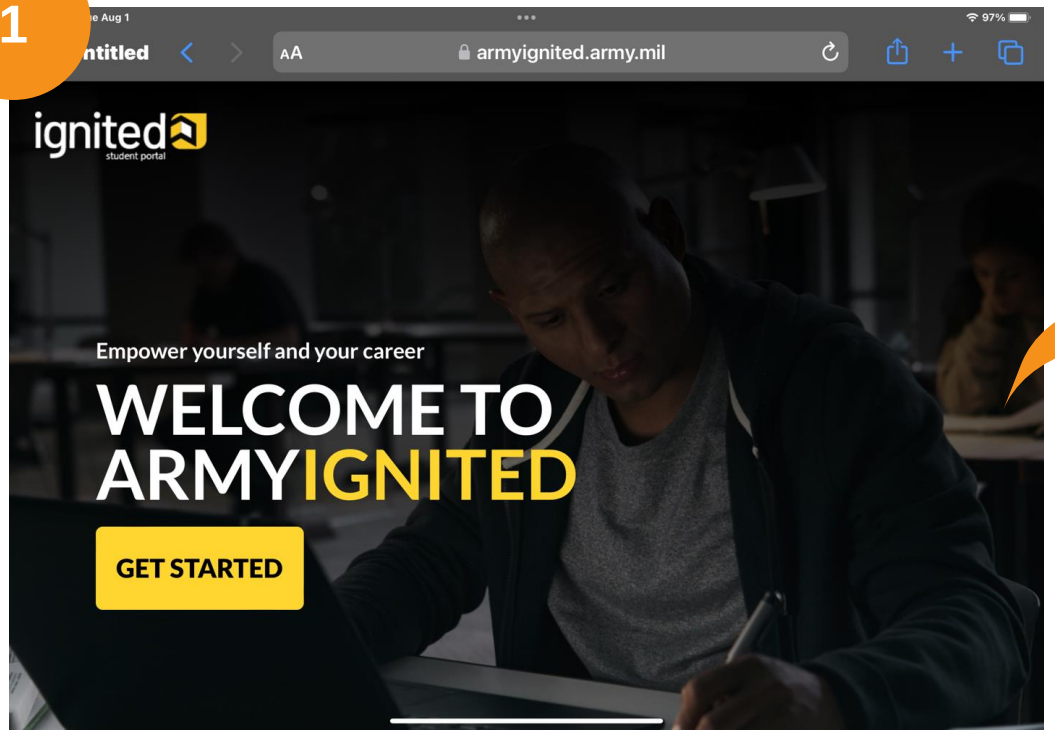
Join jTask CCMP Training Through ARMYIGNITED

Before Proceeding

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

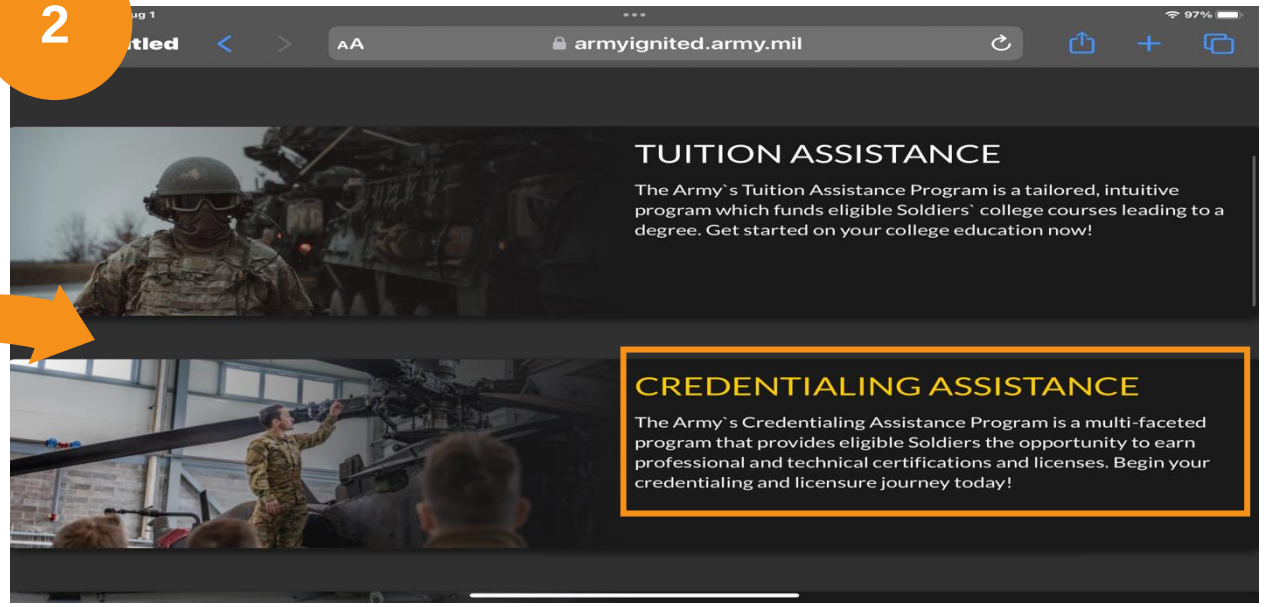
45 Days Before Course Start Date	Course Start Date (Materials Available)	Training Start Date
Friday, September 13, 2024	Monday, October 28, 2024	Friday, November 1, 2024
Friday, November 15, 2024	Monday, December 30, 2024	Friday, January 3, 2025
Friday, December 20, 2024	Monday, February 3, 2025	Friday, 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

