

DROP an LSEC

CLASS in

GO ARMY ED

1. Has your class already started???

YES

Visit the Barton Office to pick up a DROP FORM

Have the DROP FORM signed by your teacher, and return your book

Return signed DROP FORM to the Barton Office

Continue on to Step 2

NO

Continue on to Step 2

2. Enter your username and password (case-sensitive) and click **GO**



The screenshot displays the GoArmyEd website interface. At the top left is the GoArmyEd logo, and at the top right is the U.S. Army logo. A navigation bar includes links for "New Users" and "Helpdesk", and a search box. The main content area is titled "Welcome to GoArmyEd - Tuition Assistance" and features a large banner with the GoArmyEd logo and a red arrow pointing to the login form. The login form is titled "GoArmyEd Log In" and includes fields for "Registered Users Log In", "Username:", "Password:", and a "Go" button. Below the login form is a section titled "About ACES" with a description of the gateway and a "Learn About ACES" link. At the bottom, there is a "CAS" section with a description of the College of the American Soldier and a "View" link.

GoArmyEd

Welcome to GoArmyEd!

New Users / Helpdesk

Search

Home

Tuition Assistance (TA) Policies

Expand Earn a Degree or Credential

Expand Programs and Services

Expand Money for College

Expand GoArmyEd

Expand eArmyU

Army Vocational/Technical (AVOTEC) Soldier Program

College of the American Soldier

Expand Help

Welcome to GoArmyEd - Tuition Assistance

Stop

GoArmyEd

GoArmyEd Log In

Registered Users Log In

Username:

Password:

Go

[Forgot your username and/or password?](#)

[Pop-up blocker help](#)

About ACES

GoArmyEd is the gateway to all Army Continuing Education System (ACES) programs and services.

[Learn About ACES](#)

News And Announcements

GoArmyEd is a One-Stop Gateway to Educational Support and Services: It's tough being a college student nowadays. Aside from the normal growing pains and rites of passage that all young students navi...[View](#)

About GoArmyEd

GoArmyEd is the virtual gateway for Soldiers on active duty to request Tuition Assistance (TA) online, anytime for classroom, distance learning, and eArmyU online college courses.

GoArmyEd is a dynamic online portal that automates many of the paper-based processes Soldiers historically conducted with their Army education counselor.

GoArmyEd is used by:

- Soldiers to pursue their postsecondary educational goals
- Army education counselors to provide educational guidance
- Colleges to deliver degree and course offerings and to report Soldier

CAS

College of the American Soldier (CAS) is the Career NCOs link to higher learning, and maximum credit for

3. Click on **ON DUTY ENROLLMENT INFORMATION**

Welcome to GoArmyEd! - Windows Internet Explorer

https://www.goarmyed.com/student/Client/Client_Home.aspx

Edit View Favorites Tools Help

Barton's Administrative System Welcome to GoArmyEd! Windows Live Hotmail

GoArmyEd

Welcome back, [Name] Helpdesk Logout [Name] Search

Home

- My Student Record
 - Account Information
 - Change Password
- Tuition Assistance (TA) Policies
- Student Recognition
- Earn a Degree or Credential
- Programs and Services
- Money for College
- GoArmyEd
- eArmyU
 - Army Vocational/Technical (AVOTEC) Soldier Program
 - College of the American Soldier
- Help

Announcements

No Announcements at this time.

My Education

On-Duty Courses:

Course ID	Course Description	Start Date	End Date	Class Type	Enrollment Status
108	Windows Vista LSEC 09L442	4/8/2009	5/21/2009	Self-Development	Verified

On-Duty Resources

- [On-Duty Enrollment Information...](#)
- [On-Duty Enrollment Request...](#)

Student Resources

- [Enrolling in an On-Duty Class](#)
- [Withdrawing from an On-Duty Class](#)
- [Updating Your Account Information](#)
- [Test Schedule](#)

Helpdesk Resources

Have Questions: Get help anytime, anywhere by calling 1-800-817-9990 for the GoArmyEd Helpdesk or select the link below to send your question.

- [Create a Helpdesk Case](#)
- [Track Helpdesk Case\(s\)](#)

© Copyright

Accessibility Statement | Privacy Act | Helpdesk | Site

4. Enter the **START DATE**, **END DATE** (of the class you wish to drop) and **20736** for the **GEO ED CENTER**, then click **SEARCH**

The screenshot shows a web browser window titled "GoArmyEd - Windows Internet Explorer". The address bar displays the URL: https://sa.goarmyed.com/psp/saprod/EMPLOYEE/HRMS/c/EAU_SF_SS_STUDENT.EAU_OD_ENRL_DT_STC. The page content includes the "GoArmyEd" logo and a navigation bar with "Home", "Add to Favorites", and "Close Window" links. The main heading is "On-Duty Enrollment Details" with the instruction "Enter any On-Duty class information and select Search." Below this is a section titled "Find Existing On-Duty Enrollments" containing a search form. The form fields are: "Class ID:" with a dropdown set to "="; "Class Name:" with a dropdown set to "begins with"; "Start Date:" with a dropdown set to ">=" and a calendar icon; "End Date:" with a dropdown set to "<=" and a calendar icon; "Geo Ed Center:" with a dropdown set to "begins with" and the text "20736" entered; "Delivery Mode:" with a dropdown set to "="; "Class Status:" with a dropdown set to "="; "Pay Type:" with a dropdown set to "="; and "Class Type:" with a dropdown set to "begins with". At the bottom of the form are buttons for "Search" and "Clear", along with links for "Basic Search" and "Save Search Criteria". A large red arrow points to the "Search" button. The browser's status bar at the bottom shows "Internet" and "100%" zoom.

5. Click on the Enrollment Status drop down box

-Choose **WITHDRAW**

-Enter your reason for dropping

-Then, click **SUBMIT**

On-Duty Enrollment Information

To withdraw from the class, click on the enrollment status drop down and choose the appropriate status. You cannot withdraw from a class once the class has ended. E1 through E6 can only withdraw if the enrollment has not been confirmed.

Student Information	
EmplID:	Rank:
SSN:	GeoEd Center:

Enrollment Information	
Enrollment Status: Confirmed	Anthropology LSEC 09L601
Class ID:	Class Section: 601
Issue Date:	Confirm Date: 06/11/2009
	Verify Date:

Class Details		
Class Type: SD	Credits: 3.00	Pay Type: Other
Start Date: 07/27/2009	End Date: 09/10/2009	Days of Week: MoTuWeThFr
Start Time: 10:30AM	End Time: 12:00PM	Instructional Hours: 0.00
Cost Per Unit: \$1.00	Unit of Cost: Hour	Non-Military Student Cost: \$0.00
GeoEd Center: Ft Riley	Room: 206	
Building: 217		
Class Description:	ANTH 1816 INSTRUCTOR: G. BUTLER	

Enrollments in Class					
Total Seats: 35	Issued: 1	Confirmed: 1	Verified: 0	Withdrawn: 0	Open: 34

Update History	
Issued By:	Installation/Institution
Confirmed By:	Not Available
Verified By:	Not Available
Completed By:	

Objective: General Education Development

[Submit](#) [Print On-Duty Enrollment Confirmation Form \(PDF\)](#)

6. You should see a pop up box saying “you have withdrawn from this enrollment”