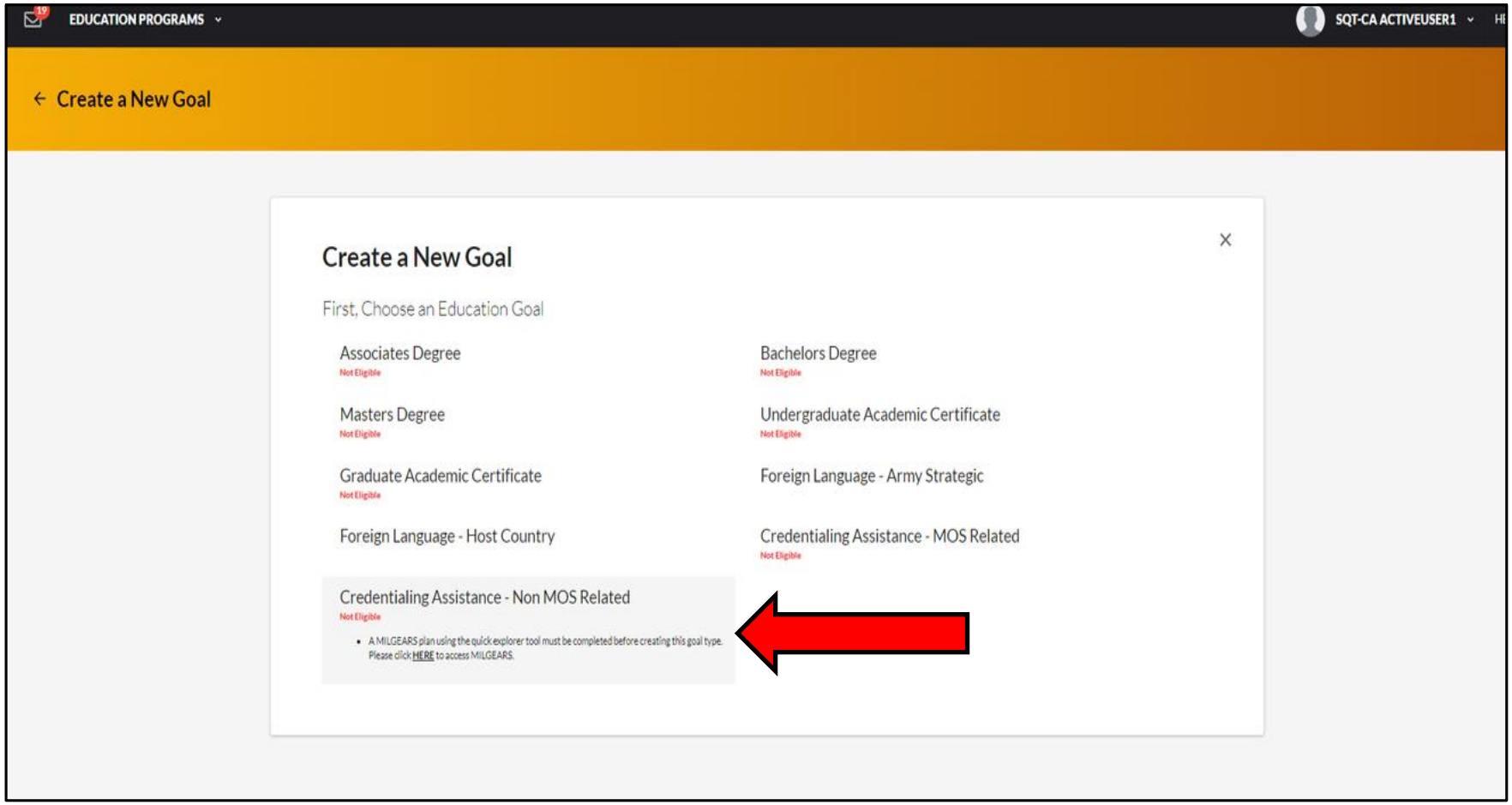
Educate to Win!

The Army Credentialing Assistance Program Office (ACAPO)

Army Credentialing and Continuing Education Services for Soldiers (ACCESS), The Army University, Ft Knox, KY

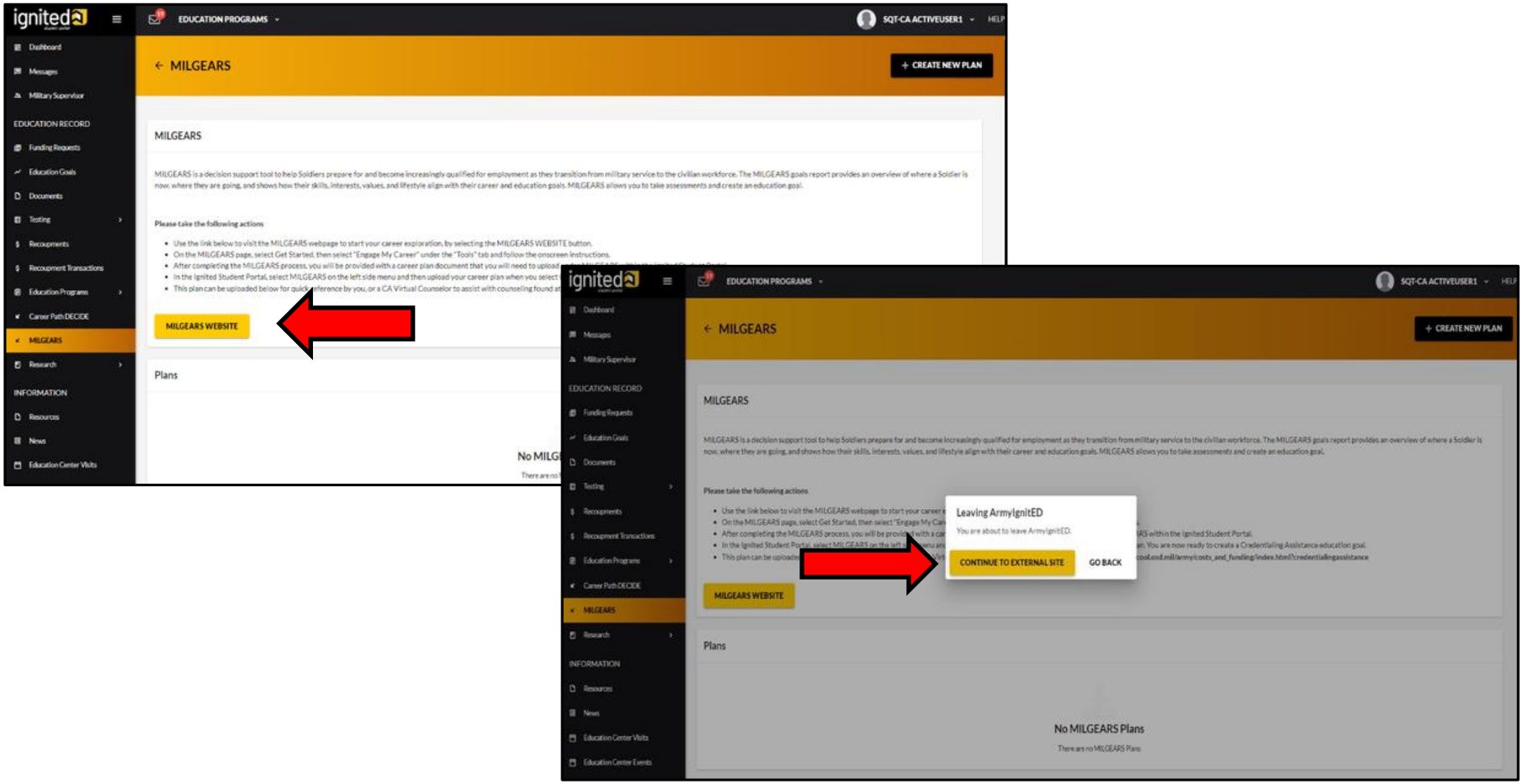
Using MilGears to Inform Credential Selection

