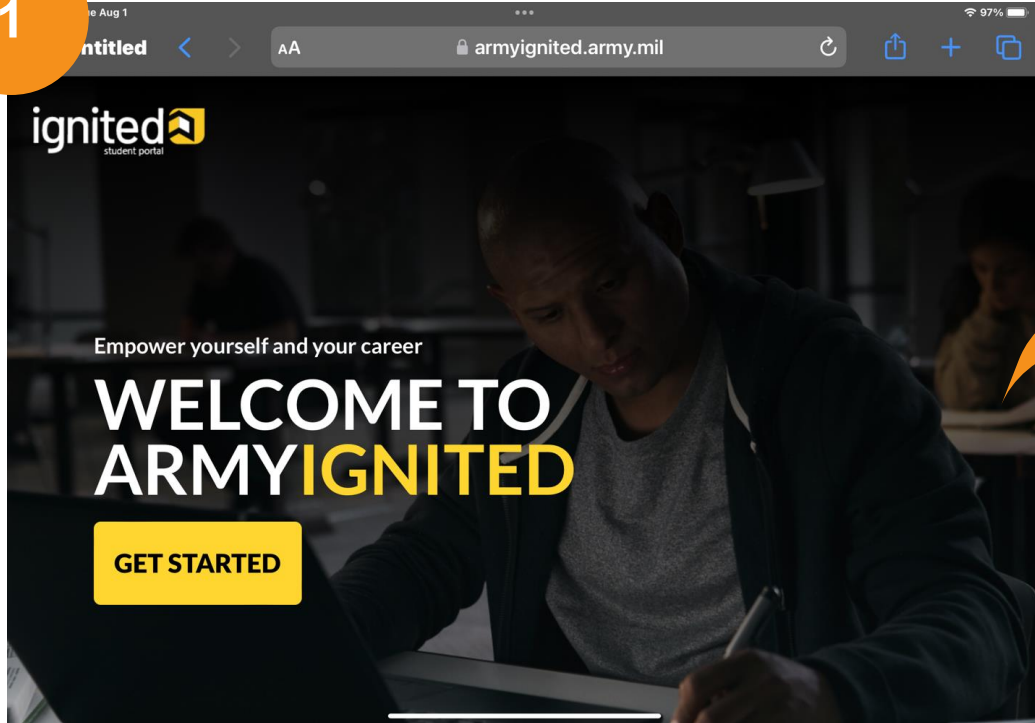# jTask

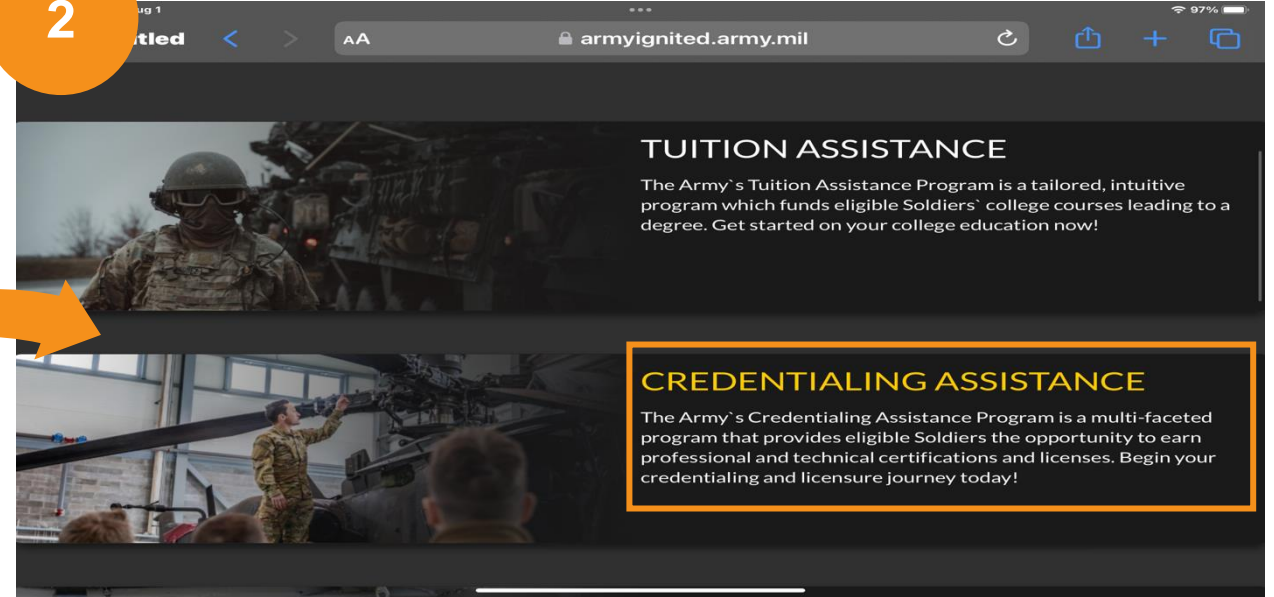# Join jTask CCMP Training Through ARMYIGNITED

