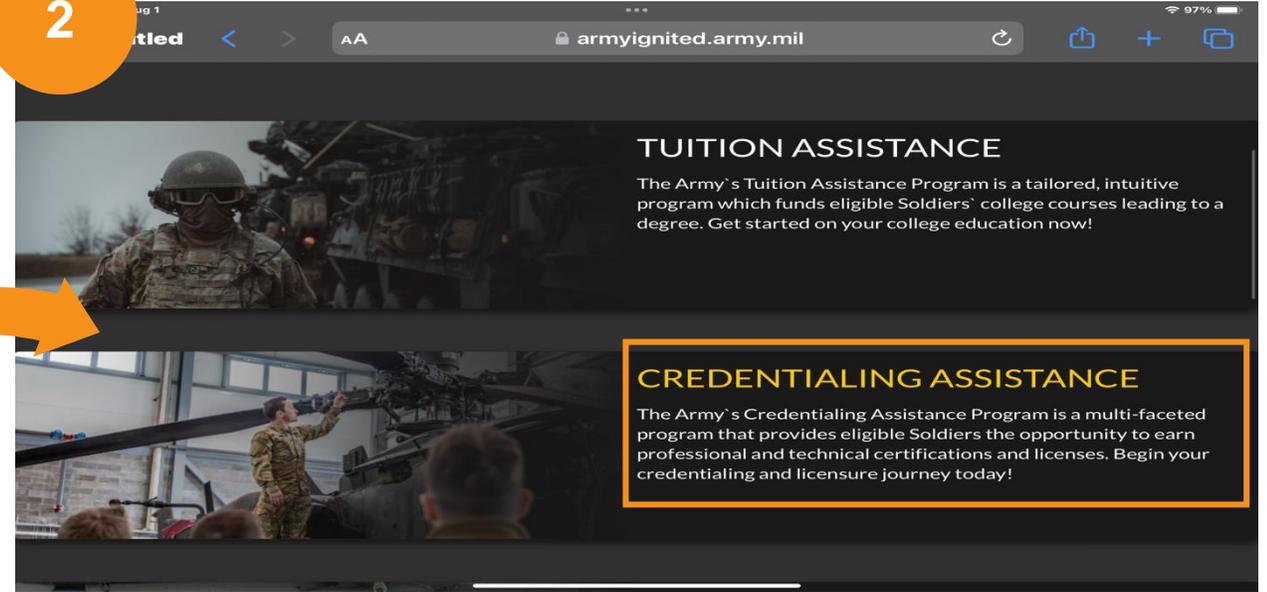
45 Days Before Course Start Date	Course Start Date (Materials Available)	Training Start Date
Friday, September 13, 2024	Monday, October 28, 2024	Friday, November 1, 2024
Friday, November 15, 2024	Monday, December 30, 2024	Friday, January 3, 2025
Friday, December 20, 2024	Monday, February 3, 2025	Friday, February 7, 2025
Friday, January 17, 2025	Monday, March 3, 2025	Friday, March 7, 2025
Friday, February 14, 2025	Monday, March 31, 2025	Friday, April 4, 2025
Friday, March 14, 2025	Monday, April 28, 2025	Friday, May 2, 2025
Friday, April 18, 2025	Monday, June 2, 2025	Friday, June 6, 2025