If you are using the Army Credentialing Assistance (CA) Program for the first time, you must use MilGears to explore credentialing opportunities, then meet with a CA Virtual Counselor before moving forward. Click the 'HERE' link to begin.



Using MilGears to Inform Credential Selection cont.

Click on the "MilGears Website" button to get started, then click on "Continue to External Site."



https://milgears.osd.mil/

Choosing the right MilGears path…

Path 1. **I want to pursue a credential related to my MOS or prior civilian work/education, but I'm not sure which credentials are available to me**: Use MilGears' **Engage My Career** tool.

- This provides you with career, education, and credentialing pathways that are unique to your on & off-duty career experiences. You can save your progress and return to your results at any time.

Path 2. **I know which credential/license I want to pursue**: Use MilGears' **Quick Explorer, Credentials** tool.

- This allows you to understand steps for learning about the certification/license as well as funding options.

Path 3. **I have a general career goal in mind but want to explore which credentials are available for pursuit:** Use MilGears' **Quick Explorer**, **Career Goals** tool.

- This provides you with career, education, and credentialing pathways based a general career area search, then narrowing down to a related careers

Path 4. **I'm not sure about my career goals. I want to better understand my personal interests and how those align with credentialing paths, first:** Use MilGears' **Quick Explorer**, **Interests** tool.

- This provides you with career, education, and credentialing pathways based on how you respond to what interests you, then narrowing down to related careers

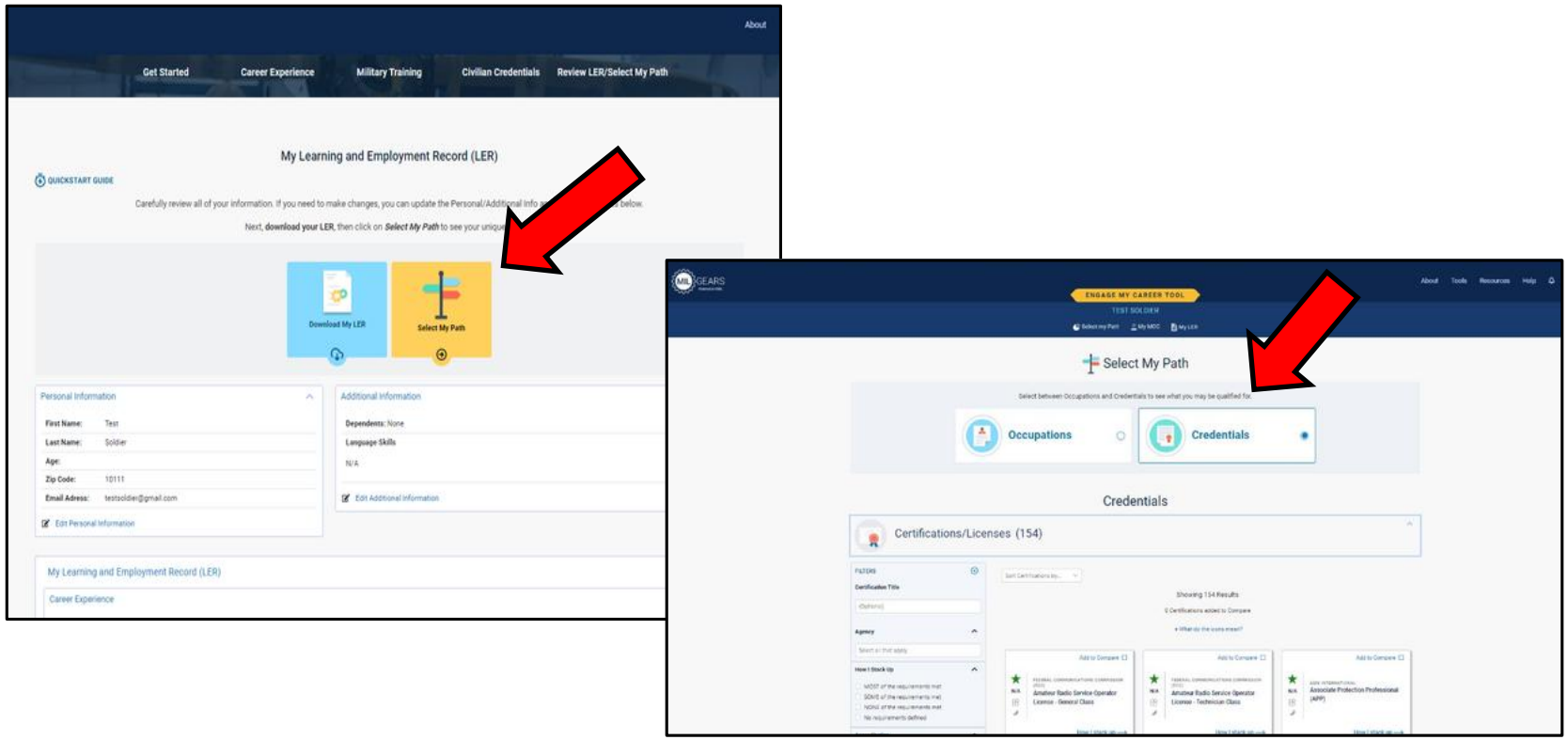
MilGears Path 1

Under “Tools”, select “Engage My Career” and get started!

PATH 1

MilGears Path 1 cont.

