FTA Checklist for MN National Guard Members

**Step 1:** Go to [www.goarmyed.com](http://www.goarmyed.com) and create an account. Click on “Get Started” and select student. The account should be approved within 15 minutes.

*YOU MUST USE INTERNET EXPLORER* when working with GoArmyEd. Do not use any other browser!

*Wait for approval but while waiting*

**Step 2:** Log into [GoArmyEd](http://www.goarmyed.com) and click on “Request FTA access to open the VIA Tool. This step is where the soldier selects the school they will attend (Home School), name of the degree program and degree level (Associates, Bachelors, Masters) and submit request for approval to the Army Education Counselor for the MN National Guard.

**Step 3:** Complete Common Application

**Step 4:** Submit your TA Statement of Understanding (SOU)

**Step 5:** Upload Degree Report (for MinnState schools, it’s called a DARS and APAS for U of M schools).

  - Complete the course planner – you MUST complete 50% of classes that are required for your degree program. (Example: if you have to take 100 credits to get your degree, you must enter 50 credits worth of courses to be able to submit your course planner).

*Wait for approval*

**Step 6:** Request FTA for each course you will take in the upcoming semester. **This step can be completed 60 days before classes start, but must be submitted 5 business days before the first day of the semester.** Mn Guard Education Center suggests that you request FTA 30-15 days before the first day of class to ensure it gets approved by the first day of class. **DO NOT WAIT UNTIL THE LAST MINUTE TO REQUEST FTA!**

  - Documents to upload: Cost verification and class schedule.

*Wait for approval – has to be approved before the start of the term!*

**Step 7:** **Print TA Authorization** (approval) and bring it to your school so they are aware you have been approved for FTA and they will start the billing process.

  - From the GoArmyEd homepage, select “Other Links”
  - Select the small “+” sign by “After You Enroll in a Class”
  - Select “View All TA Requests” link
  - Without filling in any fields, simply click on the yellow Search button and it will list all your TA requests
  - All TA Requests appear. Click on the title of the approved class you wish to print (the TA requests by submit date screen appears with all the TA requests submitted on the same day).
  - Click in the box next to the class you want to print the TA voucher for in the “Print Select” column. A checkmark appears for the selected classes.
  - Select the “Print TA Form” button
  - Submit TA approval to your School Certifying Official

If a MNNG Soldier/Officer was eligible for FTA, they must use FTA to it’s fullest to be approved for State Tuition Reimbursement (STR) at the end of the semester. **NO EXCEPTIONS!**

***Ensure to login to your GoArmyEd account every 30 days

or else you will need to reactivate your account***