1



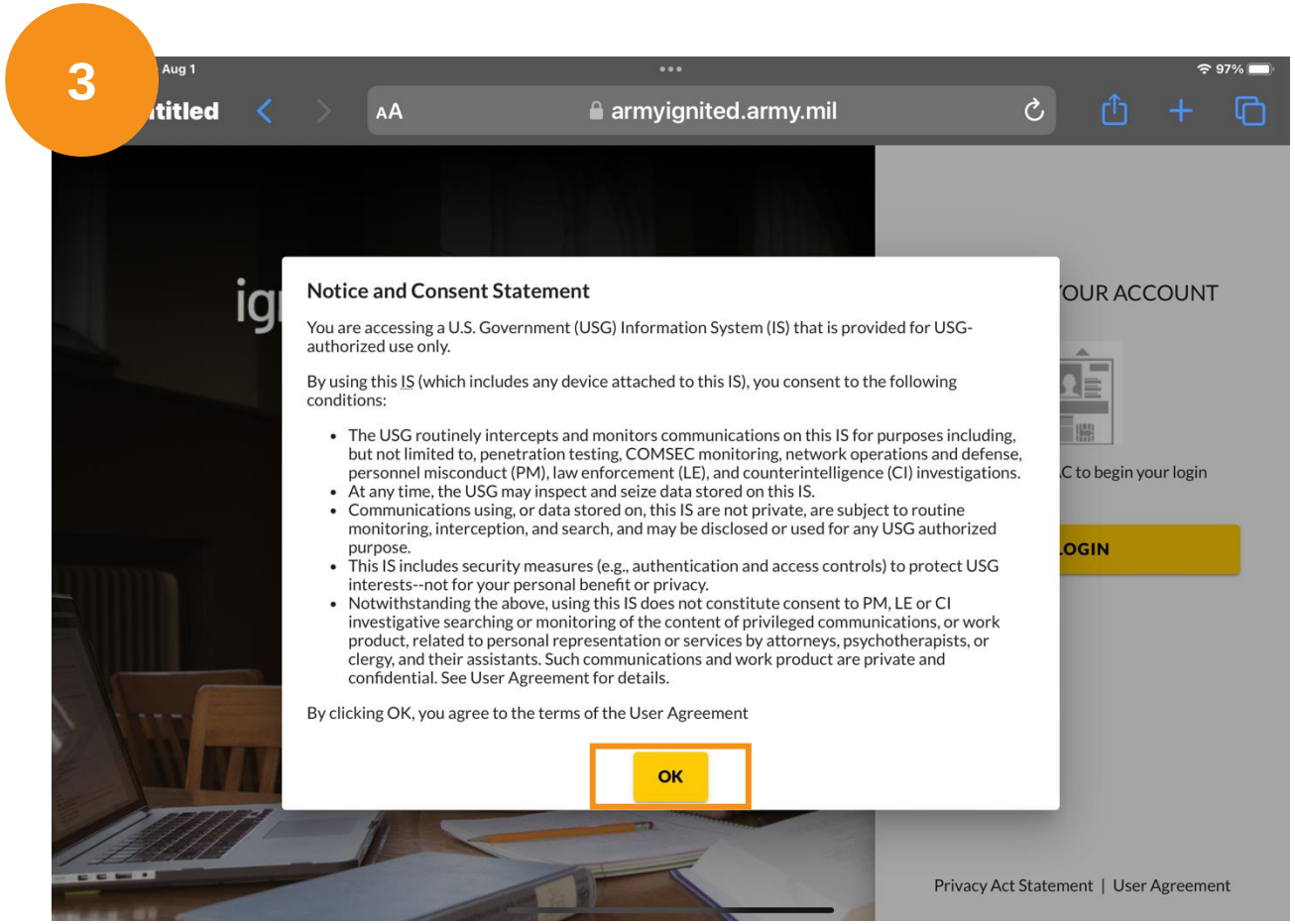
Go to www.ArmyIgnitED.army.mil
Click ‘Get Started’ Button.