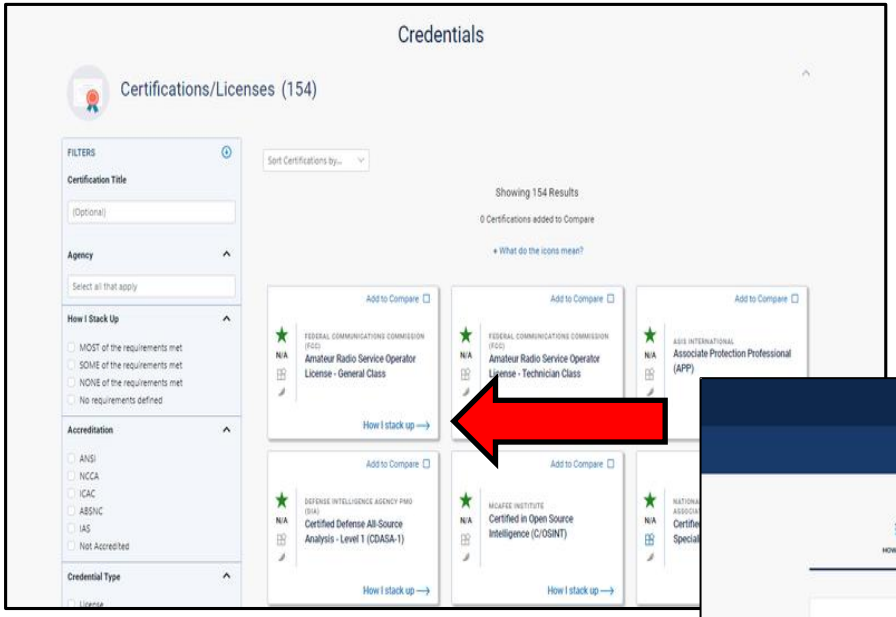
Once you click on “Engage my Career,” upload relevant documents and enter other education and employment experience and continue through the process. Once you get to “My Learning and Employment Record (LER)”, click on “Select My Path,” then “Credentials” to view the credential results that align with your MOS and personal career history.



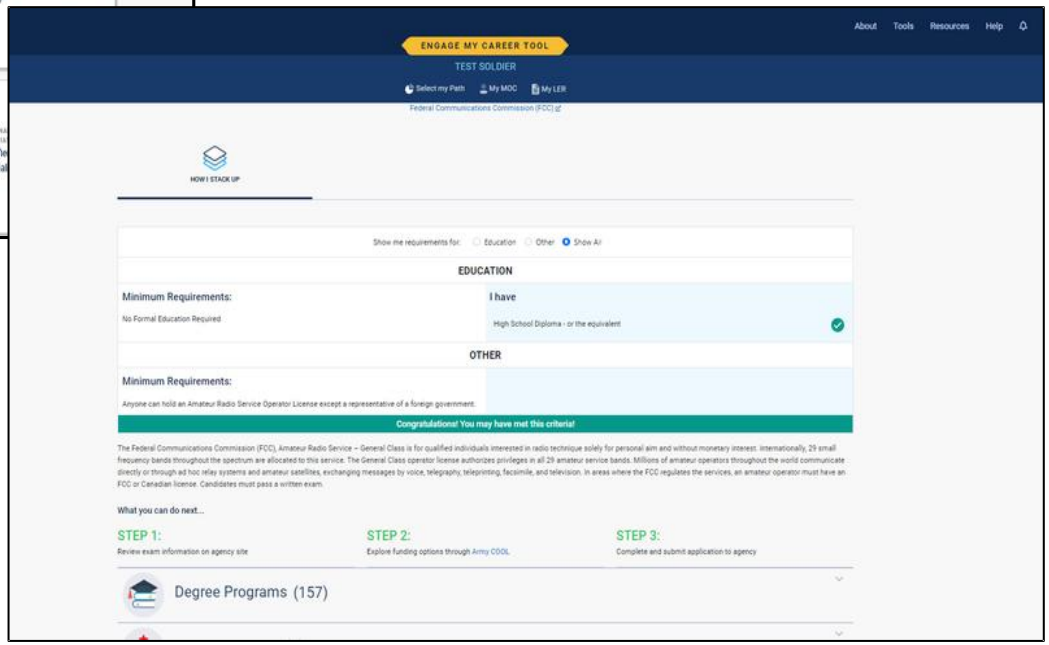
PATH 1

MilGears Path 1 cont.

Once you review the list, click on “How I Stack Up”



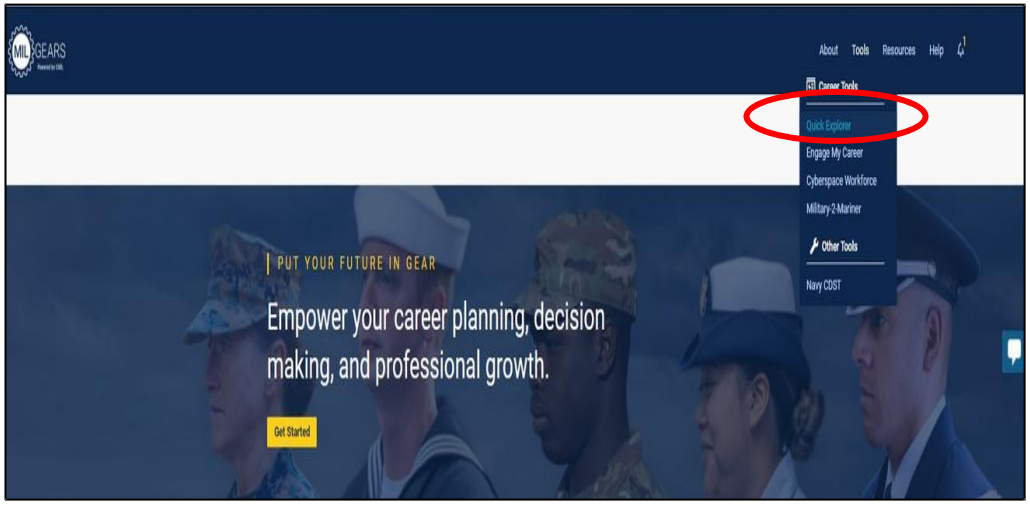
Option 1: If you are not sure which credential you would like to pursue, choose the top 3 credentials, select “add to compare” on each card, click compare certifications, and then take a screenshot of those results. Save the results as a PDF and upload the document into ArmyIgnitED.



