



# GoArmyEd Menu



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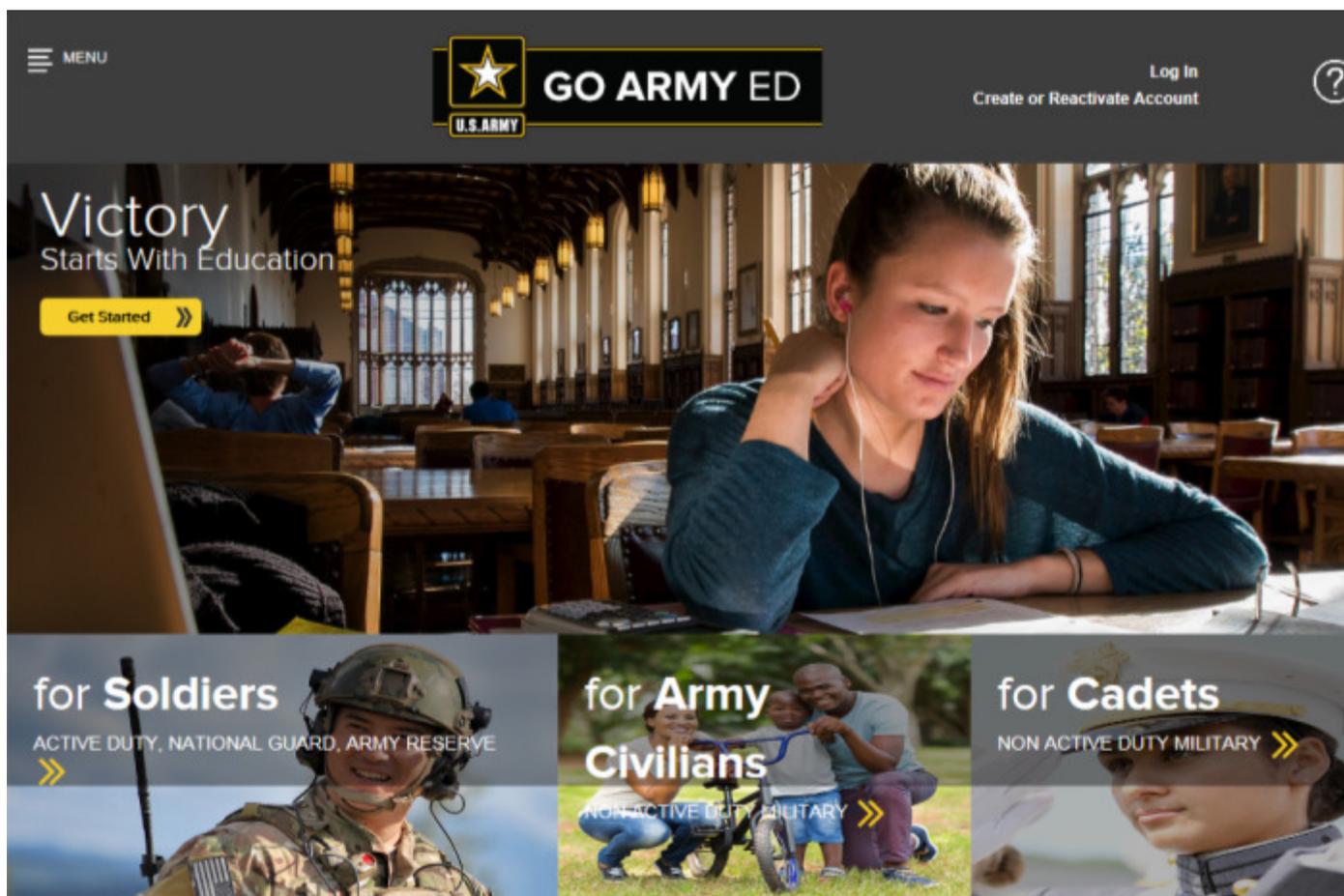


# Welcome to GoArmyEd



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GoArmyEd is designed to be your one-stop location for the automated process of all scholarship payments to both Colleges/Universities and Cadets/2LTs





# Create/Activate Account



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\*Note: Cadets with no Prior Service time login through [www.goarmyed.com](http://www.goarmyed.com) to create their account



Can't Log in if you don't "Create/Activate" your account. Cadet/2LT must select "Cadet Student"

\*Note: Cadets with Prior Service time login through [www.goarmyed.com/cadet](http://www.goarmyed.com/cadet) to create their account

[If you have created an account, skip to slide 10 and log in.](#)



# Create/Activate Account



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Click "if you do not have a GoArmyEd account" to create a new account

\*Scroll Down to Log In\*



The screenshot shows the GoArmyEd login interface. It includes a 'User Name' field, a 'Password' field, and a 'Log In' button. Below the login fields are links for 'Forgot your password?', 'If you do not have a GoArmyEd account, sign up here!', and 'Not a Cadet? Click here.'. At the bottom, there is a 'Reactivate GoArmyEd Account' button and a section for logging in with a Common Access Card (CAC), which includes a QR code and a small image of a CAC.



# Student Account Registration



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## USACC Student Account Registration Wizard

Enter your Social Security Number/Employee Identification Number (SSN/EIN) and Date of Birth (MM/DD/YYYY) in order to register with GoArmyEd.

SSN (EIN for Local Nationals):

002142335

11/26/1994

Proceed >>

Already have a GoArmyEd account? [Login here](#)

**Input your  
SSN/DOB**



# Student Account Registration



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## USACC Student Account Registration Wizard

### Personal/Contact Information

Verify and update your information below and select the "Next" button. Once you have submitted the information, you will receive a username to the email address provided. It is very important to provide a valid email address. You will need this information to access your view of the portal.

\* Note: Please contact your Program Cadre to update your information

First Name:	Matthew	Middle Name:	L	Last Name:	Ysais	Suffix:	
SSN (Last 4):	- 1222	Brigade:	Seventh	Host Program:	CENTRAL STATE UNIVERSITY (003026)	Academic Program:	CEDARVILLE UNIVERSITY(0030)

**No AKO Emails!**

Use your Penn State email

### PERSONAL INFORMATION

✕ Email:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Country:

Primary Phone:

**Input a phone number, no dashes**

### PMS INFORMATION

Full Name: Ronald M Large

✕ Email:

Next >>



# Student Account Registration



*Leaders for Life*

USACC Student Account Registration Wizard

Congratulations! You are now successfully registered with GoArmyEd

Your user name is: **jhibb027.**

Please save your user name. You will need it to login to GoArmyEd. Once you create your password and select lost password questions, you may log into GoArmyEd.

Create Password:

Please enter your new GoArmyEd password. When selecting a new password, be sure you adhere to the NIST Password Standards. Please note there are new password requirements. For security reasons, you will not have access to GoArmyEd until your password has been successfully created.

Please note: your password is case sensitive when creating it.

\*New Password:

\*Confirm New Password:

Show Password

Lost Password Questions:

Please provide answers to three lost password questions before proceeding.

Instructions: Selecting questions and answers below will enable you to reset your password in the event that you forget your password. Answers to these questions should be kept as secure as your password. You must answer all the questions before you can submit the form. Please note, the answers you provide are case sensitive.

Fields marked with an \* are required.

*Question 1	Answer 1
<input type="text"/>	<input type="text"/>
*Question 2	Answer 2
<input type="text"/>	<input type="text"/>
*Question 3	Answer 3
<input type="text"/>	<input type="text"/>

**Write down your User Name**

**Also take a picture or save a screen shot of this page!**



# Student Account Registration



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The screenshot shows the 'GO ARMY ED' header with the U.S. Army logo. The main content area displays a welcome message: 'Welcome to USACC GoArmyEd'. Below this, it instructs the user: 'Please view the following training video before proceeding' and 'Cadet Student Training Video'. A video player is shown with a play button. A callout bubble points to the video player with the text: 'Watch the video and then acknowledge that you did'. Below the video player, there is a checkbox that is checked, with the text: 'I acknowledge that I have viewed the training video'. A callout bubble points to a blue button labeled 'Proceed to Home Page' with the text: 'Select Proceed to Home Page'.



# Cadet Homepage



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**GO ARMY ED**

U.S. ARMY

— CADET STUDENT | LOGOUT

- Home
- Account Information
- Alerts & News
- Student Record
- Reference Documents
- Assistance Center
- Training

**EDUCATION RECORD**

**HELP / KNOWLEDGE**

**COURSE PLANNER**

Plan your education and take advantage of your scholarship benefits today!