2



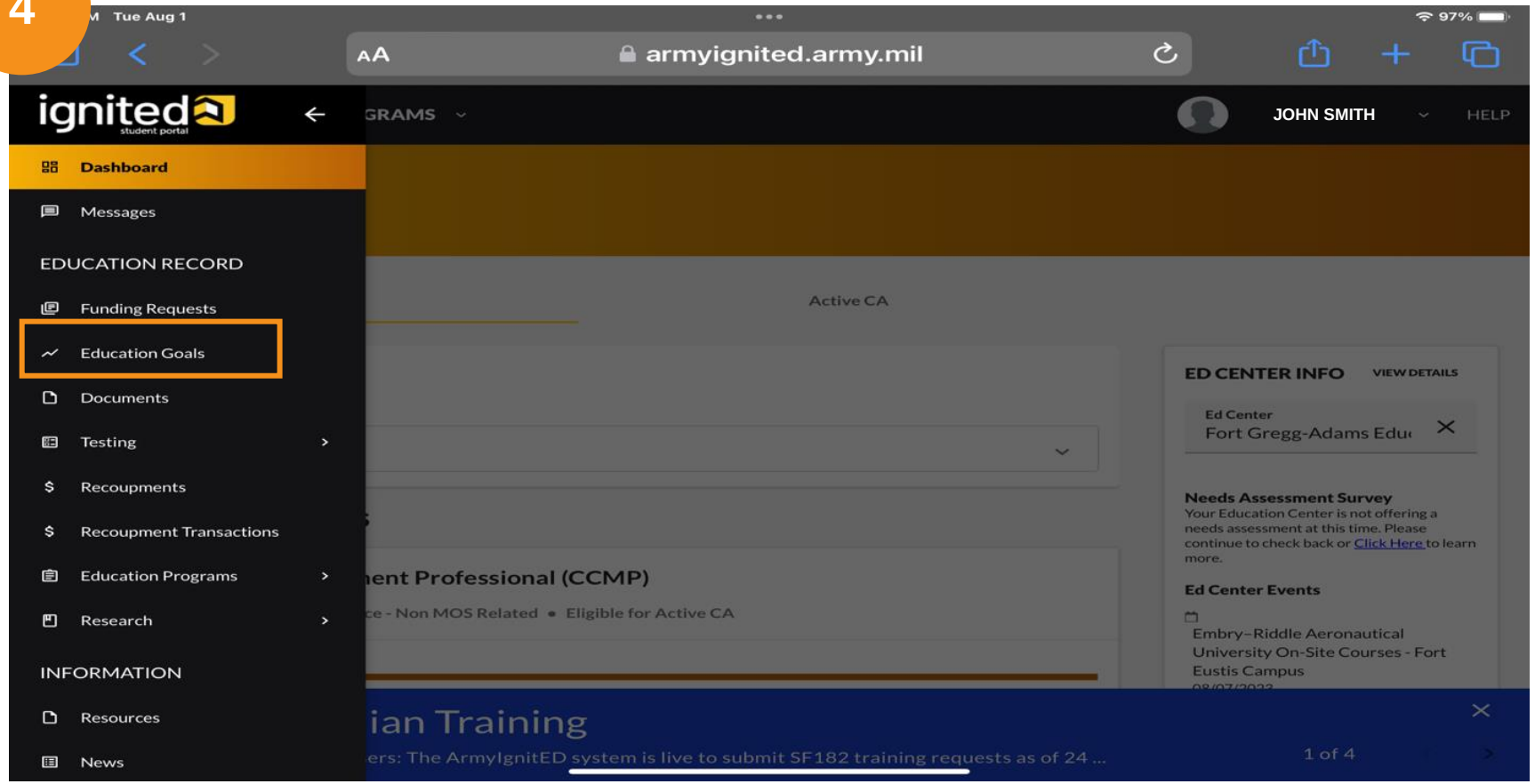
Click ‘Credential Assistance’ Section.

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



4

Open menu on upper left side and select ‘Education Goals’