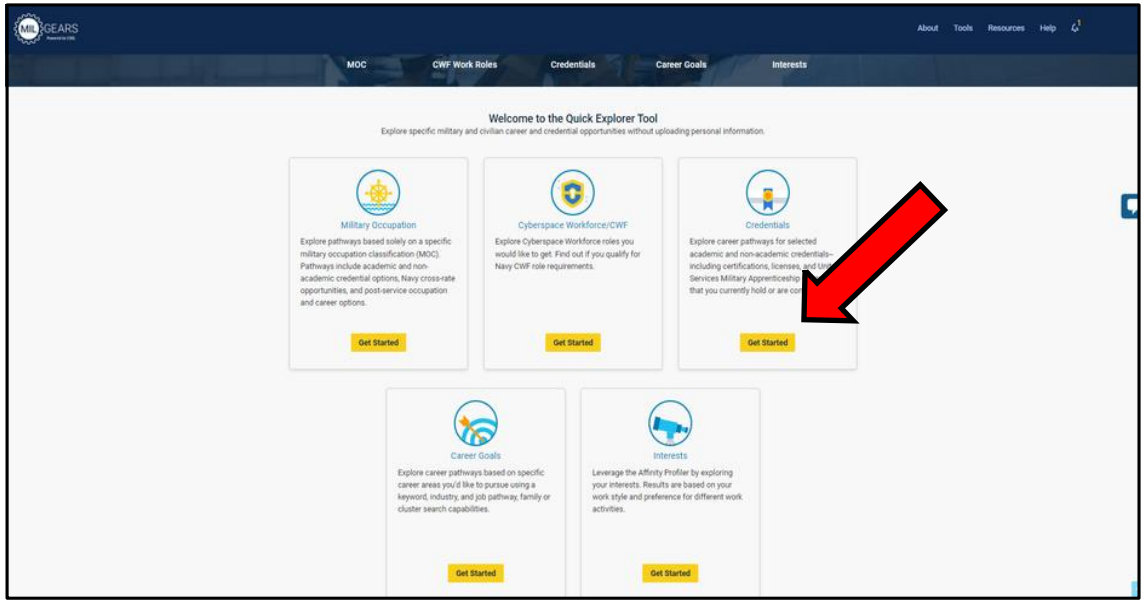
Option 2: If you have a specific credential you wish to pursue, take a screenshot, save as a PDF, and upload the document into ArmyIgnitED (see instructions on page 16).

PATH 1

MilGears Path 2



If you know which **credential/license you want to pursue**: Click on “Quick Explorer” under “Tools”, then select “Get Started” within the “Credentials” card.



PATH 2

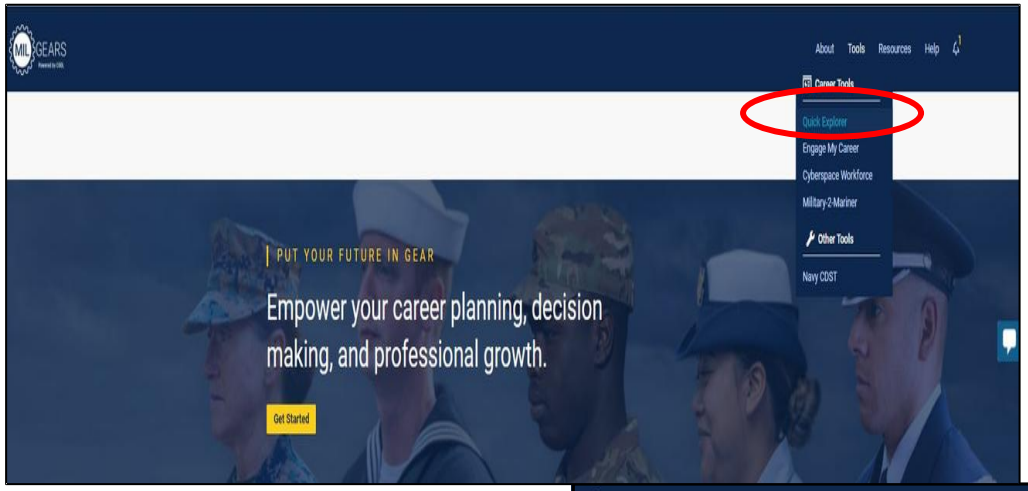
MilGears Path 2 cont.

Select Certification and Licenses. You can select by Credential Type, Credential Title, or Credential Agency.

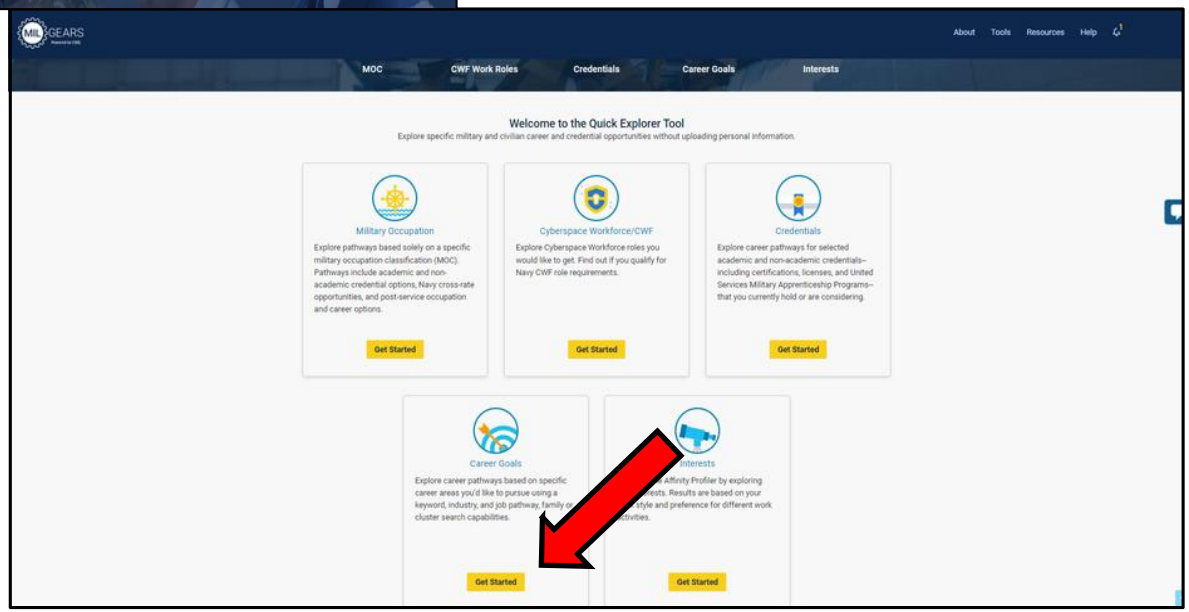
Once you have selected the certification, the profiler will display detailing information about the certification and your funding options. Screenshot this page, save the results as a PDF, and upload the document into ArmyIgnitED (see instructions on page 16).