USACC Course Planner

**LOGOUT !**



# Log In



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**GO ARMY ED** [Log In](#) [Create / Activate Account](#) [?](#)

User Name

Password

[Forgot Password/ User Name](#)

**LOG IN**

Have a Common Access Card?  
Smart Card [Log In](#)

Type your User Name & Password or use your Smart card



# Message from Webpage



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**GO ARMY ED** Log In   
Create / Activate Account

**Message from webpage**

 YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY. By using this IS (which includes any device attached to this IS), you consent to the following conditions:  
The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

By Selecting 'OK' you agree to the above conditions

OK Cancel

Common Access Card?  
Smart Card [Log In](#)



# Log In



*Leaders for Life*



\*Scroll Down to Log In\*



User Name

Password

Log In

[Forgot your password?](#)

[If you do not have a GoArmyEd account, sign up here!](#)

[Not a Cadet? Click here.](#)

Reactivate GoArmyEd Account

Log in with your Common Access Card (CAC)

Log in with your User Name and Password



# Cadet Homepage



*Leaders for Life*

The screenshot shows the 'GO ARMY ED' interface for a 'CADET STUDENT'. The top navigation bar includes a menu icon, a notification bell with a '0' badge, and a 'LOGOUT' link. A left sidebar lists navigation options: Home, Account Info, Alerts & News, Student Record, Ref, Assistance Center, and Training. The main content area features three highlighted sections: 'EDUCATION RECORD' with a callout 'Course Planner' pointing to a graduation cap icon; 'HELP / KNOWLEDGE' with a callout 'Training Videos' pointing to a video camera icon; and a 'USACC Course Planner' section with a callout 'Course Planner' pointing to a graduation cap icon. A 'Cadet Payment Request' callout points to a dollar sign icon in the Education Record section.



# Cadet Course Planner Process



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Select the "Course Planner" icon & add courses to your Course Planner starting with the current term





# Cadet Course Planner Cont'd



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**GO ARMY ED** CONLI001 on FPDEV

[Home](#) | [GoArmyEd Assistance Center](#) | [Add to Favorites](#) | [Close Window](#)

**\*\* SENSITIVE // FOR OFFICIAL USE ONLY \*\***

## USACC Course Planner

[Instructions](#)

Doe, John E.

<b>GoArmyEd ID:</b> 2136398	<b>USACC ID:</b> -999999	<b>Phone:</b> 656/442-0526	<a href="#">Form 104-R</a>
<b>Last 4 SSN:</b> x6398	<b>Email:</b> jed0123@psu.edu		

**DEGREE DETAILS** ?

<b>Academic Program:</b>	PSU07 Penn State University (All but World Campus)
<b>FICE/OPEID:</b>	00332900
<b>Degree Plan:</b>	FDB - PHYSICAL THERAPY -

[Add Courses](#)

You must upload USACC form 104-R in .pdf format. No handwritten 104-Rs! Be sure that you include your name in the name of your file!





# Cadet Course Planner Cont'd



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- Only enter the current semester into the Course Planner (You could add future ones, but then you must update it).

**PLANNED ACADEMIC PROGRAM WORKSHEET**  
For use of this form, see USACC Pam 145-4, the proponent agency is ATCC-PA-C  
**DATA REQUIRED BY PRIVACY ACT STATEMENT OF 1974**

1. **AUTHORITY:** Title 10, US Code 2101 and 2104  
 2. **PRINCIPAL PURPOSE(S):** To provide information and data necessary for administering the Army Senior ROTC program, processing, and managing of selected students for commissioning in the Army (AW established public law and Army Regulations.  
 3. **ROUTINE USE(S):** To provide a projected academic plan to determine if the applicant meets the public law requirements of two remaining academic years.  
 4. **VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION** Voluntary information is necessary to determine eligibility of the individual for acceptance, continuance, or discontinuance in the Army ROTC program.

1. **NAME OF STUDENT (LAST, FIRST, MI)**  
Doe, John E.

2. **ACADEMIC MAJOR**  
Computer Engineering

2a. **CIP CODE**

3. **AS OF DATE (MM/DD/YYYY)** (Date of form preparation)  
08/28/2014

4. **ACADEMIC SCHOOL**  
The Pennsylvania State University

5. **CREDIT HOURS**  
Select Semester or Quarter (S/Q) Semester

6. **GRADE POINT AVERAGE (GPA)**

a. **IDENTIFICATION (Check one):** Host  Extension Center  Cross-Enrolled

b. **HOST SCHOOL**  
The Pennsylvania State University

c. **HOST FICE**  
003320

a. **Total required for degree:** 131  
 (1) ROTC Hours that do not count: 17  
 (2) Total Hours Req'd for NAPS: 148  
 Normal Academic Progression Standard: 18  
 b. **Credits toward degree Comp to date:** 0  
 c. **Transfer Credits accepted:** 0  
 d. **Remaining for Degree:** 148  
 e. **Number of authorized S/Qs:** 9

7. **TERM, YEAR, COURSE NUMBER, COURSE TITLE, COURSE CREDIT HOURS, CREDITS THAT COUNT TOWARDS ACADEMIC DEGREE, AND ACHIEVED GRADES.**

Term	Year	No.	Course Title	Hrs.	Cts.	Grd.
Fall	14	E SC1205	Design For Failure	1	1	
Fall	14	MATH 140	(GQ) Calculus I	4	4	
Fall	14	ARMY 101	Army Organization and Fund	2	0	
Fall	14	CHEM 110	(GN) Chemical Principles I	3	3	
Fall	14	ENGL 015	(GWS) Rhetoric/Composition	3	3	
Fall	14	ECON 104	(OS) Macroeconomic Anal	3	3	
Fall	14	CHEM 108	Problem Solving in Chemistry	1	0	
<b>Total Term Hours:</b>				17	14	

Term	Year	No.	Course Title	Hrs.	Cts.	Grd.
Spring	15	CHEM 112	(GN) Chemical Principles II	3	3	
Spring	15	Edison 100	Introduction to Engrg Design	3	3	
Spring	15	MATH 141	(GQ) Calculus II	4	4	
Spring	15	PHYS 211	General Physics: Mechanics	4	4	
Spring	15	ARMY 102	The Mil Prof. Lead and Mngmt	2		
<b>Total Term Hours:</b>				16	14	

Term	Year	No.	Course Title	Hrs.	Cts.	Grd.
<b>Total Term Hours:</b>						

Term	Year	No.	Course Title	Hrs.	Cts.	Grd.
Fall	15	CMPS205	(GQ) Programming Engineers	3	3	
Fall	15	EMCH 211	Statistics	3	3	
Fall	15	MATH 251	Ord/Part. Diff. Equations	4	4	
Fall	15	PHYS 212	(GN) Electricity and Magn.	4	4	
Fall	15	ARMY 303	Tactics and Principles of War	2	0	
<b>Total Term Hours:</b>				16	14	

Term	Year	No.	Course Title	Hrs.	Cts.	Grd.
Spring	15	EMCH 212	Dynamics	3	3	
Spring	15	EMCH 213	Strength of Materials	3	3	
Spring	15	M E 300	Engineering Thermodynamics	3	3	
Spring	15	MATH 226	(GQ) Matrices	2	2	
Spring	15	MATH 231	Calculus of Several Variables	2	2	
Spring	15	PHYS 214	Wave/Quantum Phys	2	2	
Spring	15	ARMY 304	Topographic Maps and Orient	2	0	
<b>Total Term Hours:</b>				17	15	

Term	Year	No.	Course Title	Hrs.	Cts.	Grd.
<b>Total Term Hours:</b>						

8. **STUDENT INITIALS & DATE:**

(Have the student initial and date beside each term to indicate they have been counseled)

TERM 1: \_\_\_\_\_ TERM 2: \_\_\_\_\_ TERM 3: \_\_\_\_\_ TERM 4: \_\_\_\_\_ TERM 5: \_\_\_\_\_ TERM 6: \_\_\_\_\_ TERM 7: \_\_\_\_\_ TERM 8: \_\_\_\_\_ TERM 9: \_\_\_\_\_



# Cadet Course Planner Cont'd



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GO ARMY ED CONLI001 on FPDEV

Home | GoArmyEd Assistance Center | Add to Favorites | Close Window

**\*\* SENSITIVE // FOR OFFICIAL USE ONLY \*\***

## USACC 104-R Form

On this page you can upload your 104-R form and see past forms uploaded with their date and time stamp of upload.

The 104-R form that you are uploading is considered completed and approved for uploading when both your PMS and Academic Advisor have signed the document.

Note: Be careful when uploading your forms, you cannot delete your forms uploaded in this section. If you upload a wrong file to this section you can create a helpdesk case to get the file removed. Please be specific in your helpdesk case for deleting forms on this page, you should include the title of the file you would like deleted in the notes section of your helpdesk case.

Doe_104R_OCT17.pdf	02/11/17 7:46AM	<a href="#">View</a>
--------------------	-----------------	----------------------

[Attach 104-R](#) [Back to Course Planner](#)

Select "Attach 104-R" and attach document from "Browse" then select "Back to Course Planner"





# Cadet Course Planner Cont'd



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 **GO ARMY ED** CONLI001 on FPDEV

[Home](#) | [GoArmyEd Assistance Center](#) | [Add to Favorites](#) | [Close Window](#)

**\*\* SENSITIVE // FOR OFFICIAL USE ONLY \*\***

## USACC Course Planner

[Instructions](#)

Doe, John E.