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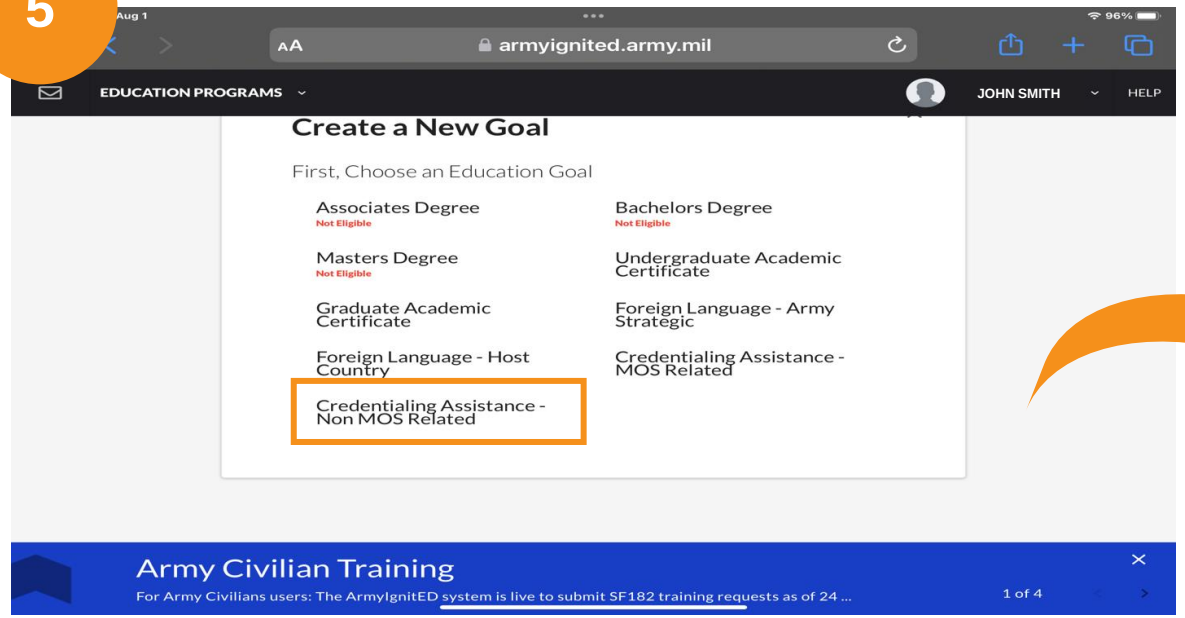
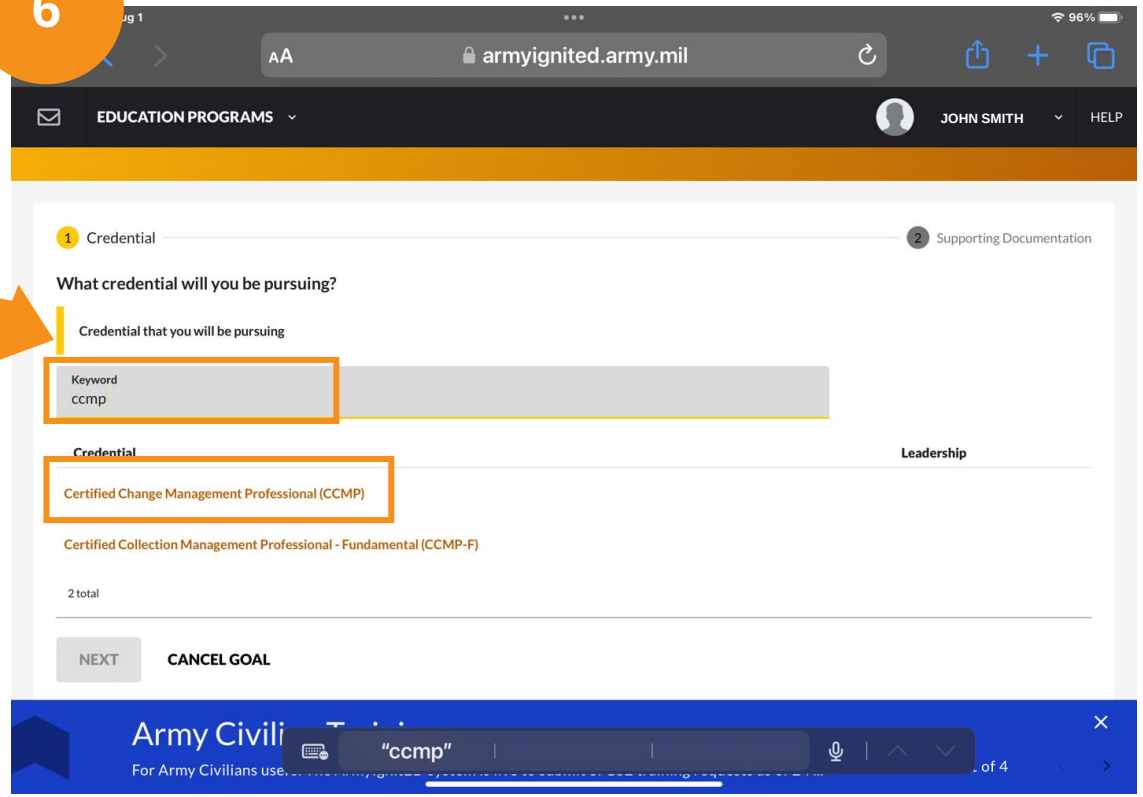


Select '**Credentialing Assistance – Non MOS Related**'