PATH 2

MilGears Path 3

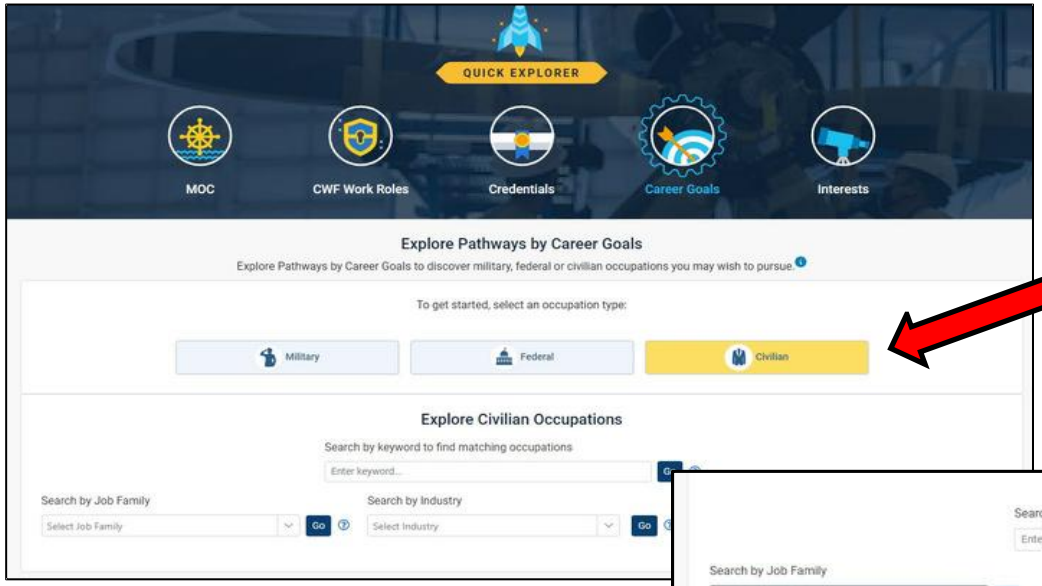


If you are undecided but have a general **Career Goal** and want to explore options not related to your MOS: Click on “Quick Explorer” under “Tools”, then select “Get Started” within the “Career Goals” card.



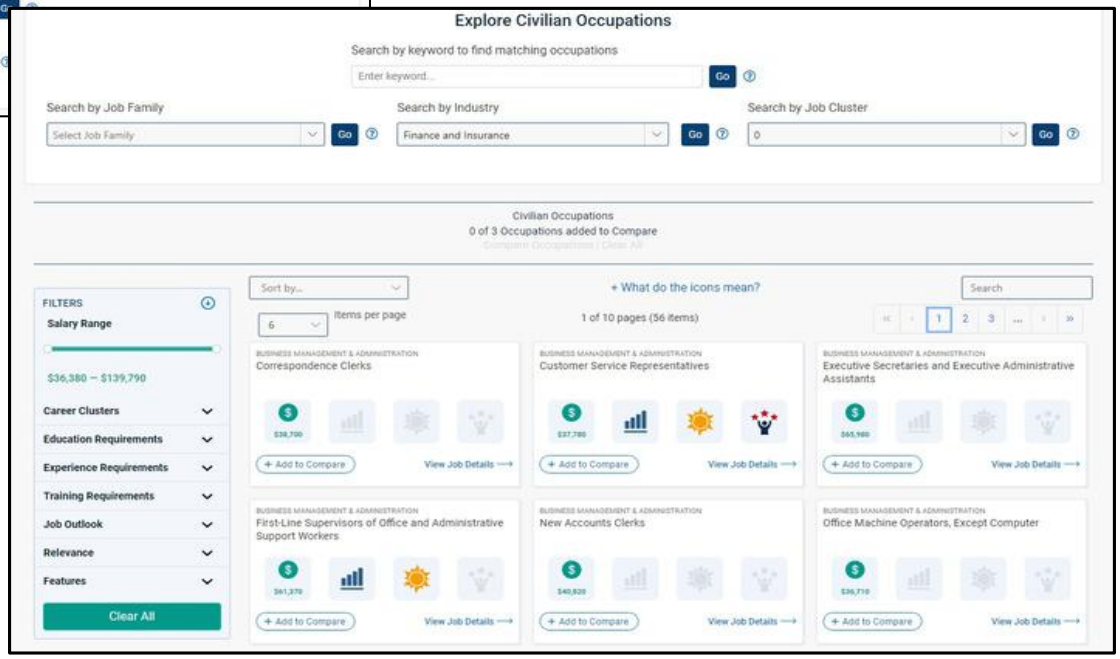
PATH 3

MilGears Path 3 cont.



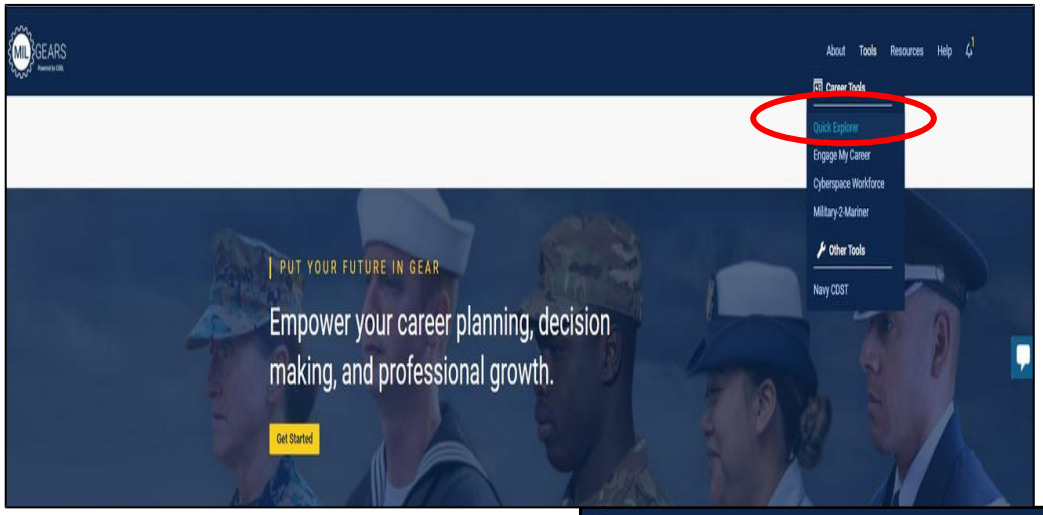
Select Military, Federal, or Civilian occupation type. You can enter a key word or use a dropdown menu to help explore your career goal(s)

Once you have completed the questions, the profiler will display a list of occupations that match your career goal(s). Screenshot this page, save as a PDF, and upload the document into ArmyIgnitED (see instructions on page 16).