**GoArmyEd ID:** 2136398    **USACC ID:** -999999    **Phone:** 656/442-0526    **Form 104-R**

**Last 4 SSN:** x6398    **Email:** jed0123@psu.edu

**DEGREE DETAILS** ?

<b>Academic Program:</b>	PSU07 Penn State University (All but World Campus)
<b>FICE/OPEID:</b>	00332900
<b>Degree Plan:</b>	FDB - PHYSICAL THERAPY -

**Add Courses**

Select "Add Courses"





# Cadet Course Planner Cont'd



*Leaders for Life*

**USACC Course Planner - Add Courses**

[Instructions](#)

Doe, John E.  
GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
Last 4 SSN: x6398    Email: jed0123@psu.edu

Academic Program: [Return to Course Planner](#)

▼ Search Criteria [?](#)

School:   Penn State University (All but World Campus)   
Subject:       Catalog Number:    
Course Title:

[Can't Find My Courses](#)

Select "Can't Find My Courses"  
(The Penn State Course Catalog  
is not uploaded in GAE).





# Cadet Course Planner Cont'd



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Add Courses Save Submit

COURSE DETAILS ? Find 1-8 of 8

School	School Name	Subject	Catalog Number	Course Title	Units	Unit Type	Semester Hours	Military Science	Submit Date	
PSU07	Penn State University (All but World Campus)	PHYS1	101	INTRO TO PHYSICAL THERAPY	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
								<input type="checkbox"/>		Delete

You will have to click “Add Courses” and “Can’t Find My Courses” on previous screen to add new lines for each class.

University Park Cadets, Type “PSU07” in the “School” column  
Altoona Cadets, Type “PSU32” in the “School” column

Then type the Course Catalogue subject abbreviation (e.g. ARMY, BIOL, ENGL) in “Subject” column; then course number, title, credits in “Catalog Number,” “Course Title,” and “Units” columns. Select “Semester Hour” under “Unit Type” column. This information should be on your USACC 104-R.

 **Duplicate courses not allowed. For second KINES 096, try KINES 96 or 096a**



# Cadet Course Planner Cont'd



Leaders for Life

Add Courses
Save
Submit

COURSE DETAILS										
School	School Name	Subject	Catalog Number	Course Title	Units	Unit Type	Semester Hours	Military Science	Submit Date	
PSU07	Penn State University (All but World Campus)	PHYSI	101	INTRO TO PHYSICAL THERAPY	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	HIST	401	HUMANITIES	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	BIOL	110	Biology: Basic Concepts and Biodiversity	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	PHYSI	201	INTRO TO ANATOMY	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	CLCIV	301	GREEK MYTHOLOGY	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	ARMY	301	Advanced Principles of Leadership	3.00	Semester Hour	3.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	SFEE	300	SCHOOL FEES	0.00	Semester Hour	0.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	SFEE	301	SCHOOL FEES	0.00	Semester Hour	0.00	<input type="checkbox"/>		Delete

Your Course Planner should initially have a row marked "SFEE" for every remaining semester. Do not delete these lines. (Re-add if you deleted them).  
 SFEE 100 and 101 are for freshmen first and second semester, 200 and 201 are for sophomore first and second semester, etc.





# Cadet Course Planner Cont'd



Leaders for Life

Add Courses

Save

Submit

## COURSE DETAILS

School	School Name	Subject	Catalog Number	Course Title	Units	Unit Type	Semester Hours	Military Science	Submit Date	
PSU07	Penn State University (All but World Campus)	PHYSI	101	INTRO TO PHYSICAL THERAPY	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	HIST	401	HUMANITIES	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	BIOL	110	Biology: Basic Concepts and Biodiversity	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	PHYSI	201	INTRO TO ANATOMY	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	CLCIV	301	GREEK MYTHOLOGY	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	ARMY	301	Advanced Principles of Leadership	3.00	Semester Hour	3.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	SFEE	300	SCHOOL FEES	0.00	Semester Hour	0.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	SFEE	301	SCHOOL FEES	0.00	Semester Hour	0.00	<input type="checkbox"/>		Delete

Select "Military Science" box for ROTC classes





# Cadet Course Planner Cont'd



Leaders for Life

Buttons: Add Courses, Save, Submit

COURSE DETAILS

School	School Name	Subject	Catalog Number	Course Title	Units	Unit Type	Semester Hours	Military Science	Submit Date	
PSU07	Penn State University (All but World Campus)	PHYS	101	INTRO TO PHYSICAL THERAPY	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	HIST	40			Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	BIOL	1			Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	PHYS	20			Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	CLCIV	30			Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	ARMY	301	Advanced Principles of Leadership	3.00	Semester Hour	3.00	<input checked="" type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	SFEE	300	SCHOOL FEES	0.00	Semester Hour	0.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	SFEE	301	SCHOOL FEES	0.00	Semester Hour	0.00	<input type="checkbox"/>		Delete

Message

Military Science Course is a course that is fulfilled as an ROTC requirement. (25000,1470)

OK

Click "OK" on this Pop-up.  
Once you have all your courses in, click "Save"





# Warning Message



Leaders for Life

Buttons: Add Courses, Save, Submit

COURSE DETAILS

School	School Name	Subject	Catalog Number	Course Title	Units	Unit Type	Semester Hours	Military Science	Submit Date	
PSU07	Penn State University (All but World Campus)	PHYS				Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	HIST				Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	BIOL				Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	PHYS	201	INTRO TO ANATOMY	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	CLCIV	301	GREEK MYTHOLOGY	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	ARMY	301	Advanced Principles of Leadership	3.00	Semester Hour	3.00	<input checked="" type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	SFEE	300	SCHOOL FEES	0.00	Semester Hour	0.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	SFEE	301	SCHOOL FEES	0.00	Semester Hour	0.00	<input type="checkbox"/>		Delete

Message

Warning: You have "Saved" but not "Submitted" your course planner for approval. (25000,1468)

Once you have completed entering all of the courses in your Form 104R, please "Submit" the planner for approval.

OK

**You have "Saved" but not "Submitted" your Course Planner for approval!**

Click "OK" on the Pop-up.

If you have all your courses for the current semester in the Course Planner, click "Submit".





# Success Message



Leaders for Life

Buttons: Add Courses, Save, Submit

COURSE DETAILS

School	School Name	Subject	Catalog Number	Course Title	Units	Unit Type	Semester Hours	Military Science	Submit Date	
PSU07	Penn State University (All but World Campus)	PHYSI	101	INTRO TO PHYSICAL THERAPY	4.00	Semester Hour	4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)						4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)						4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)						4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)						4.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	ARMY	301	Advanced Principles of Leadership	3.00	Semester Hour	3.00	<input checked="" type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	SFEE	300	SCHOOL FEES	0.00	Semester Hour	0.00	<input type="checkbox"/>		Delete
PSU07	Penn State University (All but World Campus)	SFEE	301	SCHOOL FEES		Semester Hour	0.00	<input type="checkbox"/>		Delete

Message: Success: You have submitted your planner for review. (25000,1499)  
Please be sure that you have added all of the courses that are on your Form 104-R before you submit. The Course Planner will be automatically approved, and any changes will have to be submitted in an updated version of the Course Planner. Once your Course Planner is submitted and auto approved, you will be able to submit your payment request for "Tuition and Fees" or "Room and Board." Be sure to register with your school before submitting a Cadet Payment Request form.

OK

Select "OK" and the Course Planner will auto-approve





# Cadet Payment Request (CPR)



*Leaders for Life*

- The date you can submit your CPR is determined by the school's last Add date. You can submit one day after.
- Go to LionPath and download your August (Fall) or December (Spring) bursar's statement and save as a .pdf file
- If you take a class with a fee and the fee is listed on a later statement, upload both that statement and your August or December statement.

**ALERT:**

If you have not enrolled in eRefund, select "Click to enroll in eRefund" and complete the requested information.

**New for Fall 18:**

The Installment Payment Plan is now a four (4) installment payment plan.

If you are expecting financial aid for the fall 18 semester and it's not displayed below in the Your Account Section under Anticipated Aid, please contact the Office of Student Aid at [studentaid.psu.edu/contact-info/email-us](mailto:studentaid.psu.edu/contact-info/email-us).

Payments made by credit card are subject to a 2% service fee.

Your Account	
Balance from prior statement	9,933.00
Account Activity since prior statement	-9,933.00
Current account balance	0.00
Anticipated Aid	0.00
Projected account balance	0.00
<a href="#">Account Detail</a>   <a href="#">Make a Payment</a>	

Your Recent Payments	
<a href="#">View All</a>	
You have no recent payments.	