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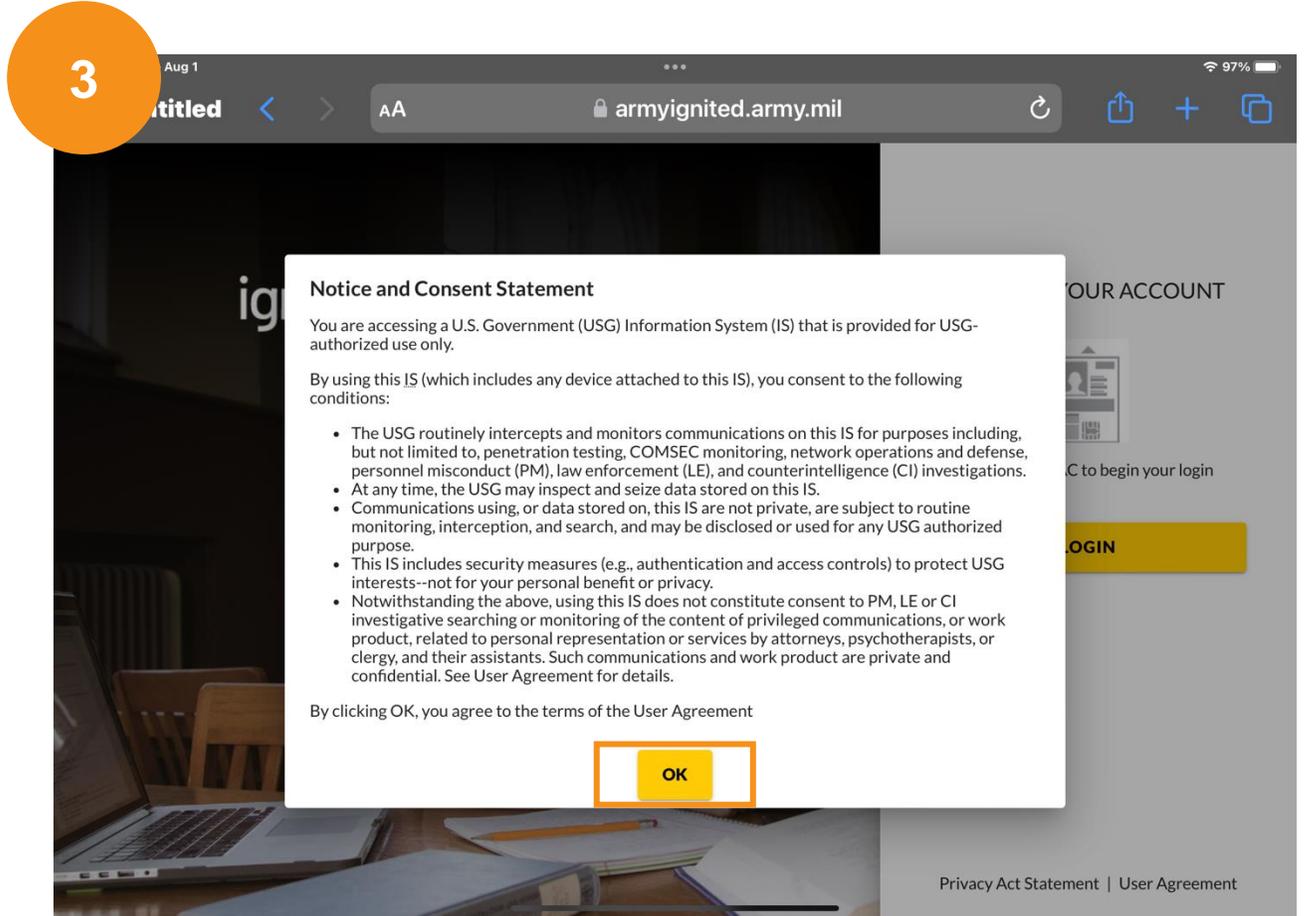
Go to www.ArmyIgnitED.army.mil
Click 'Get Started' Button.