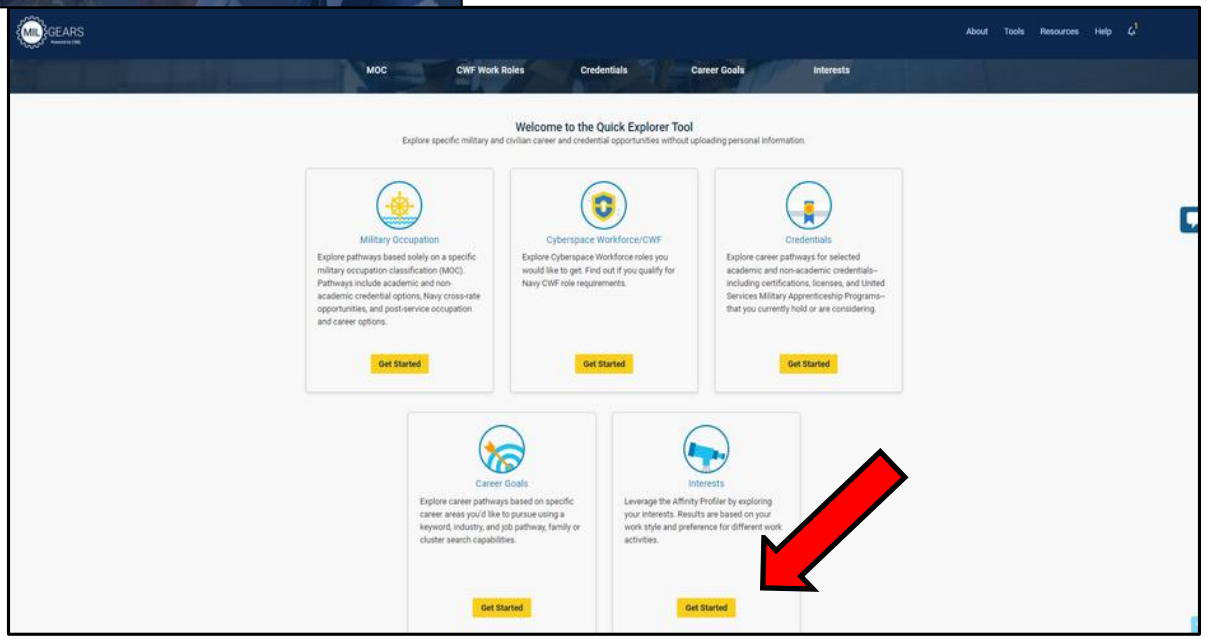


PATH 3

MilGears Path 4

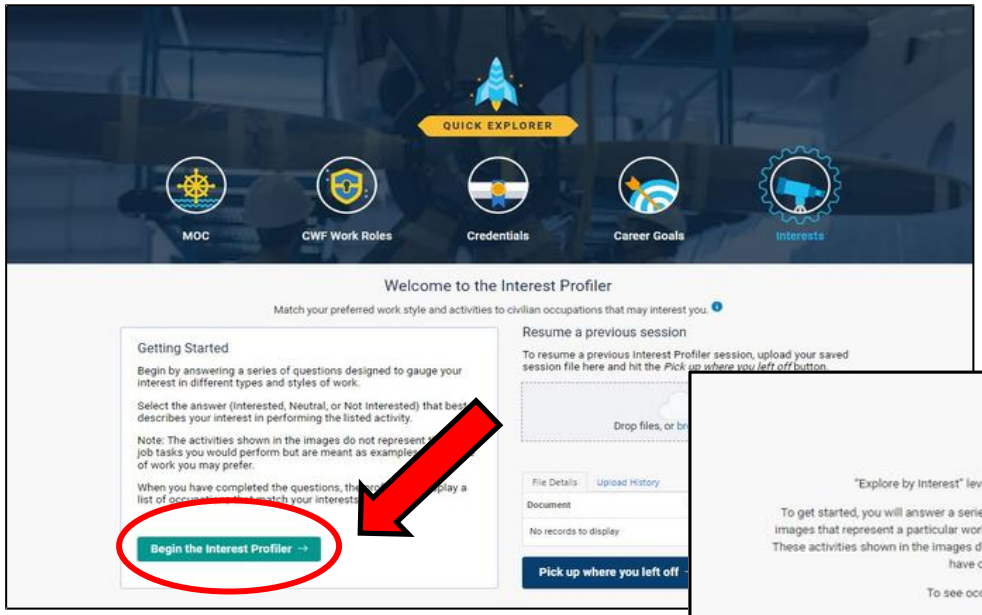


If you are undecided and want to understand how your personal interests align with credentialing paths: Click on “Quick Explorer” under “Tools”, then select “Get Started” within the “Interests” card.

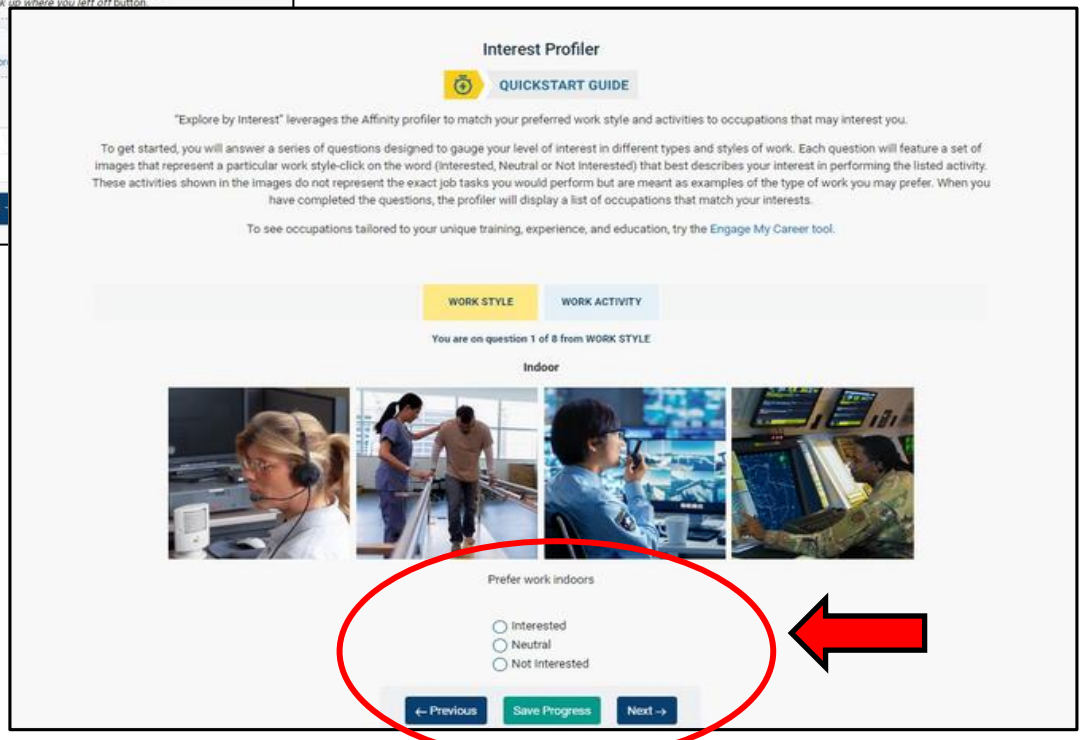


PATH 4

MilGears Path 4 cont.



