

# How To Guide

## Manage the Student Profile

### Purpose

This guide provides an overview on managing a student's ArmyIgnitED profile. From the profile, the student can: edit their personal information and credential path as well as view their education information, student degree plan, account holds, and account information. The student can complete the steps shown below:

### Steps to Manage Student Profile

1. Log in to ArmyIgnitED.
2. Click your **username** to access your profile.
3. Use the left panel to:
  - View Military Information
  - View and/or Edit Contact Information
  - View and/or Edit Mailing Information
4. Use the Education Information section to view:
  - Education Center
  - Highest Level of Education Completed
  - Education Institution
  - Graduation Date
5. Use the Credential section to view:
  - Completion of Most Recent Credential Path (including credential name, vendor, option, and expected completion)
6. Use the Financial Assistance section to view:
  - Credential Assistance
  - Future Assistance
7. Use the right panel to view:
  - Current Requests
  - Account Holds
  - Civilian Education Level
  - Military Education Level
  - Account Creation Date
  - Signed SOU Date

The screenshot displays the ArmyIgnitED Profile Page for a user named Edgar Poe. The page is divided into several sections, each highlighted with a red box and a numbered callout:

- 1:** Personal Information section, showing the user's name and rank: PVT Edgar Poe.
- 2:** Username 'Welcome, Edgar' in the top right navigation bar.
- 3:** The left-hand navigation menu with options like Military Information, Contact Information, and Mailing Information.
- 4:** Education Information section, displaying details such as Education Center (Fort Knox Education Center), Highest Education Level Completed (N/A), Education Institution (The Florida State University), and Graduation Date (Dec 13, 2015).
- 5:** Credential section, showing the Most Recent Credential Path Completed (ComptIA Security+ ce) with a 'View Previous Paths' link.
- 6:** Financial Assistance section, showing a balance of \$240.00 as of 04/24/20, with a progress bar and a total of \$3,760.00 per year.
- 7:** The right-hand panel containing sections for ComptIA Security+ ce Credential Plan, Current Requests (none), Account Holds (none), Account Information, Civilian Education Level (2), Military Education Level, Account Created (Mar 19, 2020), and Signed SOU Date (Mar 19, 2020).

**Note:** Clicking **View Previous Paths** allows you to review previous credential paths.

Refer to Manage Student Features Overview for more information on this process.