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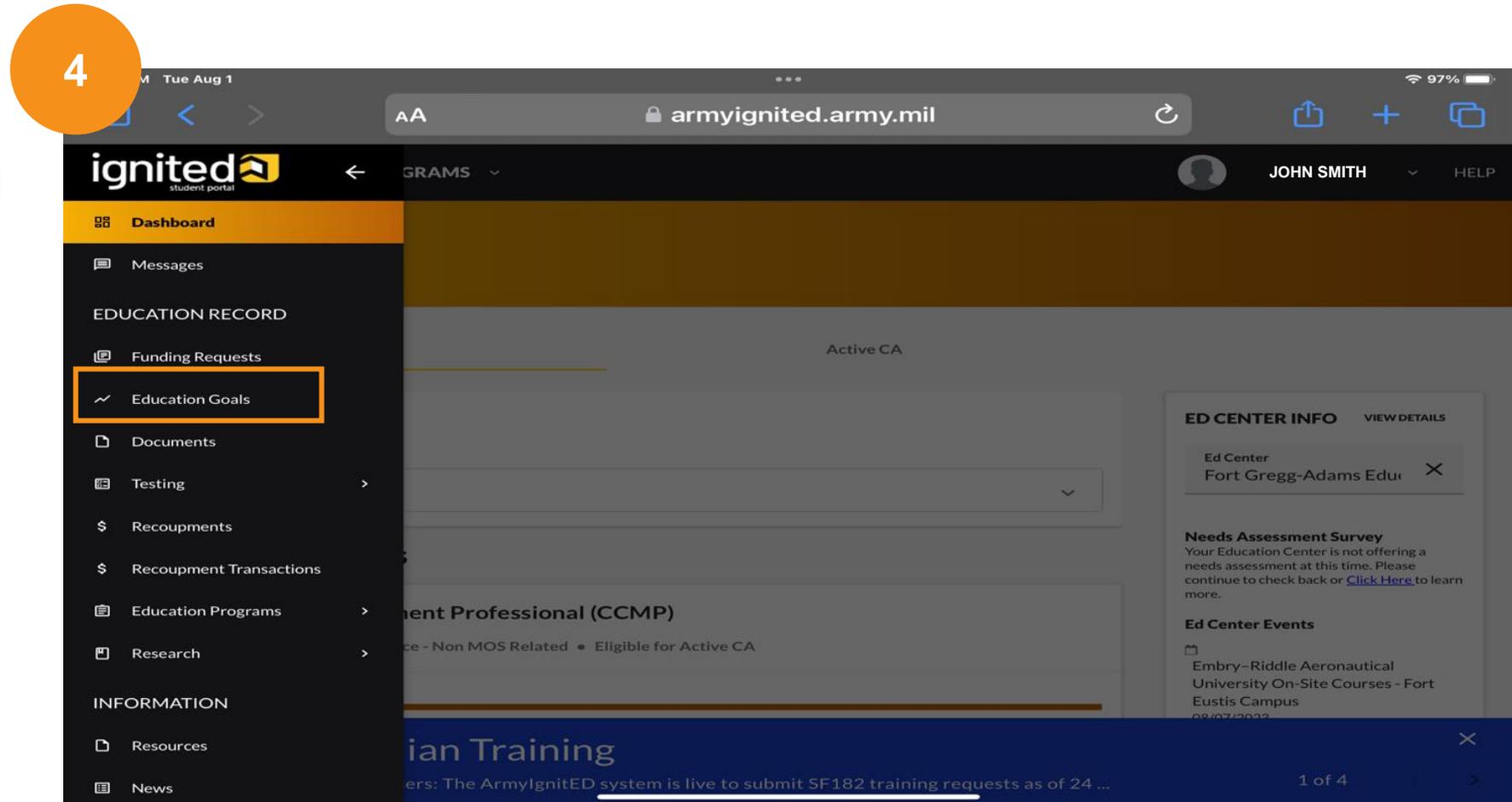


Click 'Credential Assistance' Section.

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



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



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EDUCATION PROGRAMS JOHN SMITH HELP

Create a New Goal

First, Choose an Education Goal

Associates Degree <small>Not Eligible</small>	Bachelors Degree <small>Not Eligible</small>
Masters Degree <small>Not Eligible</small>	Undergraduate Academic Certificate
Graduate Academic Certificate	Foreign Language - Army Strategic
Foreign Language - Host Country	Credentialing Assistance - MOS Related
Credentialing Assistance - Non MOS Related	

Army Civilian Training
For Army Civilians users: The ArmyIgnitED system is live to submit SF182 training requests as of 24 ... 1 of 4

Select 'Credentialing Assistance – Non MOS Related'

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1 Credential 2 Supporting Documentation

What credential will you be pursuing?

Credential that you will be pursuing

Keyword
ccmp

Credential Leadership

Certified Change Management Professional (CCMP)

Certified Collection Management Professional - Fundamental (CCMP-F)

2 total

NEXT CANCEL GOAL

Army Civilian Training
For Army Civilians users: The ArmyIgnitED system is live to submit SF182 training requests as of 24 ... of 4

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.

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EDUCATION PROGRAMS

JOHN SMITH

Supporting Documentation

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include exam(s), training(s), or book(s) and material(s), and all administrative, application and shipping fee(s). The Army Credentialing Assistance Program Office will not approve CA goals without the custom price quote uploaded to this request. If you submit multiple CA requests or future CA requests, you can upload additional custom price quotes for each approved goal by viewing your education goal on the dashboard and clicking "View Details". Then click Supporting Documents / Add.

The quote must come from the vendor, and it MUST match what is listed in the CA request (exceptions-Pearson Vue/CompTIA, IBSC).

Supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Attach custom quote from vendor:

↑ CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

Other documents from vendor: (Optional)

Army Civilian Training

For Army Civilians users: The ArmyIgnitED system is live to submit SF182 training requests as of 24 ...

