GoArmyEd for Current Students:

Initial Access:
1. Follow the link from the OU, AP homepage at http://www.goou.ou.edu to the OU GoArmyEd page link and select the link for Current Students and access the instructions. Then navigate to http://www.GoArmyEd.com webpage.
2. New users to the GoArmyEd Portal must first create a login under the ‘New users’ tab at the top of the GoArmyEd screen.

Common Application:
1. Once you have your GoArmyEd login and password, you must complete the online Common Application in GoArmyEd.
2. As a current student, you will be prompted to complete a “Tuition Assistance Statement of Understanding” (SOU) and provide it to your Army Education Counselor.
3. You must meet with your Army Education Counselor to complete and activate your common application and ensure that your academic institution is indicated as “The University of Oklahoma—Advanced Programs” and that your degree program is noted appropriately.
4. After completing the above, this will prompt a file to be transferred to The University of Oklahoma - Advanced Programs where you will become an active student in the GoArmyEd Portal.

Registration (enrollment/tuition assistance):
After your common application has been completed and activated in the GoArmyEd Portal, you can begin to enroll.

Student Agreement or Documented Degree Plan:
Current students must submit a paper copy of their OU degree plan to their Army Education Counselor prior to completing six credit hours using GoArmyEd.

When Searching for an OU Course – helpful tips:
1. If you do not know the GoArmyEd Class Number, please refer to the cross-reference listing located on our website at http://goou.ou.edu/military/goarmyed.htm
2. Please note that a course is open for enrollment in the GoArmyEd system eight weeks prior to the start date of the course.
   a. Therefore, you must ensure that the course for which you are searching falls within the eight week window of GoArmyEd open enrollment.
   b. If the course is more than eight weeks out from the start date in GoArmyEd then you will need to wait until the course is within the eight week window to enroll.
3. Registration for the course must be completed in the GoArmyEd Portal prior to the registration close date which is the same as the OU add/drop date.

4. You will want to choose a date range that includes the class add/drop date and the start date which is listed in the GoArmyEd Portal as the “registration close date” and the “class start date” respectively.

5. You will have the option of searching by “class registration status” which includes all, open only, or open/future courses. The best option to select is “all” unless you are certain of the course status.

Courses not open in GoArmyEd for Enrollment:

1. If the course is not open in the GoArmyEd Portal for enrollment, you must enroll through enroll.ou.edu to “secure” a seat in the OU course. (Check with your site director, if you need assistance.)

2. Please be advised that if you do this, you must return to the portal when the course is within 8 weeks of the class start date and prior to the registration close date (add/drop date) to enroll and obtain tuition assistance (TA). Failing to do so could put you in a position of having to pay for the course out-of-pocket. This is an Army policy, not an OU policy.

Additional Tips:

1. Be sure to verify the GEO Ed Center and/or location of the course.

2. Verify that the course in which you are enrolling is either the on-site or on-line version that you want.

3. In the case of an IDR/Internship enrollment, remember that you must have departmental approval or an approved proposal prior to enrolling.

4. If you still have trouble finding and enrolling into a course, please contact your Army Education Counselor (AEC) or Education Services Officer (ESO) or your nearest OU Site Director for assistance.

5. In the case that you cannot reach either one, please call or email the main office for your theater: North American Programs or Europe.

Thank you for choosing The University of Oklahoma – Advanced Programs for your educational goals.