

## 1

### SELECT "REQUEST TA"

- Before starting you will need to have your:
  - Class Schedule**, this can be found on **myUCCS Portal** under '**View my schedule**' in the middle of the homepage, save a copy to your desktop by pressing 'CTL + P'
  - Cost Verification**, this can also be found on your **myUCCS Portal**, going to the '**Student Financials**' tab in the top left corner and selecting '**View Your Balance**,' select the '**Print**' button and under '**destination**' on the popup, select '**Save as PDF**' and save a copy to your dektop
- From your GoArmyEd homepage select the '**Request TA**' button in the smart links section
- Note: **Your TA request must be approved before the start date of the class.** Soldiers whose TA requests are not approved by the class start date will be rejected.

## 2

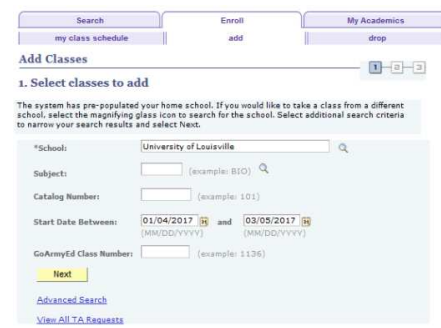
### READ AND AGREE WITH SoU

- The quarterly online Statement of Understanding for Use with Army Tuition Assistance may appear, if so **read the terms and scroll to the bottom.** (If the statement does not appear, **continue to Step 3.**
- Check the box** stating you have read and agree to the terms.
- Select the '**Submit**' button to proceed.

## 3

### SELECT CLASSES TO ADD

- The 'select classes to add' screen will appear.
- Using your course schedule fill in the:
  - School:** University of Colorado Colorado Springs (this may be prefilled)
  - Subject:** in the example below this will be 'CS'
  - Catalog Number:** the class number, example below is '1150'
  - Start Date Between:** select the "**Calendar**" icon next to the start and end dates to configure the dates: in the example: '6/15/2020' and '08/07/2020'
- Select the '**Next**' button.
- A message will appear stating the request is subject to the availability of funds.
- Select the '**OK**' button.

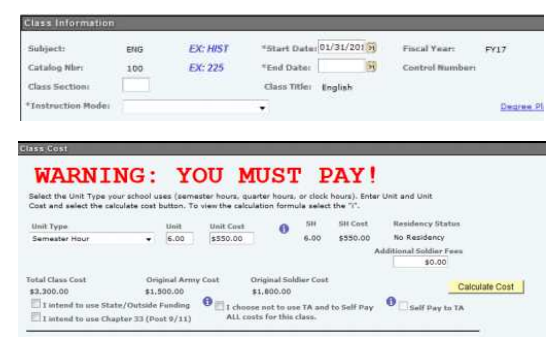


CS 1150 - Principles of Computer Science				
STATUS	WAITLIST POSITION	WAITLIST TYPE	WAITLIST DESCRIPTION	
Enrolled				
UNITS	GRADING	GRADE	DEADLINES	
3.00	Letter Grade		📅	
CLASS NBR	SECTION	COMPONENT	DAYS & TIMES	START/END DATE
20542	RL2	Lecture	MoWe 1:40PM - 4:20PM	05/15/2020 - 08/07/2020

## 4

### REQUEST TA

- The 'student information' section is prepopulated, scroll to the 'Class Information' section.
- Using your course schedule fill in the:
  - Start/End Date:** this will be the same information as entered in Step 3
  - Class Section:** this will be in the 'section' portion of your course schedule, in the above example this will be 'RL2'
  - Class Title:** the full title of the course, example above: Principles of Computer Science
  - Instruction Mode:** select where the class is held (OL/RL select 'DL - Online')
- Scroll down to the 'Upload Cost and/or Course Enrollment Verification Information' Section
- Upload your Cost Verification
  - Enter a **Title:** Cost Verification
  - Enter a **Description:** Cost verification for Summer 2020 (or applicable semester/year)
  - Select the '**Add Attachment**' button followed by the '**browse**' button and find and select the cost verification saved at the start of the process (see step 1).
  - Select the '**Open**' button, the document should then appear in the field next to the browse button.
  - Select the '**Upload**' button, the document is now attached to the TA request



## 4

### REQUEST TA continued

✓ Scroll to the 'Class Cost' Section

✓ Select '**Semester Hour**' from the 'Unit Type' dropdown

✓ Enter the number of unit the class is in the '**Unit**' box. This can be found in the 'units' section of your class schedule.