Your Statements		
<a href="#">View</a>		
To view all your bills click 'View All'.		
Aug 18 Statement ...	08/01/2018	<a href="#">View</a> <a href="#">Download</a>
Jan 18 Statement ...	01/06/2018	<a href="#">View</a> <a href="#">Download</a>
Dec 17 Statement ...	12/04/2017	<a href="#">View</a> <a href="#">Download</a>

Installment Payment Plan
In order to sign up for the Installment Payment Plan, you must



***This We'll Defend***



# Cadet Payment Request (CPR)



*Leaders for Life*

## Penn State Academic and CPR Calendar

Semester	First Day of Classes	Last Add Day	First day to submit CPR	Last Day of Finals
Spring 2018	8 Jan 2018	14 Jan 2018	15 Jan 2018	4 May 2018
Fall 2018	20 Aug 2018	26 Aug 2018	27 Aug 2018	14 Dec 2018
Spring 2019	7 Jan 2019	13 Jan 2019	14 Jan 2019	3 May 2019
Fall 2019	26 Aug 2019	1 Sep 2019	2 Sep 2019	20 Dec 2019
Spring 2020	13 Jan 2020	19 Jan 2020	20 Jan 2020	8 May 2020
Fall 2020	24 Aug 2020	30 Aug 2020	31 Aug 2020	18 Dec 2020
Spring 2021	11 Jan 2021	17 Jan 2021	18 Jan 2021	7 May 2021
Fall 2021	23 Aug 2021	29 Aug 2021	30 Aug 2021	17 Dec 2021
Spring 2022	10 Jan 2022	16 Jan 2022	17 Jan 2022	6 May 2022
Fall 2022	22 Aug 2022	28 Aug 2022	29 Aug 2022	16 Dec 2022

\$



# Cadet Payment Request Cont'd



*Leaders for Life*

Home

Account Information

Alerts & News

Student Record

Reference Documents

Assistance Center

Training

EDUCATION RECORD

HELP / KNOWLEDGE

COURSE

USACC Course Planner

— CADET STUDENT

You will select the "Cadet Payment Request" & add courses from your Course Planner starting with the current term

\$



# Cadet Payment Request Cont'd



*Leaders for Life*

**USACC Cadet Payment Request (CPR) Search**

[Instructions](#)

Search Criteria ?

GoArmyEd ID:	2136398
USACC ID:	-999999
CPR Status:	<input type="text"/>
Program Cadre Status:	<input type="text"/>
PMS Status:	<input type="text"/>

Select "Create New CPR"

\$



# Cadet Payment Request Cont'd



*Leaders for Life*

**USACC Cadet Payment Request (CPR)**

[Instructions](#)

Doe, John E.

**GoArmyEd ID:** 2136398    **USACC ID:** -999999    **Phone:** 656/442-0526

**Last 4 SSN:** x6398    **Email:** jed0123@psu.edu

[Return to Search](#)

▼ **DEGREE DETAILS** ⓘ

**Academic Program:** PSU07 Penn State University  
**Degree Plan:** FDB - PHYSICAL THERAPY -

▼ **DETAILS** ⓘ

\*Last Add/Drop Date:

[Return to Search](#)

Select the term that you are requesting payment from the pull-down list

\$



# Cadet Payment Request Cont'd



*Leaders for Life*

- Once a term is selected, Cadet scholarship options will appear

**USACC Cadet Payment Request (CPR)**

[Instructions](#)

Doe, John E.

GoArmyEd ID: 2136398      USACC ID: -999999      Phone: 656/442-0526

Last 4 SSN: x6398      Email: jed0123@psu.edu

▼ **DEGREE DETAILS** ⓘ

Academic Program: PSU07 Penn State University (All but Wo  
Degree Plan: FDB - PHYSICAL THERAPY -

▼ **DETAILS** ⓘ

\*Last Add/Drop Date: 2018-01-08 Spring 2018     Tuition and Fees     Room and Board

You may choose a different option each term - but notify your instructor or an HRA before you make any change!

[If selecting Room and Board, skip ahead to next section.](#)

\$

**Slide 31**

---

**TJSMCUTU1** Tullis, Jenika S Miss CIV USA TRADOC USACC, 2/18/2017



# Cadet Payment Request Cont'd



Leaders for Life

- Cadet must select type of scholarship benefit:  
Tuition and Fees (T&F) or Room and Board (R&B)

**USACC Cadet Payment Request (CPR)**

[Instructions](#)

Doe, John E.  
GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
Last 4 SSN: x6398    Email: jed0123@psu.edu    [Return to Search](#)

▼ **DEGREE DETAILS** ⓘ

Academic Program: PSU07 Penn State University (All but World Campus)  
Degree Plan: FDB - PHYSICAL THERAPY -

▼ **DETAILS** ⓘ

\*Last Add/Drop Date: 2018-01-08 Spring 2018     Tuition and Fees     Room and Board    [Add Courses](#)    [Request Override](#)  
 Flat Rate    [Search](#)

When you select T&F it will generate the Flat Rate box also

DO NOT CHECK THE FLAT RATE BOX!

\$



# Cadet Payment Request - T&F



*Leaders for Life*

- Cadets who select Tuition and Fees will then add courses to the Cadet Payment Request

**USACC Cadet Payment Request (CPR)**

[Instructions](#)

Doe, John E.  
GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
Last 4 SSN: x6398    Email: jed0123@psu.edu

[Return to Search](#)

▼ **DEGREE DETAILS** ⓘ

Academic Program: PSU07 Penn State University (All but World Campus)  
Degree Plan: FDB - PHYSICAL THERAPY -

▼ **DETAILS** ⓘ

\*Last Add/Drop Date: 2018-01-08 Spring 2018     Tuition and Fees     Room and Board    [Add Courses](#)    [Request Override](#)  
 Flat Rate

[Return to Search](#)

Select "Add Courses"

\$



# Cadet Payment Request - T&F



Leaders for Life

Doe, John E.  
 GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
 Last 4 SSN: x6398    Email: jed0123@psu.edu

DEGREE DETAILS  
 Academic Program: PSU07 Penn State University (All but World Campus)  
 Degree Plan:

COURSE DETAILS

**You will click "Add to CPR" for the courses you want to be paid for the selected term**

**Listing of Courses from the Course Planner**

[Return to CPR](#)

Add to CPR	Course Planner Status	Catalog Number	Course Title	Units	Unit Type	Semester Hours	Military Science	Submit Date
<a href="#">Add to CPR</a>	Approved	PSU07	Penn State University ARMY LEADERSHIP AND MANAGEMENT	3.00	Semester Hour	3.00	<input checked="" type="checkbox"/>	03/07/20
<a href="#">Add to CPR</a>	Approved	PSU07	Penn State University (All but World Campus) HIST HUMANITIES	4.00	Semester Hour	4.00	<input type="checkbox"/>	03/07/20
<a href="#">Add to CPR</a>	Approved	PSU07	Penn State University (All but World Campus) PHYSI INTRO TO PHYSICAL THERAPY	4.00	Semester Hour	4.00	<input type="checkbox"/>	03/07/20
<a href="#">Add to CPR</a>	Approved	PSU07	Penn State University (All but World Campus) SFEE SCHOOL FEES	0.00	Semester Hour	0.00	<input type="checkbox"/>	03/07/20

\$



# Cadet Payment Request - T&F



Leaders for Life

Doe, John E.  
 GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
 Last 4 SSN: x6398    Email: jed0123@psu.edu

DEGREE DETAILS  
 Academic Program: PSU07 Penn State University (All but World Campus)  
 Degree Plan: FDB - PHYSICAL THERAPY -

COURSE DETAILS

Add to CPR	Cou. Planner Status	Catalog Number	Course Title	Units	Unit Type	Semester Hours	Military Science	Submit Date
Add to CPR	Approved	PSU07	Penn State University ARMY LEADERSHIP AND MANAGEMENT	3.00	Semester Hour	3.00	<input checked="" type="checkbox"/>	03/07/20
Add to CPR	Approved	PSU07	Penn State University (All but World Campus) HIST HUMANITIES	4.00	Semester Hour	4.00	<input type="checkbox"/>	03/07/20
Add to CPR	Approved	PSU07	Penn State University (All but World Campus) PHYSI INTRO TO PHYSICAL THERAPY	4.00	Semester Hour	4.00	<input type="checkbox"/>	03/07/20
Add to CPR	Approved	PSU07	Penn State University (All but World Campus) SFEE SCHOOL FEES	0.00	Semester Hour	0.00	<input type="checkbox"/>	03/07/20

Return to CPR (button)

Return to CPR after all courses have been added (callout)

The "Add to CPR" will be grayed once courses are selected (callout)

§ Add one "SFEE" course to the CPR. SFEE 100 and 101 are for freshmen first and second semester, 200 and 201 are for sophomore first and second semester, etc.

You cannot reuse a course that you submitted in a previous CPR. ***This We'll Defend***



# Cadet Payment Request - T&F



Leaders for Life

**USACC Cadet Payment Request (CPR)**

[Instructions](#)

Doe, John E.

GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
 Last 4 SSN: x6398    Email: jed0123@psu.edu

[Save](#)   [Submit](#)   [Return to Search](#)

▼ **DEGREE DETAILS** ?

**Academic Program:** PSU07 Penn State University (All but World Campus)  
**Degree Plan:** FDB - PHYSICAL THERAPY -

▼ **DETAILS** ?