6

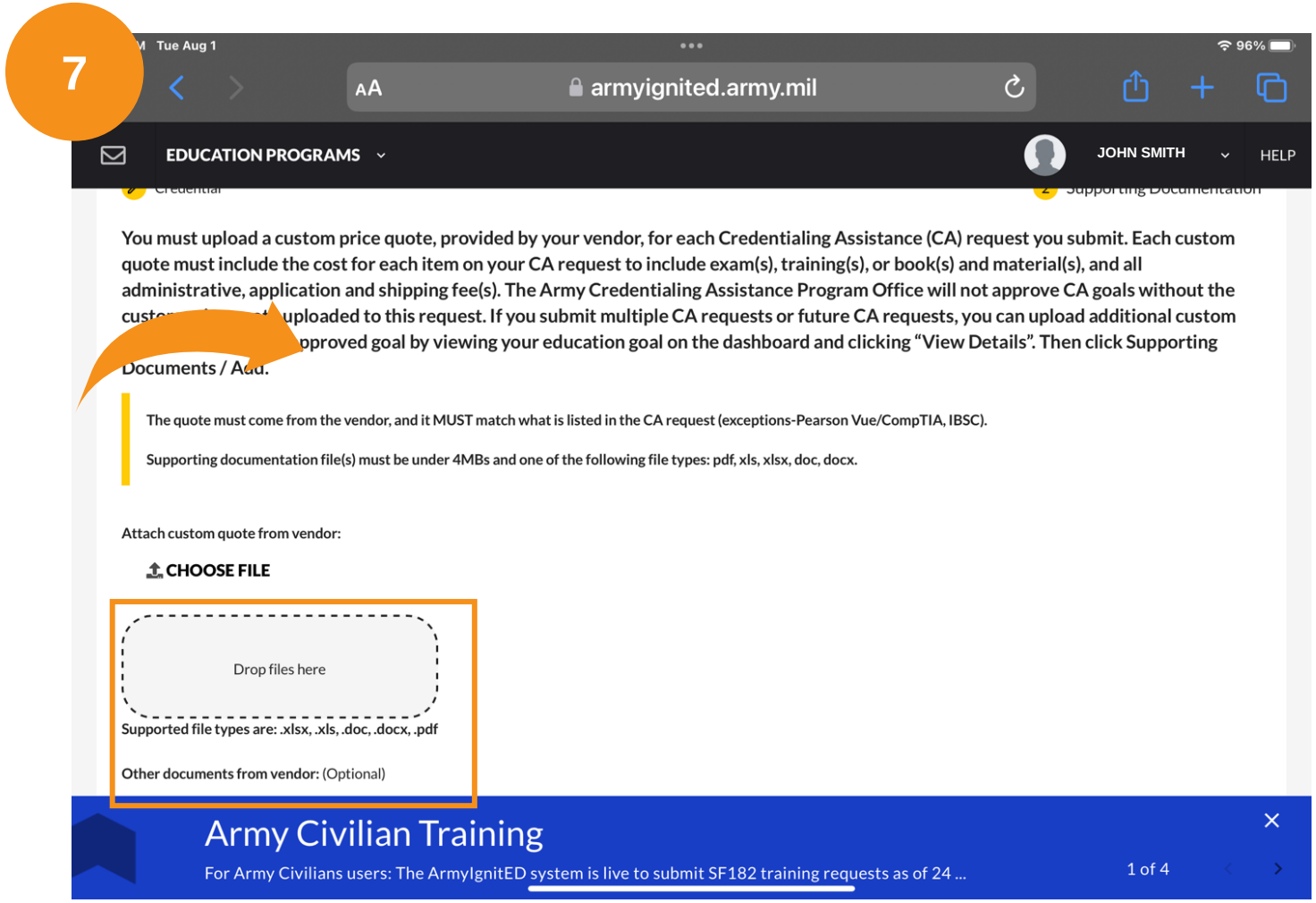


Enter keyword '**CCMP**' and select '**Certified Change Management Professional (CCMP)**'

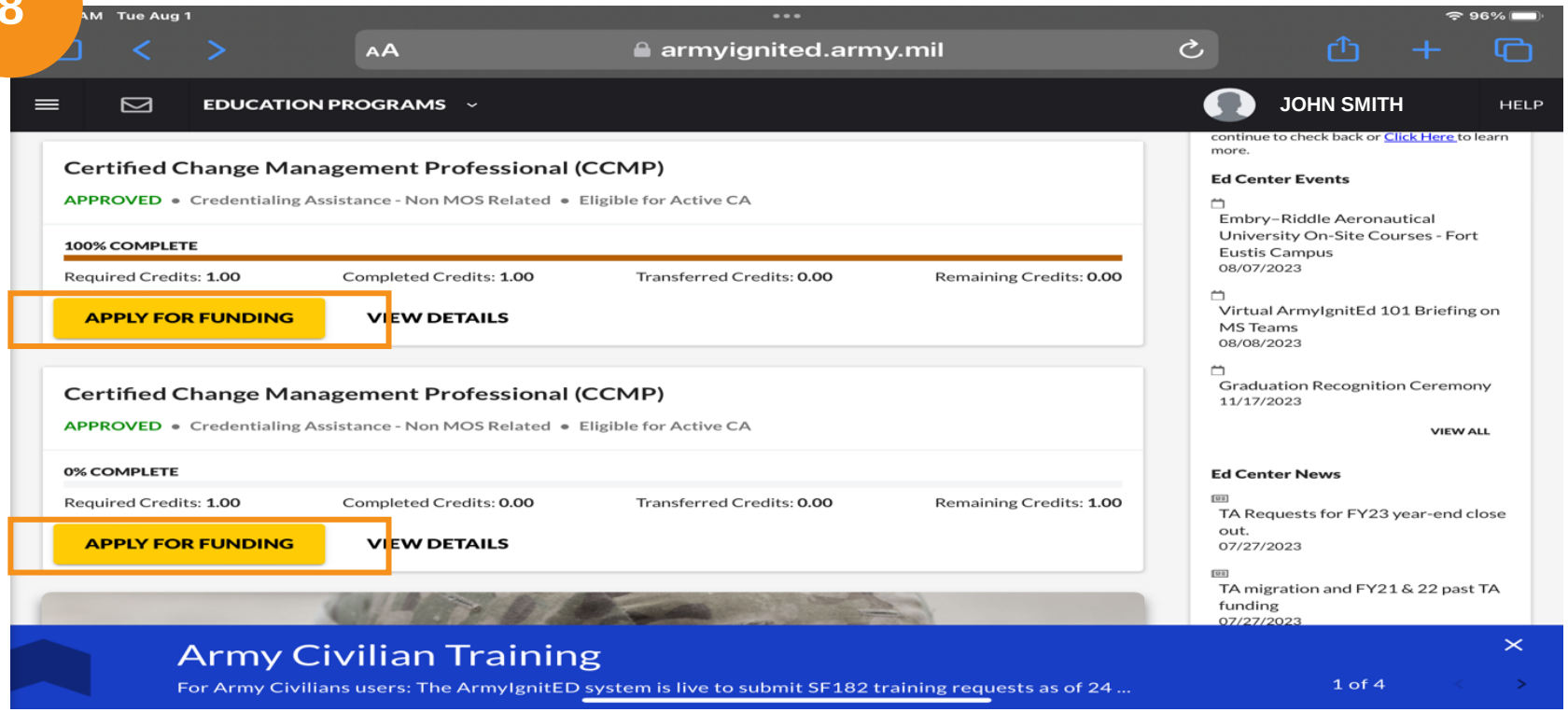
Upload Invoices as **SEPARATE ITEMS**

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.