Click on “Begin the Interest Profiler”

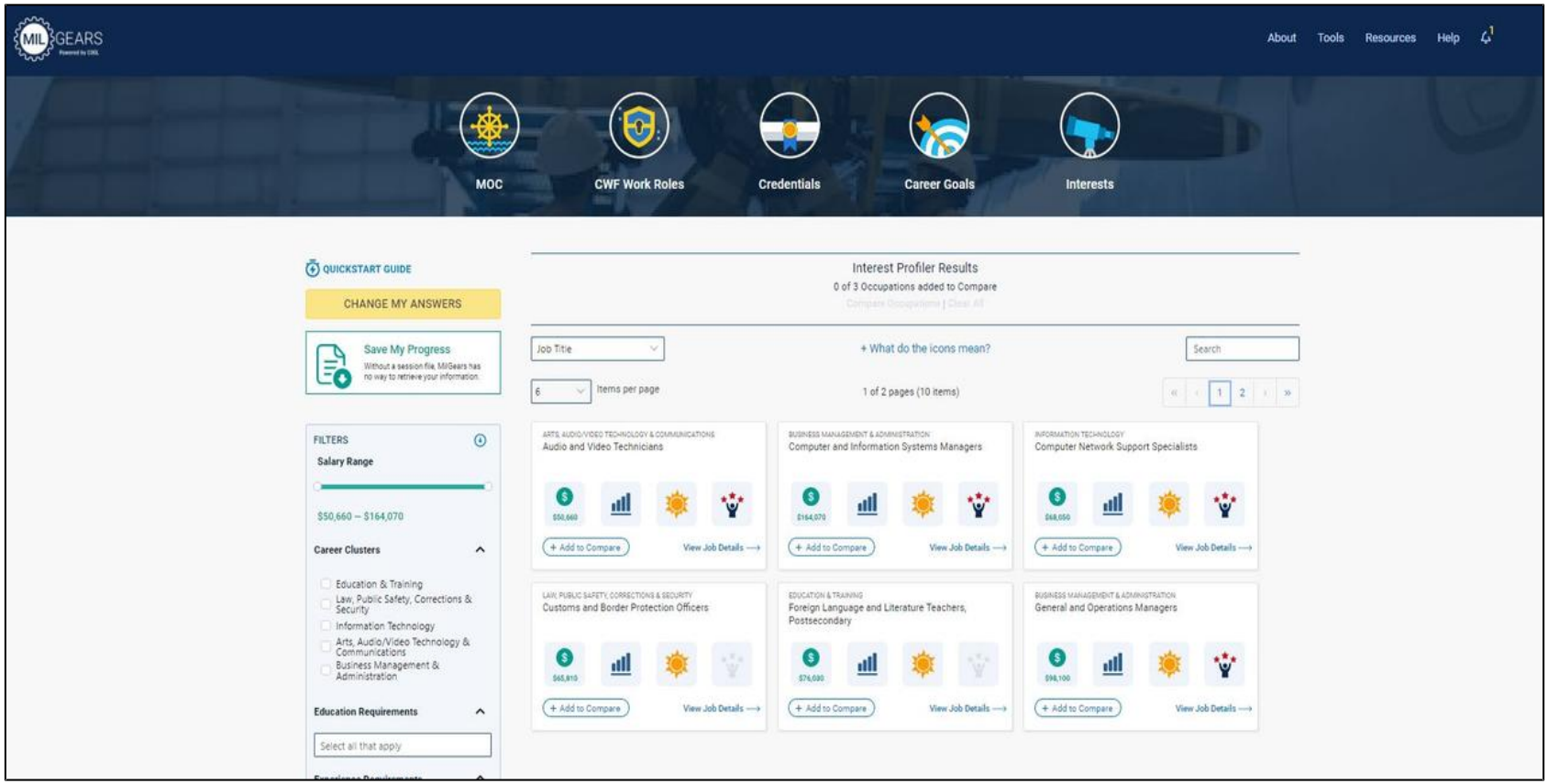


Complete the short assessment by selecting the best option you prefer, then select “Next”.

PATH 4

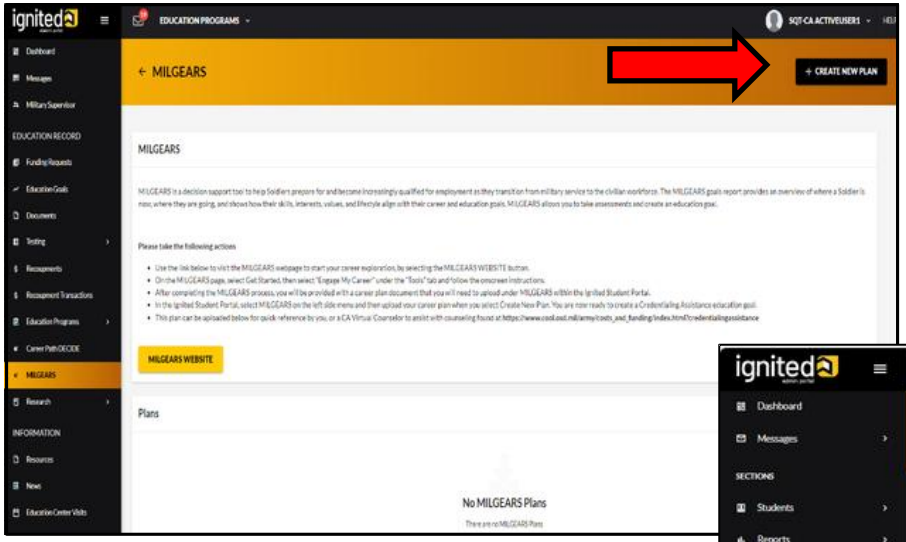
MilGears Path 4 cont.

Once you have completed the questions, the profiler will display a list of occupations that match your interests. Screenshot this page, save as a PDF, and upload the document into ArmyIgnitED.

