

## Enrollment in On-Duty Classes with GoArmyEd

### Leader Skill Enhancement Courses (LSEC)

Eligible FM's, Veterans, and DAC's can request enrollment in an On-Duty class after establishing a GoArmyEd account with a counselor.

1. Log onto GoArmyEd at [www.goarmyed.com](http://www.goarmyed.com) with your username and password.
2. Your GoArmyEd homepage appears.
3. Select the "**On-Duty Courses**" link.
4. The On-Duty Enrollment Request popup appears. Select the magnifying glass icon in the "**Class ID**" field.
5. The "**Look up Class ID**" page appears with list of On-Duty courses.
6. Fill in the following sections to filter your On-Duty courses:
  - a. **Start Date and End Date**
  - b. **Geo Ed Center: 20736**
  - c. **Select "Look Up", and a list of available classes will appear**
7. Select the On-Duty class you want to view
  - a. You can select any column heading to sort in ascending order.
8. Select the drop-down arrow in the "**Objective**" field and select "**professional development.**"
9. Select the "**Confirm Now**" radio button to confirm your On-Duty Class enrollment.
10. Select the "**Submit**" button to submit the enrollment.
11. A message appears stating your enrollment request has been submitted.
12. The "**Enrollment Status**" field displays "**Confirmed.**" You are now enrolled in the On-Duty class and will receive a confirmation email.
13. Select the "**Print On-Duty Enrollment Confirmation (PDF)**" button to print the On-Duty enrollment confirmation for your records.
14. A screen appears stating the report is running. After the report is completed, a page appears with the following message, "**click here to view the report**" link.
15. A confirmation of the On-Duty Training PDF form appears with the On-Duty class information confirmation.
16. Print
17. To enroll in another class, close window and return to "**step 3.**"
18. If you have any problems, you can call the **Fort Riley Education Center** at **(785) 239-6481**
19. **GoArmyEd Helpdesk** at **1-800-817-9990**