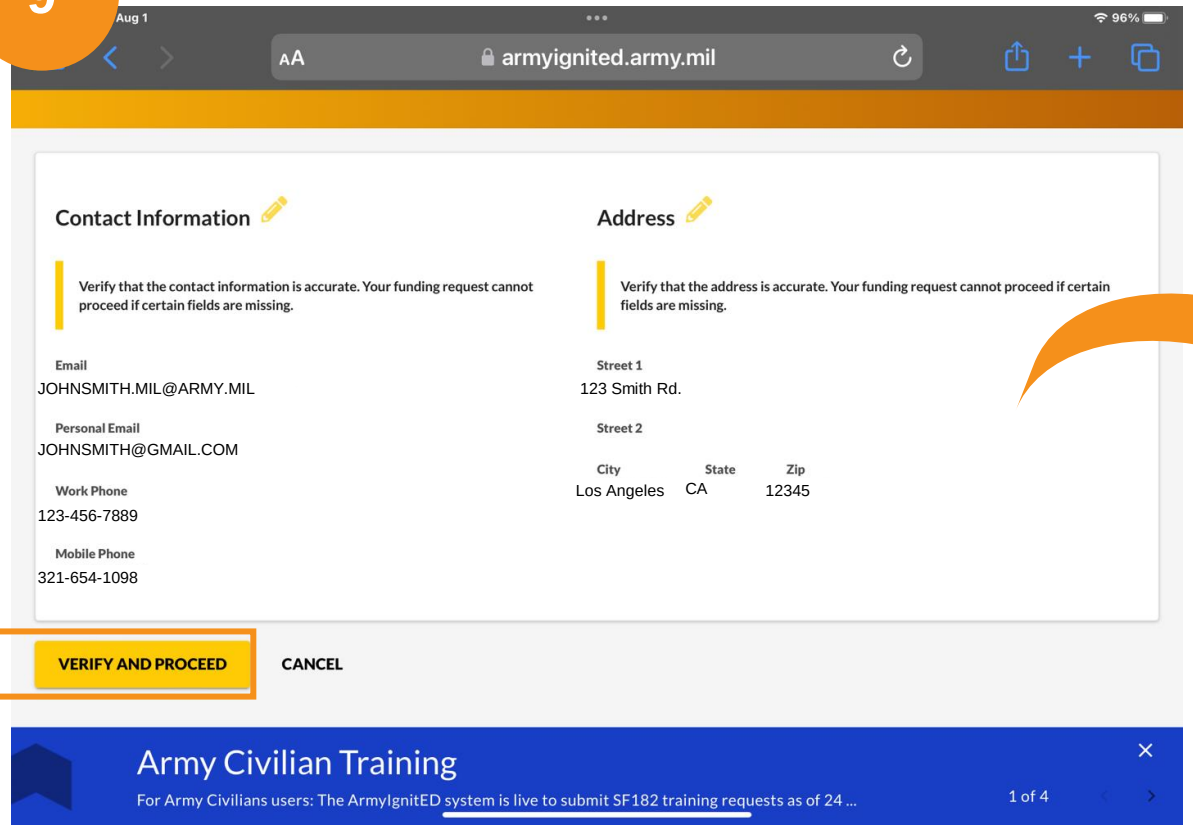


8



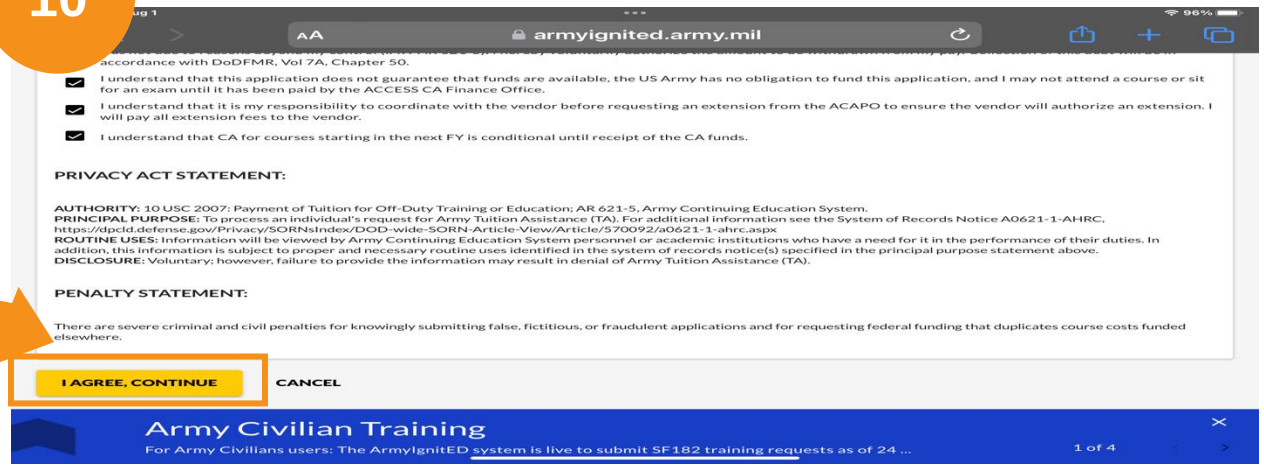
Once approval for funding email is received you will see your approved courses. You will need to apply twice, **once for training** and **once for the exam funding**. Select ‘Apply For Funding’.