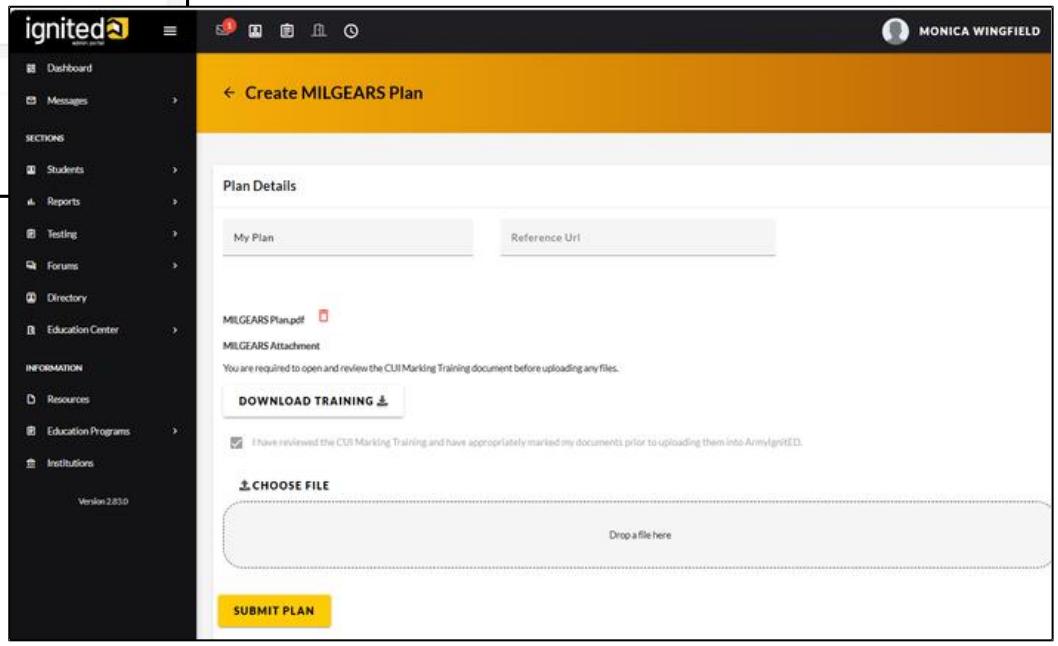


Path 4

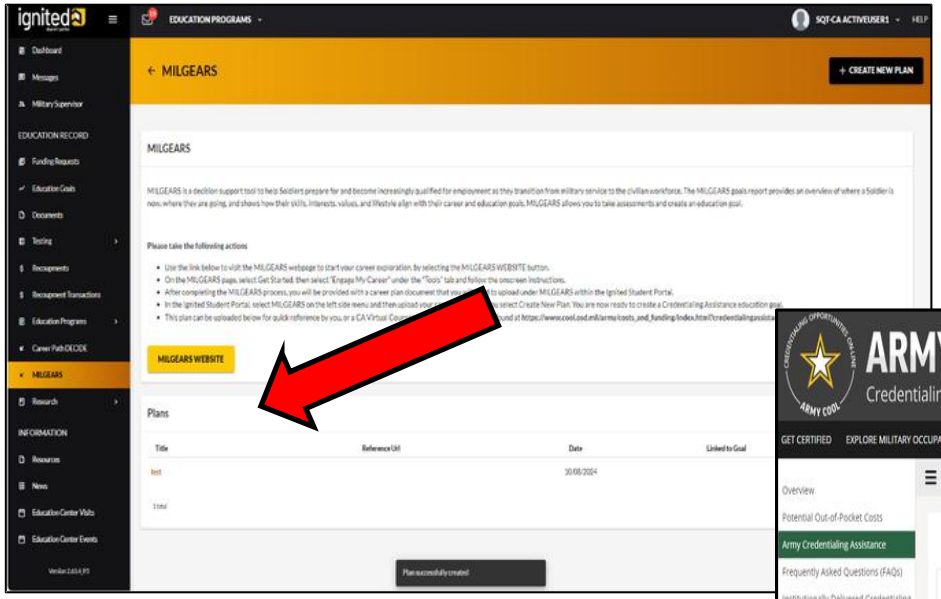
After you create a PDF of your screenshot, log back into ArmyIgnitED and select MILGEARS on the left-hand side. Then choose +CREATE NEW PLAN from the top right.

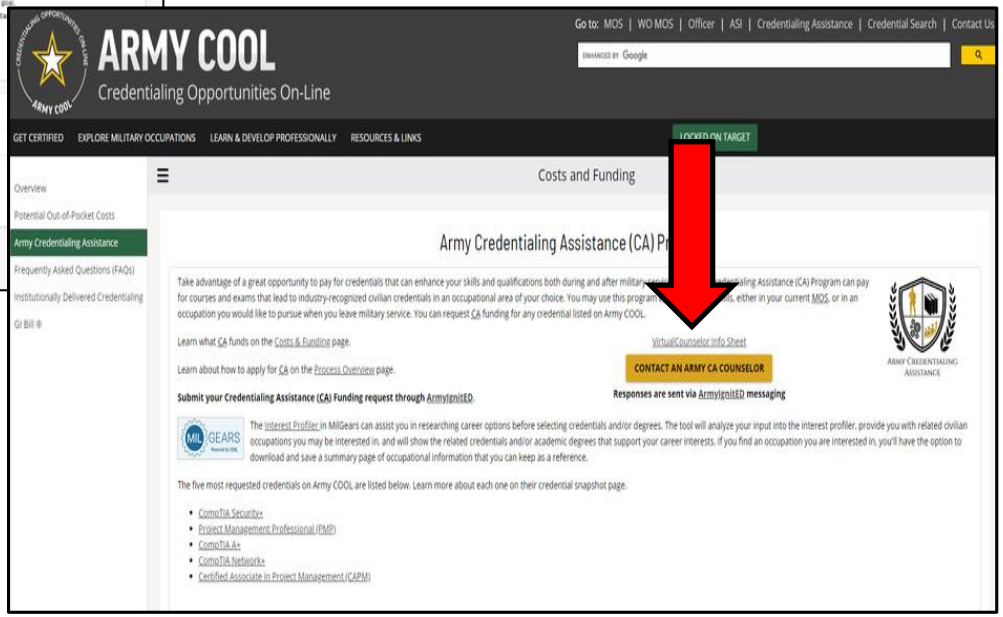


1. Create a title
2. Click on DOWNLOAD TRAINING
3. Check the box
4. Drop the PDF document into the submission box
5. Select SUBMIT PLAN



Once completed, you will see the file appear in the “Plans” section at the bottom of the screen. Once your plan has been submitted, contact the CA Virtual Counseling Cell (VCC) for a counseling appointment by clicking on the “Contact An Army CA Counselor” button on the Army COOL site.





https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance

Army Credentialing Assistance Program Page:

https://www.cool.osd.mil/army/costs_and_funding/army_credential_assistance.htm

Soldiers with Questions- **Submit Message in ArmyIgnitED using the "Credentialing Assistance (CA) Office" category**

ARMY CREDENTIALING ASSISTANCE