\*Last Add/Drop Date: 2018-01-08 Spring 2018     Tuition and Fees  Add Courses  
 Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Cost	
PSU07	Penn State University (All but World Campus)	ARMY	301	LEADERSHIP AND MANAGE	3.00	On Campus	Cadet Scholarship	Enter Costs	\$0.00	Delete
PSU07	Penn State University (All but World Campus)	HIST	401	HUMANITIES	4.00	On Campus	Cadet Scholarship	Enter Costs	\$0.00	Delete
PSU07	Penn State University (All but World Campus)	PHYSI	101	INTRO TO PHYSICAL THERAPY	4.00	On Campus	Cadet Scholarship	Enter Costs	\$0.00	Delete
PSU07	Penn State University (All but World Campus)	SFEE		SCHOOL FEES		On Campus	Cadet Scholarship	Enter Costs	\$0.00	Delete

[Upload School Bill](#)

[Save](#)   [Submit](#)   [Return to Search](#)

Choose Instruction Mode

Enter Costs (see following slides)

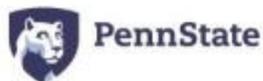




# Cadet Payment Request - T&F



*Leaders for Life*



Office of the Bursar  
103 Shields Building  
University Park, PA 16802-1200  
www.bursar.psu.edu

Doe, John E.  
123 Main St  
Hometown, PA 01234

STATEMENT SUMMARY	
Statement Date	12/04/2017
Due Date	01/05/2018
PSU ID	999999999
Previous Statement Balance	\$0.00
Total Current Activity	\$9,924.00
Total Late Fee	\$0.00
Total Estimated Aid (Not included in TOTAL DUE)	\$0.00
<b>TOTAL DUE</b>	<b>\$9,924.00</b>

Make your check payable to Penn State University and please include PSU ID #.

TOTAL DUE does not include the estimated aid. You may subtract the estimated aid and submit your payment.

Cancel your enrollment before the 1st day of class to prevent tuition charges.  
A monthly late fee of 1.5% will be assessed on any unpaid balance.  
Please allow 5 business days for payment to be processed and be sure to include the statement stub with your payment.

Statement Details				
Date Posted	Semester	Description	Charges	Credits
PREVIOUS STATEMENT BALANCE			\$0.00	
<b>Current Activity</b>				
11/27/2017	Spring 2018	UP Information Technology Fee	\$252.00	
11/27/2017	Spring 2018	UP Student Fee	\$258.00	
11/27/2017	Spring 2018	UP Res UGRD Upper Tuition - Major: PSYBA_BA	\$9,414.00	
<b>TOTAL CURRENT ACTIVITY</b>			<b>\$9,924.00</b>	
<b>Late Fee</b>				
<b>TOTAL LATE FEE</b>			<b>\$0.00</b>	
<b>Estimated Financial Aid</b>				
<b>TOTAL ESTIMATED AID (NOT INCLUDED IN TOTAL DUE)</b>			<b>\$0.00</b>	
<b>Statement Balance</b>			<b>\$9,924.00</b>	

The total cost for each class **MUST** add up **EXACTLY** to the tuition cost!

From your semester bill, look up the line for Tuition.

To determine the cost of each class divide the tuition amount by the number of classes that you are taking.

For example, this bill shows this student's semester tuition as \$9414.00.

If the student is taking six courses, they would divide \$9414.00 by 6 or  $\$9414.00 \div 6 = \$1659.00$

If they were taking 7 courses, then  $\$9414.00 \div 7 = \$1344.8571428$ ; so use \$1344.00 of six courses and \$1350.00 for one. To find the cost of the last class, take the tuition minus \$1344 times 6 or  $\$9414.00 - (\$1344.00 \times 6) = \$1350.00$ .

*This We'll Defend*



# Cadet Payment Request - T&F



Leaders for Life

When you use the GoArmyEd Class Tuition Cost Calculator (Excel file), enter your semester tuition in line 2, the number of classes in line 3, hit enter, and the program will tell you the tuition costs for your classes.

PURPOSE: This form will calculate the tuition cost for each class for your GoArmyEd CPR. You enter your tuition cost for the semester and the number of classes that you are taking. The form will calculate the cost for your classes.

1. Download your semester statement from the Bursar's office. Typically, the best statements are August for the Fall and December for the Spring semesters. Look under the statement details section for a line that specifies your tuition for the semester. It will have abbreviations for your campus, residency, tuition level, the words "Tuition" and "Major:" followed by an abbreviation for your major. Below are a couple of examples of the tuition line from previous semesters.

11/27/2017	Spring 2018	UP NonRes UGRD Lower Tuition - Major: LA_PMAJ	\$16,322.00	
11/27/2017	Spring 2018	AL Res UGRD Upper Tuition - Major: PLSAL_BA	\$7,735.00	

2. Enter your semester tuition cost from the tuition line on your statement: \$ 9,414.00

3. Type in the Number of Classes you are taking for this semester and hit "Enter": 7

Use this amount for the tuition amount for 6 of your classes: \$ 1,344.00

Use this amount for the tuition amount for the remaning class: \$ 1,350.00

SANITY CHECK: Does this amount equal your semester tuition?  
(Green = Yes; Red = No) \$ 9,414.00



# Cadet Payment Request - T&F



Leaders for Life

USACC CPR Tuition and Fees

## USACC CPR Tuition and Fees

GoArmyEd ID: 2136398    USACC ID: -999999    Total Cost: \$1344.00

Course Title: LEADERSHIP AND MANAGEMENT

*Tuition/ Fee Code	Tuition and Fees Description	Amount	
000	Tuition	\$1344.00	x Add

Return To CPR    Cancel

1. Type the numbers "000" for "Tuition".

2. Type the cost for the class.

\$



# Cadet Payment Request - T&F



Leaders for Life

If your course has a lab fee or other course fee that is a separate line item on your school bill, click "Add" to create a second line and either enter "059" for Laboratory fees or click the magnifying glass to look up the most appropriate fee code.

USACC CPR Tuition and Fees

## USACC CPR Tuition and Fees

GoArmyEd ID: 2136398    USACC ID: -999999    Total Cost:

Course Title: LEADERSHIP AND MANAGEMENT

*Tuition/ Fee Code	Tuition and Fees Description	Amount	
000	Tuition	\$1344.00	Add

Return To CPR    Cancel

[Jump to Reimbursable Fees section](#)

\$



# Cadet Payment Request - T&F



*Leaders for Life*

Example of a course with a specified fee on the Bursar's bill.

USACC CPR Tuition and Fees

## USACC CPR Tuition and Fees

GoArmyEd ID: 2385950      USACC ID: 0220571      Total Cost: \$2,840.33

Course Title: Mammalian Anatomy

Find   [Print Icon]   [Grid Icon] 1-2 of 2		
Tuition/ Fee Code	Tuition and Fees Description	Amount
000	Tuition	2818.33
059	Laboratory fees	22.00

**Return To CPR**

3. When done, select "Return to CPR" and go to the next course

\$



# Cadet Payment Request - T&F

In the costs for “SFEE” (School Fees), enter the standard school fees. *Leaders for Life*  
Some Cadets, like nurses, may have additional fees not specified for one class.

**USACC CPR Tuition and Fees**

GoArmyEd ID: 2136398      USACC ID: -999999      Total Cost: \$519.00

Course Title: School Fees

Tuition/ Fee Code	Tuition and Fees Description	Amount
090	Student activity fee	267.00
102	Technology fee	252.00

[Return To CPR](#)      [Cancel](#)

Use codes 090 and 102.

090 = Student fee on the tuition bill.

102 = Information Technology fee on tuition bill.

Nurses with the “Nurse ATI Fee” on their bill, use code 059, laboratory fee.

Ⓢ (Nurses should pay Penn State the Nurse ATI Fee now and get refunded later).



# Cadet Payment Request - T&F



*Leaders for Life*

**USACC CPR Tuition and Fees**

GoArmyEd ID: 2136398      USACC ID: -999999      Total Cost: \$519.00

Course Title: School Fees

Tuition/ Fee Code	Tuition and Fees Description	Amount
090	Student activity fee	267.00
102	Technology fee	252.00

[Return To CPR](#)      [Cancel](#)

Select "Return to CPR" once all fees have been added

\$



# Cadet Payment Request - T&F



Leaders for Life

**USACC Cadet Payment Request (CPR)**

[Instructions](#)

Doe, John E.

GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
 Last 4 SSN: x6398    Email: jed0123@psu.edu

[Save](#)   [Submit](#)   [Return to Search](#)

**DEGREE DETAILS** ?

**Academic Program:** PSU07 Penn State University (All but World Campus)  
**Degree Plan:** FDB - PHYSICAL THERAPY -

**DETAILS** ?

\*Last Add/Drop Date: 2018-01-08 Spring 2018     Tuition and Fees    Room and Board   [Add Courses](#)  
 Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Total Cost	
PSU07	Penn State University (All but World Campus)	ARMY	301	LEADERSHIP AND MANAGE	3.00	On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	HIST	401	HUMANITIES	4.00	On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	PHYSI	101	INTRO TO PHYSICAL THERAPY	4.00	On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	SFEE		SCHOOL FEES		On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$510.00	<a href="#">Delete</a>

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$9,924.00    [School Bill](#)  
 TOTAL AMOUNT TO BE PAID BY STUDNET: \$0.00

[Save](#)   [Submit](#)   [Return to Search](#)

Select "Submit" when CPR is ready for review

\$



# Cadet Payment Request - T&F



Leaders for Life

**USACC Cadet Payment Request (CPR)**

Instructions

Doe, John E.

GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
 Last 4 SSN: x6398    Email: jed0123@psu.edu

▼ **DEGREE DETAILS**

Acade Message  
 Degree

▼ **DETAILS**

\*Last Ad

**Error: (25000,1498)**

You have selected for Tuition and Fees but have not uploaded a school bill. You will not be able to submit this CPR until you have done so.

PSU07	(All but World Campus)	ARMY	301	AND MANAGE	3.00	On Campus	▼	Cadet Scholarship	▼	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	HIST	401	HUMANITIES	4.00	On Campus	▼	Cadet Scholarship	▼	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	PHYSI	101	INTRO TO PHYSICAL THERAPY	4.00	On Campus	▼	Cadet Scholarship	▼	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	SFEE		SCHOOL FEES		On Campus	▼	Cadet Scholarship	▼	<a href="#">Enter Costs</a>	\$510.00	<a href="#">Delete</a>

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$9,924.00  
 TOTAL AMOUNT TO BE PAID BY STUDNET: \$0.00

Cadet cannot submit T&F CPR without uploading school bill

\$



# Cadet Payment Request - T&F



Leaders for Life

**USACC Cadet Payment Request (CPR)**

[Instructions](#)

Doe, John E.

GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
 Last 4 SSN: x6398    Email: jed0123@psu.edu

[Save](#)   [Submit](#)   [Return to Search](#)

**DEGREE DETAILS**

**Academic Program:** PSU07 Penn State University (All but World Campus)  
**Degree Plan:** FDB - PHYSICAL THERAPY -

**DETAILS**

\*Last Add/Drop Date: 2018-01-08 Spring 2018     Tuition and Fees     Room and Board    [Add Courses](#)  
 Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Total Cost	
PSU07	Penn State University (All but World Campus)	ARMY	301	LEADERSHIP AND MANAGE	3.00	On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	HIST	401	HUMANITIES	4.00	On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	PHYSI	101	INTRO TO PHYSICAL THERAPY	4.00	On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	SFEE		SCHOOL FEES		On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$510.00	<a href="#">Delete</a>

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$9,924.00  
 TOTAL AMOUNT TO BE PAID BY STUDENT: \$0.00

[Upload School Bill](#)   [Submit](#)   [Return to Search](#)

Select "Upload School Bill" to upload school billing invoice. Always include your name/date in your invoice file name.

\$



# Cadet Payment Request - T&F



*Leaders for Life*

## School Bill

On this page you can upload your School Bill.

Note: Be careful when uploading your forms, you cannot delete your forms uploaded in this section.

If you upload a wrong file to this section you can create a helpdesk case to get the file removed.

Please be specific in your helpdesk case for deleting forms on this page, you should include the title of the file you would like deleted in the notes section of your helpdesk case.

2136398	08/26/2017	Doe_Invoice_Fall 2017.pdf	<a href="#">View</a>
2136398	01/03/2018	Doe_Invoice_Spring 2018.pdf	<a href="#">View</a>

[Attach Bill](#)

[Back to CPR](#)

Select "Attach Bill" (Browse and Upload) then "Back to CPR"

\$



# Cadet Payment Request - T&F



Leaders for Life

**USACC Cadet Payment Request (CPR)**

[Instructions](#)

Doe, John E.

GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
 Last 4 SSN: x6398    Email: jed0123@psu.edu

[Save](#)   [Submit](#)   [Return to Search](#)

▼ **DEGREE DETAILS** ?

**Academic Program:** PSU07 Penn State University (All but World Campus)  
**Degree Plan:** FDB - PHYSICAL THERAPY -

▼ **DETAILS** ?

\*Last Add/Drop Date: 2018-01-08 Spring 2018     Tuition and Fees    Room and Board   [Add Courses](#)  
 Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Total Cost	
PSU07	Penn State University (All but World Campus)	ARMY	301	LEADERSHIP AND MANAGE	3.00	On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	HIST	401	HUMANITIES	4.00	On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	PHYSI	101	INTRO TO PHYSICAL THERAPY	4.00	On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	SFEE		SCHOOL FEES		On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$510.00	<a href="#">Delete</a>

[Upload School Bill](#)

[Save](#)   [Submit](#)   [Return to Search](#)

Select "Submit"

\$



# Cadet Payment Request - T&F



Leaders for Life

**USACC Cadet Payment Request (CPR)**

[Instructions](#)

Doe, John E.

GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
 Last 4 SSN: x6398    Email: jed0123@psu.edu

[Save](#)   [Submit](#)   [Return to Search](#)

▼ **DEGREE DETAILS**

Academic Program: PSU07  
 Degree Plan: FDB -

▼ **DETAILS**

\*Last Add/Drop Date: 2018-01-08 Spring 2018

**Message**

Success: You have submitted your CPR for review. (25000,1570)

Once your CPR is approved, you will be notified via email.

[OK](#)

School	School Name	Subject	Catalog Number	Courses	Units	Location	Scholarship	Tuition and Fees	Total Cost	
PSU07	Penn State University (All but World Campus)	ARMY	301	LEADERSHIP AND MANAGE	3.00	On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	HIST	401	HUMANITIES	4.00	On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	PHYSI	101	INTRO TO PHYSICAL THERAPY	4.00	On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$1344.00	<a href="#">Delete</a>
PSU07	Penn State University (All but World Campus)	SFEE		SCHOOL FEES		On Campus	Cadet Scholarship	<a href="#">Enter Costs</a>	\$510.00	<a href="#">Delete</a>

1-4 of 4

[Add Courses](#)

[Upload School Bill](#)

[Save](#)   [Submit](#)   [Return to Search](#)

\$

**You have submitted your CPR for review!**



# Cadet Payment Request – R&B



*Leaders for Life*

- Cadet may select Room and Board for their scholarship benefit. They receive a \$5,000 Room and Board payment for the semester, but must pay for tuition and fees themselves.

**USACC Cadet Payment Request (CPR)**

[Instructions](#)

Doe, John E.  
GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
Last 4 SSN: x6398    Email: jed0123@psu.edu

[Return to Search](#)

▼ **DEGREE DETAILS** ⓘ

Academic Program: University (All but World Campus)  
Degree Plan: -

▼ **DETAILS** ⓘ

\*Last Add/Drop Date: 201... and Fees  Room and Board [Add Courses](#) [Request Override](#)

[Return to Search](#)

*When you select R&B it will generate a pop-up message*

\$



# Cadet Payment Request – R&B



*Leaders for Life*

**USACC Cadet Payment Request (CPR)**

[Instructions](#)

Doe, John E.  
GoArmyEd ID: 2136398  
Last 4 SSN: x6398

▼ **DEGREE DETAILS** ?

Academic Program:  
Degree Plan:

▼ **DETAILS** ?

\*Last Add/Drop Date: 2018-0

[Return to Search](#)

[Add Courses](#) [Request Override](#)

[Return to Search](#)

**Message**

ATTENTION you are choosing Room and Board. (25000, 1494)

Are your sure you want to select Room and Board for scholarship at this time? If not select Tuition and Fees instead.

Note: If you are on Admin Suspension and selecting Room and Board your CPR will automatically be submitted for an override request. You may not self pay for Room and Board on Admin Suspension.

[OK](#)

\$



# Room and Board CPR



*Leaders for Life*

- Once PMS approves, you cannot change this option
- Once PMS approves, file is routed to G8 for processing \*
- No billing invoice needed for Room and Board

**USACC Cadet Payment Request (CPR)** **APPROVED**

[Instructions](#)

GoArmyEd ID: 2163365    USACC ID: -241142    Phone: 678/790-4422  
 Last 4 SSN: x    Email: @ung.edu    [Submit](#)    [Return to Search](#)

DEGREE DETAILS

DETAILS

Last Add/Drop Date: 2016-08-26 Fall 2016     Tuition and Fees     Room and Board    [Approve](#)    [Reject](#)

GoArmyEd ID	USACC ID	School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Grade
2163365	-241142	UN002	University of North Georgia	ATEP	2335	Athletic Training I	3.00	On Campus	USACC
2163365	-241142	UN002	University of North Georgia	MILS	3000	Adaptive Team Leadership	3.00	On Campus	USACC
2163365	-241142	UN002	University of North Georgia	MILS	3005	PhysicalReadinessLdrshp/Exrcs	1.00	On Campus	USACC
2163365	-241142	UN002	University of North Georgia	PHED	1911	Badminton	1.00	On Campus	USACC
2163365	-241142	UN002	University of North Georgia	PHED	1938	Jogging	1.00	On Campus	USACC
2163365	-241142	UN002	University of North Georgia	PHED	3012	Weight Training Prin/Technique	2.00	On Campus	USACC
2163365	-241142	UN002	University of North Georgia	PHED	3023	Cardio-Conditioning Prin & Tec	2.00	On Campus	USACC
2163365	-241142	UN002	University of North Georgia	PHED	3395	Community & Consumer Health	2.00	On Campus	USACC

**TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$5,000.00**  
**TOTAL AMOUNT TO BE PAID BY STUDENT: \$0.00**

APPROVAL SECTION

Name / Email	Date	Status
Program Cadre: Elayne Dowdy / elayne.w.dowdy.civ@mail.mil	09/16/2016	Pre-Approved
PMS: Gery Cummings / GERY.B.CUMMINGS.MIL@MAIL.MIL	09/19/2016	Approved
Last Updated By: System / Not Available	01/05/2017 2:01:27PM	

[Submit](#)    [Return to Search](#)





# Warning Message



Leaders for Life

**You are on active hold and will have to pay for this CPR!**

**USACC Cadet Payment Request (CPR)**

[Instructions](#)

Libarian,Chen  
 GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
 Last 4 SSN: x6398    Email: Libarian\_Chen\_2136398@eau.com    [Save](#)   [Submit](#)   [Return to Search](#)

▼ DEGREE DETAILS ⓘ

Academic Program: CU12 Cedarville University - OH  
 Degree Plan: FDB - PHYSICAL THERAPY -

▼ DETAILS ⓘ

\*Last Add/Drop Date: 2016-08-21 Fall 2016     Tuition and Fees     Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Units	Grade	Student Funded	Grade Hold	Enter Costs	Amount	Delete
CVC01	Cedar Valley College	CLCIV	301	GREEK MYTHOLOGY	4.00		Student Funded	Grade Hold	<a href="#">Enter Costs</a>	\$0.00	<a href="#">Delete</a>
CVC01	Cedar Valley College	HIST	401	HUMANITIES	4.00		Student Funded	Grade Hold	<a href="#">Enter Costs</a>	\$0.00	<a href="#">Delete</a>
CVC01	Cedar Valley College	MILSC	501	LEADERSHIP I	4.00		Student Funded	Grade Hold	<a href="#">Enter Costs</a>	\$0.00	<a href="#">Delete</a>

**Message**

You are on active hold and will have to pay for this CPR. (25000,1488)

You may request an override by selecting the "Request Override" button. It is likely your PMS will reject this CPR. Select OK to go ahead with the request or CANCEL to go back.

If you are On Hold or Admin Suspension and selecting Room and Board your CPR will be automatically on Override Request. You are not able to submit a Room and Board CPR for self pay.

[OK](#)

**Overrides will also apply to online course over 25%, Study Abroad, and failed courses! PMS can approve Overrides!\***





# Warning Message



*Leaders for Life*

**You are requesting an override! Cadet may select O.K. to continue the override process.**

**USACC Cadet Payment Request (CPR)**

[Instructions](#)

Libarian,Chen  
GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
Last 4 SSN: x6398    Email: Libarian\_Chen\_2136398@eau.com    [Save](#)    [Submit](#)    [Return to Search](#)

DEGREE DETAILS [?](#)

Academic Program: CU12 Cedarville University - OH  
Degree Plan: FDB - PHYSICAL THERAPY -

DETAILS [?](#)

Last Add/Drop Date: 2016-08-21 Fall 2016     Tuition and Fees     Room and Board     Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode
CVC01	Cedar Valley College	CLCIV	301	GREEK MYTHOLOGY	4.00	On Campus

**Message**

You are requesting an override. (25000.1493)

Refer to your Program Cadre and PMS before submitting an override in a Cadet Payment Request or it will be self funded.

[OK](#)    [Cancel](#)

**Refer to your Program Cadre or PMS before submitting an override in a CPR or it will be self funded!**

\$



# Warning Message

Leaders for Life

USACC Cadet Paym

[Instructions](#)

Librarian, Chen  
GoArmyEd ID: 2  
Last 4 SSN: x639

**PENDING**

[Submit](#) [Return to Search](#)

DEGREE DETAILS

DETAILS

Last Add/Drop Date: 2016-08-21 Fall 2016

Tuition and Fees  Room and Board  Flat Rate

[Pre-Approve](#) [Reject](#)

**Override Requested**

GoArmyEd ID	USACC ID	School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Student Payment Reason	Tuition and Fees	Total Cost	
2136398	-999999	CVC01	Cedar Valley College	CLCIV	301	GREEK MYTHOLOGY	4.00	On Campus	Student Funded	Grade Hold	<a href="#">Cost Details</a>	\$3,333.00	<a href="#">Delete</a>
2136398	-999999	CVC01	Cedar Valley College	HIST	401	HUMANITIES	4.00	On Campus	Student Funded	Grade Hold	<a href="#">Cost Details</a>	\$3,333.00	<a href="#">Delete</a>
2136398	-999999	CVC01	Cedar Valley College	MILSC	501	LEADERSHIP I	4.00	On Campus	Student Funded	Grade Hold	<a href="#">Cost Details</a>	\$3,334.00	<a href="#">Delete</a>
2136398	-999999	CVC01	Cedar Valley College	SFEE	0000	SCHOOL FEES		On Campus	Student Funded	Grade Hold	<a href="#">Cost Details</a>	\$500.00	<a href="#">Delete</a>

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: **\$0.00**

TOTAL AMOUNT TO BE PAID BY STUDENT: **\$10,500.00**

[School Bill](#)

[Submit](#) [Return to Search](#)

Once Cadre "Pre-Approve" and "Submit" it will send Override to PMS and PMS will select Approve if applicable

\$



# Warning Message

You selected Study Abroad and will have to pay for this CPR!

Leaders for Life

**USACC Cadet Payment Request (CPR)**

[Instructions](#)

Libarian,Chen  
 GoArmyEd ID: 2136398    USACC ID: -999999    Phone: 656/442-0526  
 Last 4 SSN: x6398    Email: Libarian\_Chen\_2136398@eau.com    [Save](#)   [Submit](#)   [Return to Search](#)

▼ **DEGREE DETAILS** ?

Academic Program: CU12 Cedarville  
 Degree Plan: FDB - PHYSICAL T

▼ **DETAILS** ?

\*Last Add/Drop Date: 2016-08-21 Fall 2016     Tuition     Flat

**Message**

By selecting Study Abroad this course is automatically self funded and not directly invoiced. (25000,1574)

In order for you to receive funds from Cadet Command for this course you must submit an invoice and receipt through your Program Cadre so that the US Army Cadet Command can reimburse you for this expense.

[OK](#)

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Total Cost	
CC12	Centralia College**	MILSC	501	LEADERSHIP I	4.00	Study Abroad	Student Funded	Enter Costs	\$0.00	<a href="#">Delete</a>
CU12	Cedarville University - OH	HIST	401	HUMANITIES	4.00		Cadet School	Enter Costs	\$0.00	<a href="#">Delete</a>
CU12	Cedarville University - OH	PHYSI	101	INTRO TO PHYSICAL THERAPY	4.00		Cadet			
CU12	Cedarville University - OH	SFEE	001	SCHOOL FEES			Cadet			

[Upload School Bill](#)

[Save](#)   [Submit](#)   [Return to Search](#)

\$

Note: Only Select Study Abroad if payment is to Cadet if to the School select "On Campus"



# Reimbursable Fees



*Leaders for Life*

- Payment of certain fees
  - Applies to all students, all the time, every year
  - Required for degree completion or attendance at the college/university
  - Any fee listed as an optional fee in the school catalog is capped at \$100.00 per course
- Health Insurance/Health fees
- USACC Pam 145-1, Appendix C-1, Reimbursable/Appropriate Fees for Payment



# Reimbursable Fees/Items for Scholarship Nurse Cadets



*Leaders for Life*

- Required Nurse Uniforms/Clinical Supplies/Equipment
  - One-time only flat rate payment of \$650.00
  - Paid no earlier than the start of clinicals
  - Submit memorandum to USACC, G8 Pay Operations Division
  
- NCLEX-RN Test Fee Payment
  - One-time only flat rate payment of \$200.00
  - Submit memorandum listing all eligible nurse scholarship Cadets applying to take NCLEX-RN test. Memorandum must be submitted to USACC, G8 Pay Operations Division no earlier than 60 days prior to graduation and no later than 30 days prior to graduation



# Reimbursable Fees/Items for Scholarship Nurse Cadets Cont'd



*Leaders for Life*

- NCLEX-RN Review Course Fee Payment
  - **One-time only payment**
  - Must be processed in sufficient time to allow the payment to be made prior to graduation
  - Not authorized after graduation
  - Submit memorandum with receipt to USACC, G8 Pay Operations Division
- GRFD-NG and Dedicated National Guard scholarship nurse Cadets are not eligible for payment of NCLEX and NCLEX-RN Review Course
- Nurses should pay Penn State the Nurse ATI Fee by the bill due date. Once the Army pays Penn State, the Bursar's office will refund that fee.