9



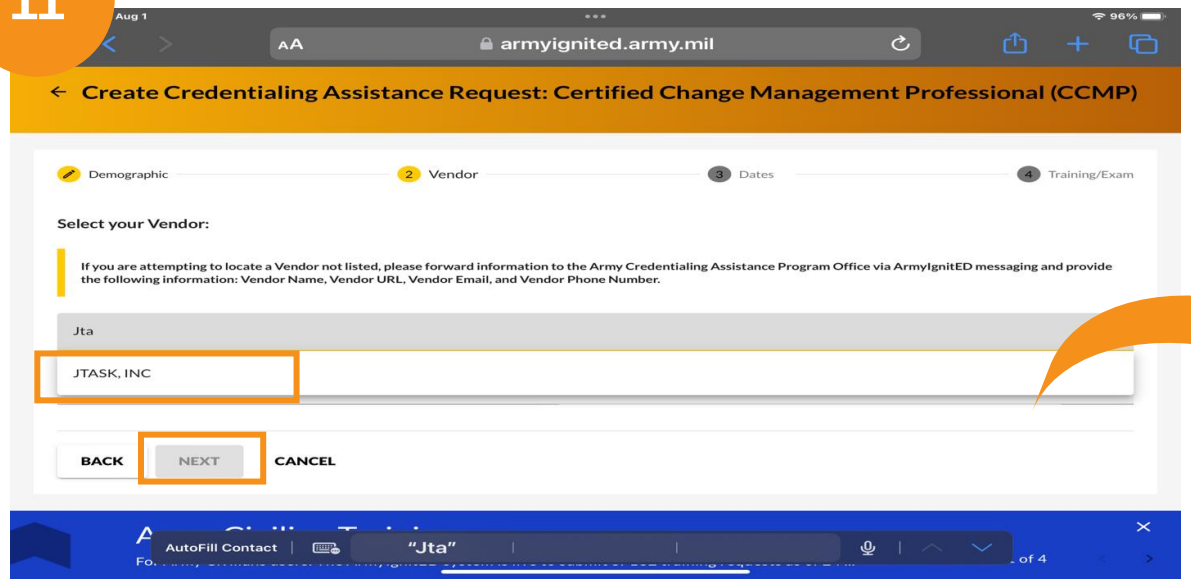
Make sure the contact information is correct before clicking ‘Verify and Proceed’.

10



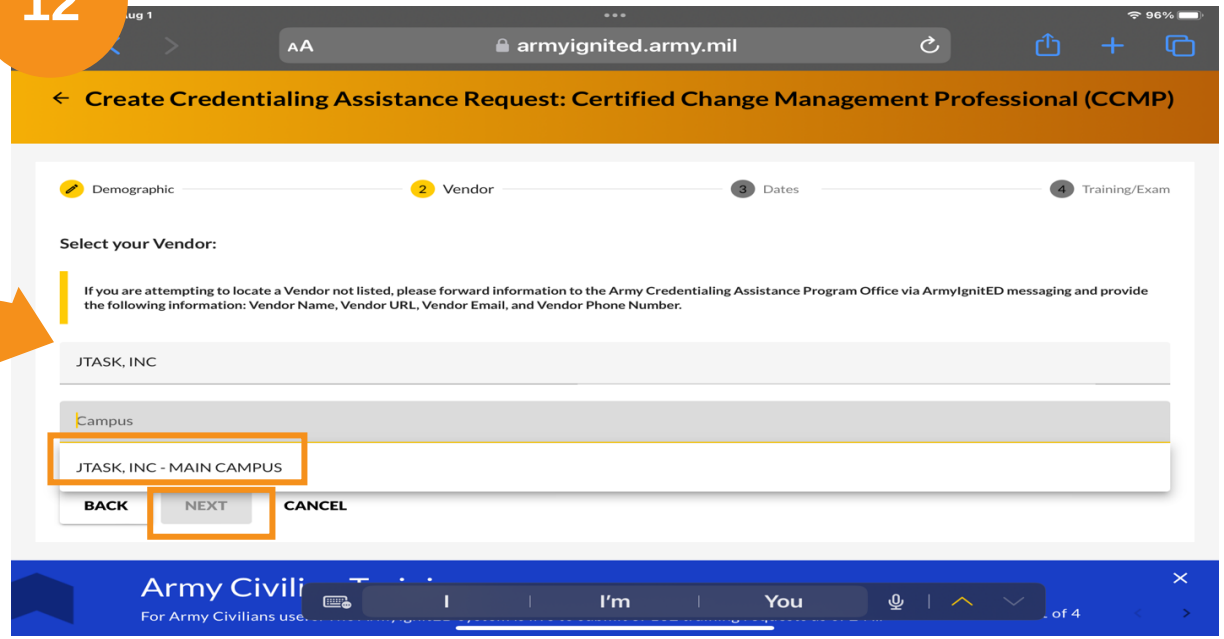
Read and check each box before clicking ‘**I Agree, Continue**’.