Before Proceeding

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

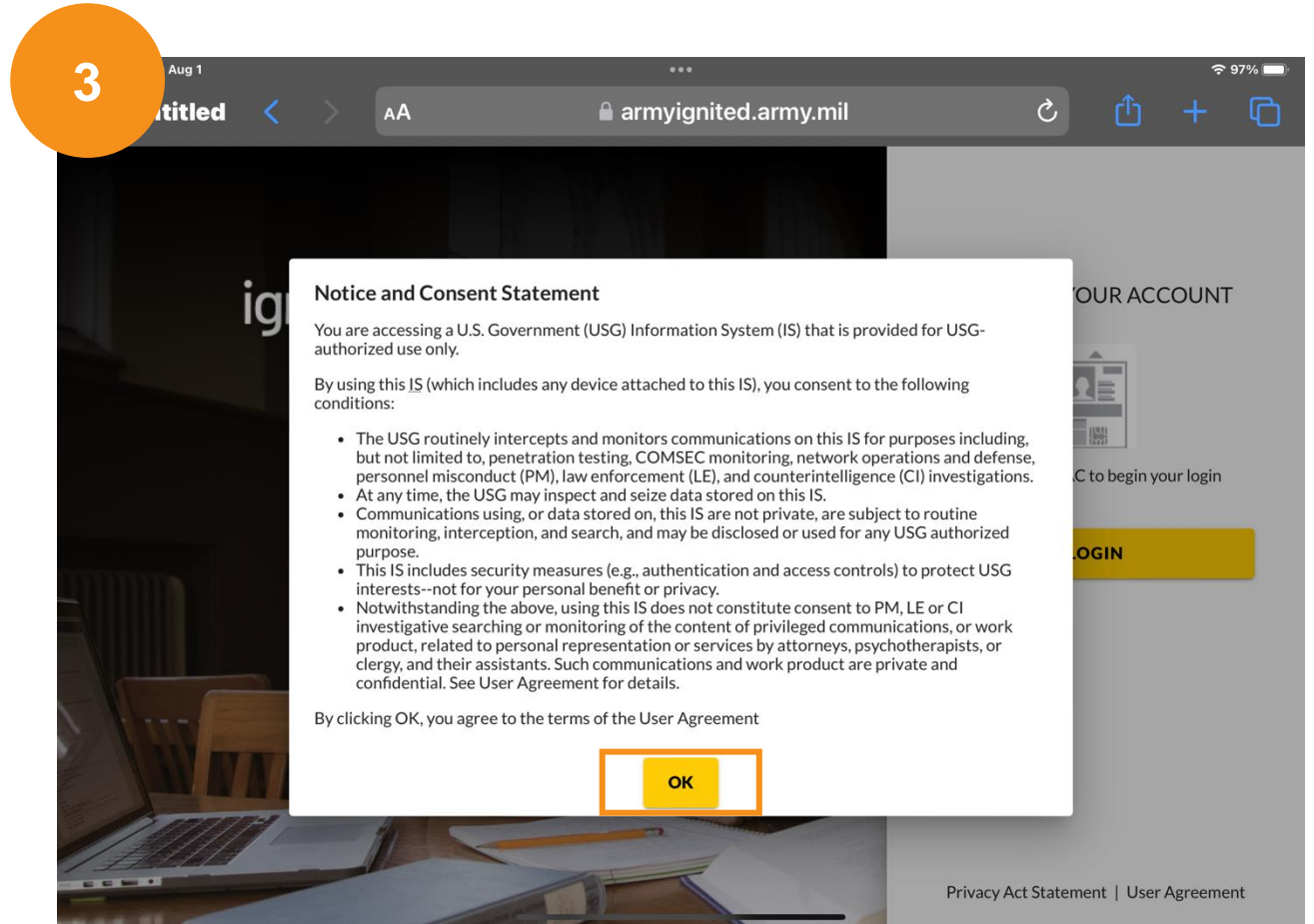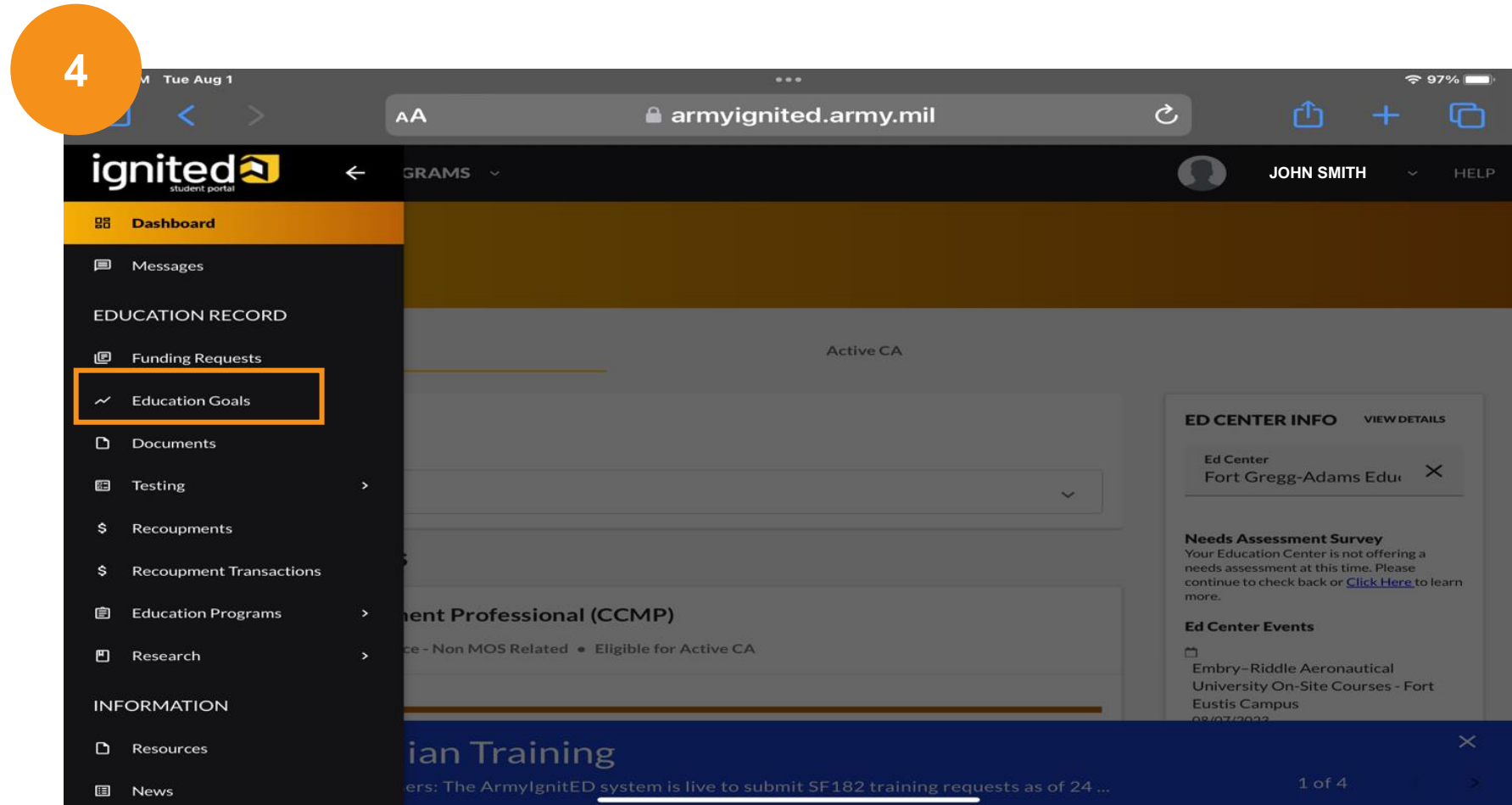| 45 Days Before Course Start Date	Course Start Date (Materials Available)	Training Start Date
Friday, December 20, 2024	Monday, February 3, 2025	Friday, February 7, 2025
Friday, January 17, 2025	Monday, March 3, 2025	Friday, March 7, 2025
Friday, February 14, 2025	Monday, March 31, 2025	Friday, April 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

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

4

AA   🔒 armyignited.army.mil

ignited student portal   ←   GRAMS ⌄   JOHN SMITH ⌄   HELP

⊞ **Dashboard**

💬 Messages

EDUCATION RECORD

📑 Funding Requests

〰 **Education Goals**

🗋 Documents

🖽 Testing   ›

$ Recoupments

$ Recoupment Transactions

📄 Education Programs   ›

🖿 Research   ›

INFORMATION

🗋 Resources

🖽 News

Active CA

ED CENTER INFO   VIEW DETAILS

Ed Center
Fort Gregg-Adams Edu   ✕

Needs Assessment Survey
Your Education Center is not offering a
needs assessment at this time. Please
continue to check back or Click Here to learn
more.

Ed Center Events
Embry–Riddle Aeronautical
University On-Site Courses - Fort
Eustis Campus

ⁿent Professional (CCMP)

ce - Non MOS Related ● Eligible for Active CA

ian Training

ers: The ArmyIgnitED system is live to submit SF182 training requests as of 24 ...   1 of 4   ›

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.

CHECK DATES TO REQUEST FUNDING.

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

14

Demographic   Vendor   Dates   4 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 ...   1 of 4

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