# Reimbursable Fees



*Leaders for Life*

## C-1. Reimbursable/appropriate fees for payment (when required for degree completion or to attend the college or university)

Academic enrichment fee	Equipment fee
Academic program fee	Equipment rental fee
Accident insurance fee	Facility fee
Activity fee	Faculty improvement fee
Application fee	Financial aid trust fee
Art gallery fee	Freshman of the year studies fee
Artist fee	General use fee
Arts and science fee	Graduation fee
Athletic fee	Health and recreation fee
Auxiliary fee	Health center fee
Auxiliary maintenance fund fee	Health enhancement fee
Building maintenance fee	Health fee
Bond Requirement fee	Health insurance fee
CAAP testing fee campus activity fee	Health service fee
Campus privilege fee	ID card fee
Campus recreation fee	Infirmary fee
Campus services card fee	Instructionally related activities fee
Cap & gown fee	International student service fee
Chapel fee	Internet/On-Line Class fee
Class activity fee	Laboratory fees
CLEP fee (payable only if taken after contract date)	Learning technical fee
Clinical nursing fee	Lecture fee
Communication lab fee	Liability fee
Comprehensive fee	Library fee
Computer lab fee	Mail box fee
Computer lease fee (not auth if applied to purchase)	Maintenance fee
Computer usage fee	Malpractice fee
Construction fee	Matriculation fee
Convocation fee	Medical center fee
Course fee	Medical science fee
Course incidental fee	Medical service counseling fee
Early experience fee	Microscope fee
Ecology lab fee	Mobile Computer Access fee (not authorized is applied to purchase)
Education fee	Music fee
Educational enhancement fee	Music room practice fee

Educational enhancement fee	Music room practice fee
English lab fee	New student orientation fee
Enhancement fee	Nonresident fee
Enrollment fee	Nurse Malpractice insurance fee <sup>1,2</sup>
Equipment fee	Special operating fee
A One-time payment of \$650.00 for required nurse uniforms/clinical supplies/equipment to be paid no earlier than the start of clinicals. Amount will be validated on the Scholarship Tracking Obligated Tuition & Fees/Room & Board Listing Report as "Fees" or "Board." Submit this Report and a memorandum (listing Host FICE, Acad FICE, Name of eligible Scholarship Nursing Cadet, Last 4 of SSN and Term) requesting one-time payment of \$650.00 to HQ, USACC, G8, Pay Operations, for processing. <sup>1</sup>	State university fee
	Student activity fee
	Student assessment fee
	Student center fee
	Student commons fee
	Student government fee
	Student publications fee
	Student record
	Student recreation complex fee
	Student recreation fee
	Student union fee
	Special course fee (required for degree i.e., music, PE, biology, physics, science, engineering, business, chemistry, art, choir fee, opera fee, natural science, criminology, etc.) (does not include flying hours of any course)
	Telecommunications fee (cannot include dorm hookup, TV, phone)
Technology fee	
NCLEX-RN Review Course (must be paid prior to commissioning) <sup>1,2</sup>	Theater fee
NCLEX-RN PREP Test <sup>1,2</sup>	Transcript fee
Nurse State Licensing Exams (must be paid prior to commissioning) <sup>1,2</sup>	Union maintenance fund
Nursing immunization fee <sup>1,2</sup>	Special assessment fee
Observer fee	Wellness center fee
Orientation fee	Science lab fee
Phone registration fee	Sickness insurance fee
Photo ID fee	Registration fee
Recording fee	Recreation fee



# Non-Reimbursable Fees/Items



*Leaders for Life*

- Educational expenses prior to contracting
- Travel, except as authorized by USACC Pam 145-1
- Unauthorized summer sessions
- Personnel fees (laundry, clothes, grooming)
- Yearbooks (unless mandatory for all students)
- State licensing applications
- Flight fees/aviation flying hours and any fees related to flying hours required for degree
- Field trips
- USACC Pam 145-1, Appendix C-2, Non-Reimbursable Fees



# Non-Reimbursable Fees



*Leaders for Life*

C-2. Non-Reimbursable Fees/Items Not Paid by ROTC Scholarship	
Add/drop fee	Payment plan change fee
Alumni Fee	Personal Digital Assistant (PDAs) – this is an MRI for nurse Cadets – non-reimbursable for all Cadets
Audit fees (i.e. Auditing a Class)	Placement test fee
Aviation fees (including flying hours of any type)	Post office box rental (unless mandatory for all students)
Cable TV fee	Private music lessons
Complete withdrawal fee	Replacement of student ID card
Copies	Residence fee (if Tuition & Fee elected)
Correspondence fee	ROTC or Military Science fees not included in tuition
Course change fee	State licensing application fees
Credit card processing fee	Supplies
Departmental billing fee	Syllabus
Deposits (not related to Room & Board)	Telephone service fee (unless mandatory for all students)
Dorm fee (if Tuition and Fee elected)	Third party billing fee
Dorm network or hookup fee (if Tuition & Fee elected)	Transit fee (unless mandatory for all students)
Equipment purchases - Computer/automated equipment purchase cost if identified as separate fee	Transportation fee
Field trips	Tutor Fee
Food service (if Tuition and Fee elected)	Uniforms
Housing (if Tuition and Fee elected)	University facilitation system
Incomplete registration fee	Voice mail (if not required for all for registration)
Invoice preparation fee	Yearbooks (unless mandatory for all students)
Late fee	Lost book fee
Laundry/dry cleaning	NCLEX-RN Licensure Testing Fee (taken after graduation)
Packets	
Parking/permit/decal fees (any fees associated with vehicles)	

Extract from USACC Pamphlet 145-1, dtd 2 August 2016, Appendix C

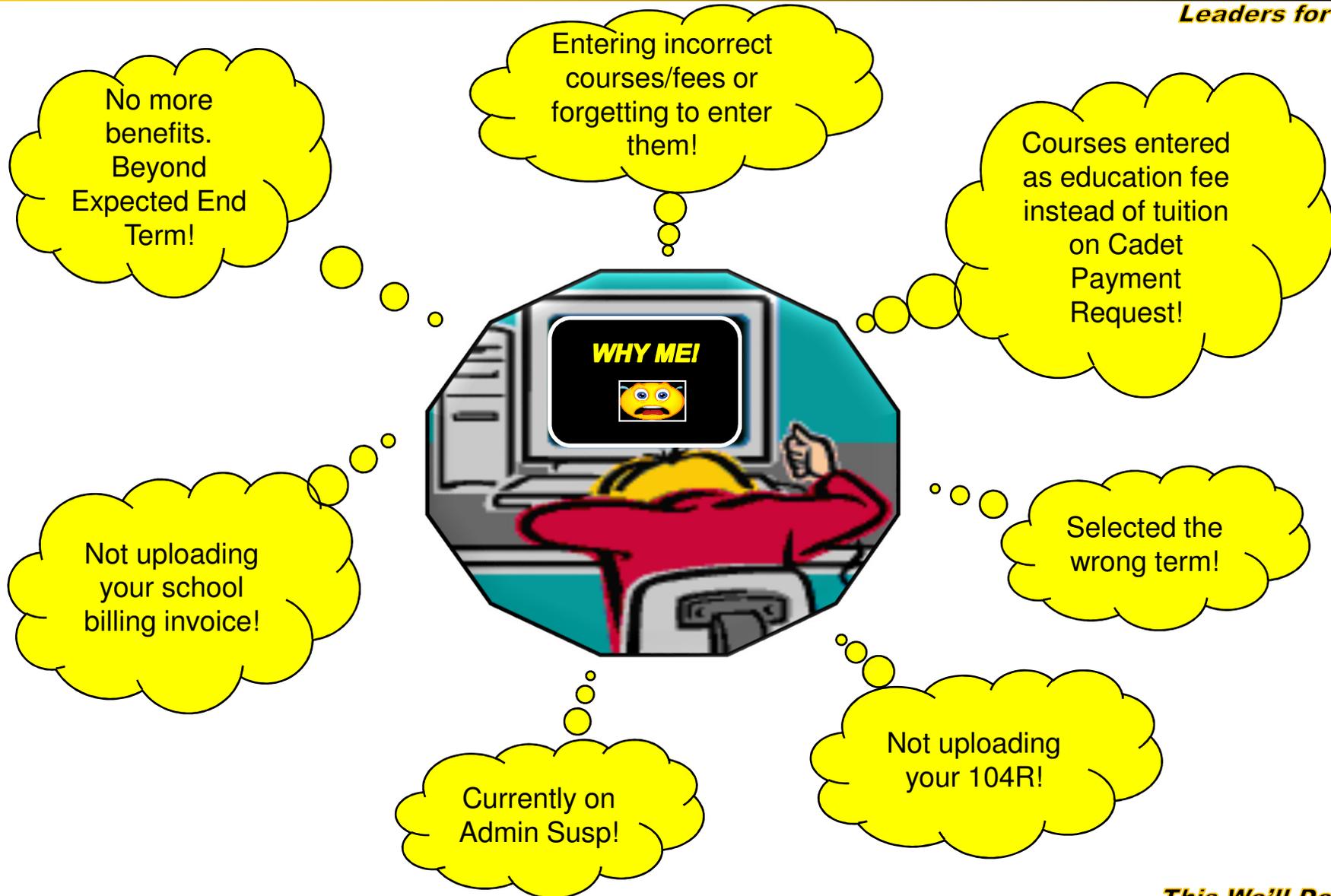
[Return to Instructions on creating a CPR for Tuition and Fees](#)



# Common Mistakes



*Leaders for Life*





# Closing



*Leaders for Life*

If you have any questions, first ask your instructor.

If you cannot reach them, you may ask Ms. Miller or Mr. Foster