



APPLIED PROFESSIONAL TRAINING

A Global Leader in Technology Education

(800) 431-8488



The Computer Education Solution

(800) 611-1840

Soldier Enrollment Process in AVOTEC

- 1. Soldier must have an active account in GoArmyEd to enroll in AVOTEC.**
 - a. If no **GoArmyEd** account, Soldier goes to Army Education Center for assistance in acquiring an account and access to the GoArmyEd Portal.
- 2. Once enrolled in the GoArmyEd Portal:**
 - a. If Soldier has previously used the TA Reimbursement form, Soldier will log in and do the following:
 - Click My Virtual Education Center
 - Click Enroll or Drop a Course/Withdraw from a Course link
 - Click the Launch Reimbursement Request link
 - b. If Soldier has not used the TA Reimbursement form, Soldier will log in and do the following:
 - - Click My Virtual Education Center
 - - Click Enroll or Drop/Withdraw from a Course
 - - Click Request TA and Enroll in a Course
 - - Review your account information. Click the Account Information Verified
 - - Click OK
 - - Select the term for your class start date
 - - Click Class Search radio button
 - - Click Search
 - - Click the statement, Click here if you wish to take a class from a college not listed, on the Search Course Schedule screen
- 3. Soldier types SVP in the college field on the Add Request TA Reimbursement screen. (Subject code and catalog Nbr will then auto populate.)**
- 4. Soldier types in course Start Date and clicks Add button.**
- 5. On the enrollment form the Soldier fills in the**
 - a. Course Title: ***MCSA or CCNA***
 - b. End Date:
 - c. Instruction Mode: ***Instructor-Led***
- 6. Soldier fills in the Registrar Contact Information**
 - a. Name of school : ***Applied Professional Training***
 - b. Point of Contact: ***Sally Wing***
 - c. Phone: ***(800) 431-8488***
 - d. Email: ***swing@aptc.edu***
 - e. School Web Site: ***www.aptc.edu***
- 7. Soldier fills in the Course cost: \$3,145 Place the program cost in the Additional TA eligible Fees block. (no other blocks in the course cost area should be filled)**
- 8. Soldier clicks Save to submit the form**