**FTA Checklist for ID National Guard Members**

**Step 1** - Go to [www.goarmyed.com](http://www.goarmyed.com) and request an account. Click on “Get Started” and select student. The account will get approved within 24 hours. **Must use Internet Explorer** when working with GoArmyEd. Do not use Chrome.

**Step 2** - Log into GoArmyEd and click “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, Education Services Specialist, or Education Services Officer for the ID National Guard. **wait for approval but while waiting…**

**Step 3** - Complete Common Application

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

**Step 5** - Upload Degree Plan (It’s called different things at different schools; Degree Audit, Degree Tracker, etc.) Also complete the course planner. You must enter 50% of classes that are required to take to receive your degree. (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) **Documents needed – Degree report. See “example degree report”**

**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. Our office 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 needed – 1. Cost verification and 2. Class schedule. See example “cost verification” and “class schedule”**

**Step 7** - Print TA authorization and bring it to your school so they are aware you have been approved for FTA.

If a IDARNG Soldier/Officer is eligible for FTA, they must use FTA to be approved for State Education Assistance Program (SEAP) reimbursement at the end of the semester. No exceptions!

***Ensure to log into your GoArmyEd account every 30 days, or else you will need to reactivate your account***

Call the Idaho Army National Guard Education Center at 208-272-3549 if you have any questions about applying for FTA. For questions regarding the Idaho State education Assistance Program (SEAP) contact SGT Heberling at 208-272-3612. For Questions regarding GI Bill education benefits, contact Ms. Mccloud at 208-272-3330.