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The screenshot shows the Army Ignited ED system interface. At the top, the browser address bar displays 'armyignited.army.mil'. The user is identified as 'JOHN SMITH'. The main content area lists two 'Certified Change Management Professional (CCMP)' courses, both marked as 'APPROVED'. The first course is '100% COMPLETE' with 'Required Credits: 1.00', 'Completed Credits: 1.00', 'Transferred Credits: 0.00', and 'Remaining Credits: 0.00'. The second course is '0% COMPLETE' with 'Required Credits: 1.00', 'Completed Credits: 0.00', 'Transferred Credits: 0.00', and 'Remaining Credits: 1.00'. Both courses have a yellow 'APPLY FOR FUNDING' button and a 'VIEW DETAILS' link. A right-hand sidebar contains 'Ed Center Events' and 'Ed Center News'. A blue banner at the bottom reads 'Army Civilian Training' and provides information about the system's live status for submitting SF182 training requests.

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'.

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Contact Information

Verify that the contact information is accurate. Your funding request cannot proceed if certain fields are missing.

Email
JOHNSMITH.MIL@ARMY.MIL

Personal Email
JOHNSMITH@GMAIL.COM

Work Phone
123-456-7889

Mobile Phone
321-654-1098

Address

Verify that the address is accurate. Your funding request cannot proceed if certain fields are missing.

Street 1
123 Smith Rd.

Street 2

City State Zip
Los Angeles CA 12345

VERIFY AND PROCEED CANCEL

Army Civilian Training
For Army Civilians users: The ArmyIgnitED system is live to submit SF182 training requests as of 24 ... 1 of 4

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I understand that this application does not guarantee that funds are available, the US Army has no obligation to fund this application, and I may not attend a course or sit for an exam until it has been paid by the ACCESS CA Finance Office.

I understand that it is my responsibility to coordinate with the vendor before requesting an extension from the ACAPO to ensure the vendor will authorize an extension. I will pay all extension fees to the vendor.

I understand that CA for courses starting in the next FY is conditional until receipt of the CA funds.

PRIVACY ACT STATEMENT:

AUTHORITY: 10 USC 2007; Payment of Tuition for Off-Duty Training or Education; AR 621-5, Army Continuing Education System.
PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice A0621-1-AHRC. <https://dpcid.defense.gov/Privacy/SORNIndex/DOD-wide-SORN-Article-View/Article/570092/a0621-1-ahrc.aspx>
ROUTINE USES: Information will be viewed by Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their duties. In addition, this information is subject to proper and necessary routine uses identified in the system of records notice(s) specified in the principal purpose statement above.
DISCLOSURE: Voluntary; however, failure to provide the information may result in denial of Army Tuition Assistance (TA).

PENALTY STATEMENT:

There are severe criminal and civil penalties for knowingly submitting false, fictitious, or fraudulent applications and for requesting federal funding that duplicates course costs funded elsewhere.

I AGREE, CONTINUE CANCEL

Army Civilian Training
For Army Civilians users: The ArmyIgnitED system is live to submit SF182 training requests as of 24 ... 1 of 4

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

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

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< Create Credentialing Assistance Request: Certified Change Management Professional (CCMP)

Demographic 2 Vendor 3 Dates 4 Training/Exam

Select your Vendor:

If you are attempting to locate a Vendor not listed, please forward information to the Army Credentialing Assistance Program Office via ArmyIgnitED messaging and provide the following information: Vendor Name, Vendor URL, Vendor Email, and Vendor Phone Number.

Jta

JTASK, INC

BACK NEXT CANCEL

AutoFill Contact "Jta" of 4

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

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< Create Credentialing Assistance Request: Certified Change Management Professional (CCMP)

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JTASK, INC

Campus

JTASK, INC - MAIN CAMPUS

BACK NEXT CANCEL

Army Civilian For Army Civilians use. I'm You of 4

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

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Enter course start and end dates.

CHECK DATES TO REQUEST FUNDING.

This is the warning you will receive if dates are out of the time frame.

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AM Tue Aug 1 96%

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← Create Credentialing Assistance Request: Certified Change Management Professional (CCMP)

Demographic Vendor Dates Training/Exam

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include exam(s), training(s), or book(s) and material(s), and all administrative, application and shipping fee(s). All items on the CA Request and custom quote must be from the same Vendor. Upload the vendor's custom quote to your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide the Vendor's custom quote will result in rejection of your CA request. The quote MUST match what is listed in the CA request.

What do you need funding for?

ADD BOOKS AND MATERIALS ADD TRAINING

Army Civilian Training

For Army Civilians users: The ArmyIgnited system is live to submit SF182 training requests as of 24 ...

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