11



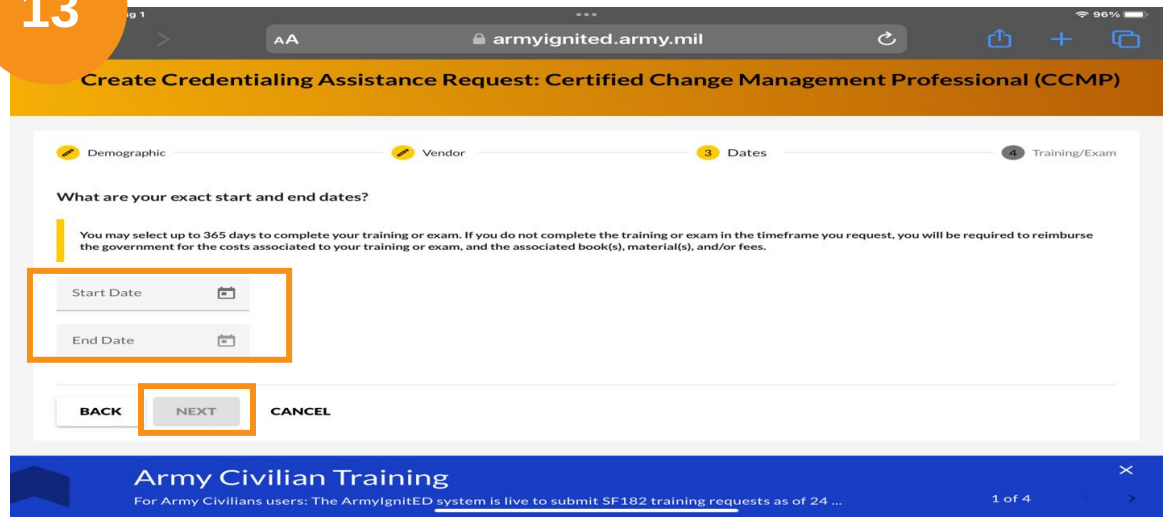
Search '**jTask INC**', select it, and click '**Next**'.

12



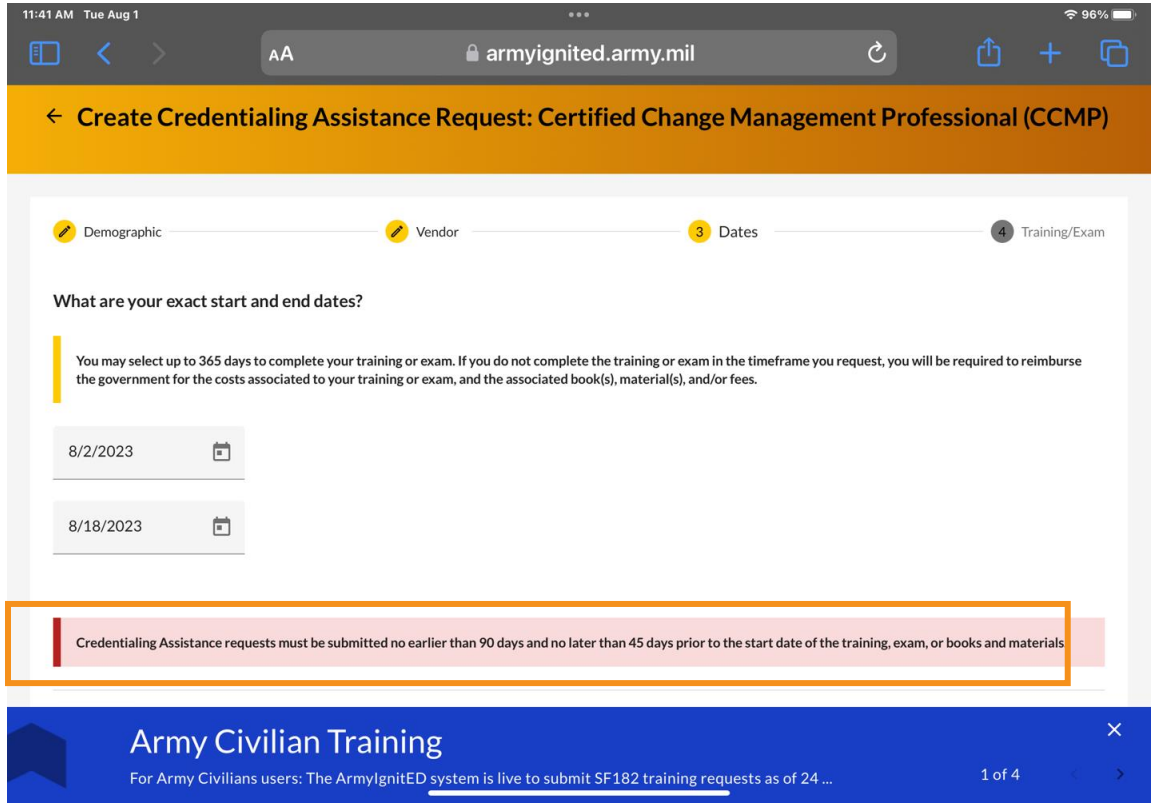
Select '**jTask INC - Main Campus**' and click '**Next**'.

13



Enter course start and end dates.

CHECK DATES TO REQUEST FUNDING.



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

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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.