✓ Enter the '**Unit Cost**'

- To calculate this you will need your cost verification/bill and your course schedule
- Find your class fee on your bill, this is typically the largest fee on the bill with a description of your School/Division/Semester (for example: Business UpDiv Summer, LAS LowDiv Summer, etc.)
- Divide the class fee by the total number of course units you are taking (for example if you are taking two classes, 3 units each, you will divide your class fee by 6), the resulting number will equal your unit cost

✓ Select the '**Calculate Cost**' button

✓ If you are responsible to pay any or all of the class cost (this is likely as the UCCS unit cost is greater than the TA rate), red warning text appears at the top of the 'Class Cost' section telling you the you must self-pay directly to the school (you will be responsible for paying the remaining balance to UCCS as TA will not cover the remaining balance). This message includes a list of potential reasons for self-pay. Review the list and select the '**OK**' button.

✓ The Class, Army and Social Cost fields will be calculated based on the information you enter and you will be responsible for paying the amount listed in the 'Original Soldier Cost' field. (As TA does not pay for student fees you will also be responsible for paying for the remaining fees listed on your cost verification/bill.)

✓ Select the '**Submit**' button to submit your TA request

## 5

### REVIEW ACCOUNT INFORMATION

✓ The 'Account Information' screen will appear. **Review and update** any fields if applicable

✓ Select the '**Account Information Verified**' button

✓ A message stating your request has been submitted for review will pop-up. Select '**OK**'

✓ Another message will appear stating changes to Army Cost will be reflected on your TA Details screen within one hour. Select '**OK**'

✓ Lastly another message will ask if you want to submit an additional TA Request Form.

If not, select the 'Close Window' link to return to your GAE homepage. (Please note your request is pending at this time and **NOT** approved.

If yes, select the 'Yes' button and repeat Steps 3-6 for each additional class. (Soldiers may receive a message asking them to wait 15-20 minutes for their enrollment to process before they can enroll in another class or make changes.)

## 6

### DOWNLOAD YOUR APPROVED TA REQUEST

Once your TA Request has been approved you will need to do the following:

- In your GAE account click on '**Print approved TA Request**' smart link
- If this link is not available click on '**other links**' in the smart links section, the other links screen will appear
- Select the '+' next to the link titled 'After You Enroll in a Class.'
- Select the '**View All TA Requests**' link, the Request TA screen will appear
- **Enter a search parameter**, for example you could enter the start date of the class for which you requested TA
- Click '**Search**' and the 'Request TA' results will appear
- **Select the title** of the approved class you wish to view (note: you may only select a course that has 'approved' in the status field) the 'TA Requests by Submit Date' screen will appear
- **Select the box** next to the class in the 'Print Select' column
- Select the '**Print TA Form**' button, a message will appear stating the report is running
- Select the '**Click Here to View the Report**' link once it appears (the report will consist of two pages)
- **Select the printer icon** or 'CTL+P' and **save a PDF copy** to your desktop
- Note: You will need to do this for each class. Once you have downloaded all approval forms, copy, paste, and save them into one Word document.

## 7

### UPLOAD YOUR APPROVED TA REQUEST TO UCCS

- In your myUCCS Portal select the '**Student Financials**' tab (upper left)
- From the dropdown select '**Sponsor Billing Request**'
- **Select the term/year** for which you are using TA
- From the sponsor dropdown select '**GoArmyEd – Federal TA**' (NG select Colorado National Guard – State TA)
- Scroll to the bottom and select '**Next**'
- Select '**Attach Document**' and search for and select the document you saved in step 6, select '**Next**'
- Read and agree with the Acknowledgement of Tuition Responsibility by **checking the boxes** on the left, select '**Next**'
- Read and agree with the Acknowledgement of Student Responsibility by **checking the boxes** on the left
- Click on the signature box and **enter your signature**, select '**Submit**'