




How to Create a Cadet Payment Request (CPR) Form

General Instructions

This step-by-step instruction explains how to create a Cadet Payment Request (CPR) Form in GoArmyEd.

Step-by-Step instructions are provided for the tasks listed below. Select the task to go directly to it. To return to this page, click the  arrow.

- [Create a Cadet Payment Request \(CPR\) Form](#)
- [Update a Rejected Cadet Payment Request \(CPR\) Form](#)

You will need the following:

- Internet access
- User name and password for GoArmyEd

Business Policies

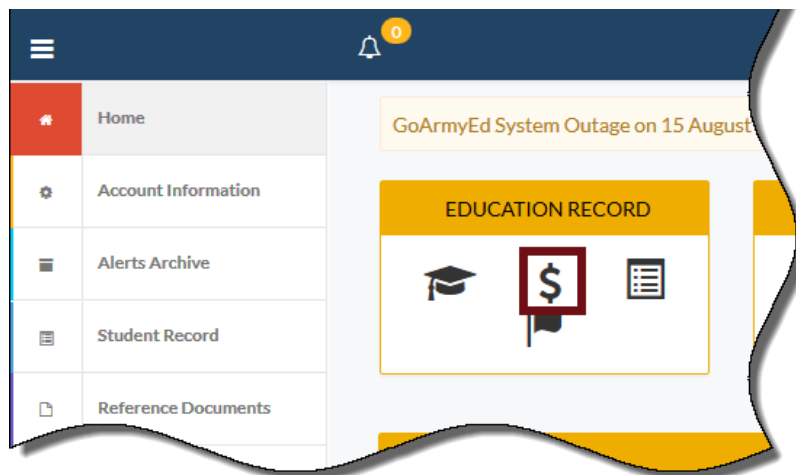
- A Cadet Student can only submit one Cadet Payment Request (CPR) Form per term in GoArmyEd.
- A Cadet Student can only submit a CPR after the schools last add/drop date.
- A Cadet Student can only select one payment type for classes per term per the CPR. A Cadet Student can select either: **“Tuition & Fees,”** **“Tuition & Fees-Flat Rate”** or **“Room & Board”**
- All CPRs must be pre-approved by a Cadet Student’s Program Cadre and have a final approval by the Professor of Military Science (PMS.)
- You will not be able to select **“Room and Board”** for a Summer Term.
- If you select **“Room and Board,”** you will not be able to submit a CPR for **“Tuition & Fees”** for the same term.

Step-by-step Instructions for creating a Cadet Payment Request (CPR) Form

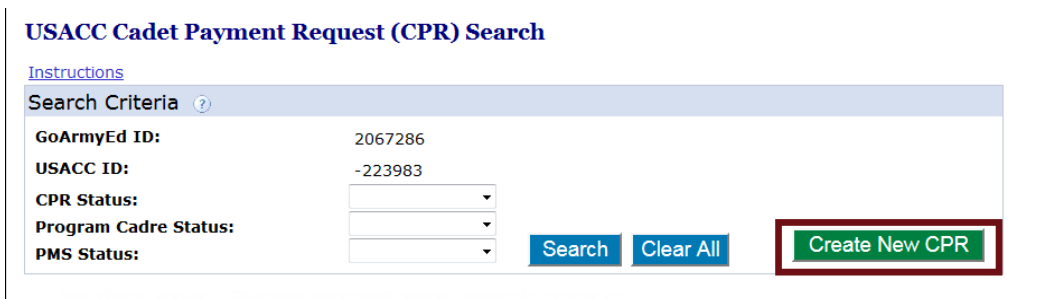
Use the following steps to create a Cadet Payment Request (CPR) Form in GoArmyEd.

Note: Screen images in this document may vary slightly from the current GoArmyEd view.

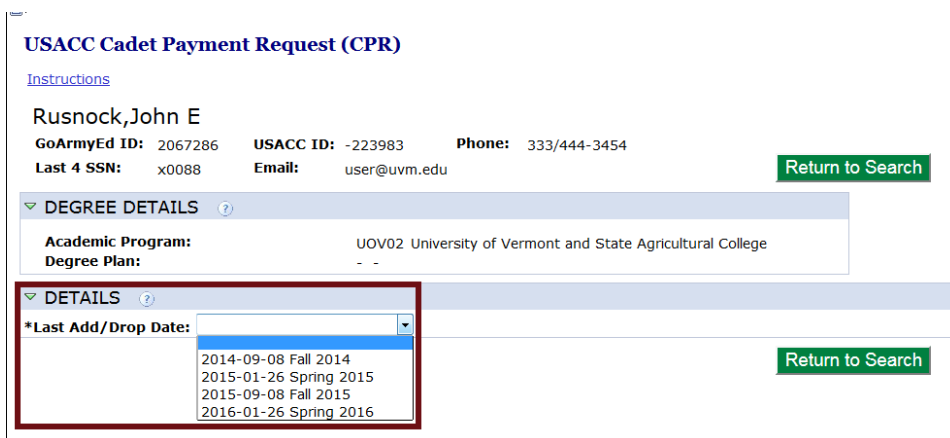
1. From your GoArmyEd Homepage select the **“Dollar sign”** \$ icon in the **Education Record** section.



2. The **USACC Cadet Payment Request (CPR) Search** page displays. To create a new CPR select the **“Create New CPR”** button.



3. The **USACC Cadet Payment Request (CPR)** page appears. In the **Details** section select the term for your classes you are creating your payment request for from the **“Last Add/ Drop Date”** drop-down menu.

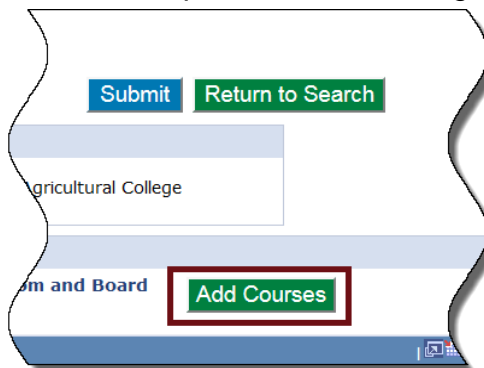


4. Select **“Tuition and Fees”** or **“Room and Board”** as your payment option. If your school utilizes Flat Rate billing, select the check box beside **“Flat Rate”** after selecting **“Tuition and Fees.”**

Attention: If you select **“Room and Board,”** you will not be able to submit a CPR for **“Tuition and Fees”** for the same term.

Note: You will not be able to select **“Room and Board”** for a Summer Term.

5. Select the **“Add Courses”** button to proceed with adding courses.



6. Your previously approved U.S. Army Cadet Command (USACC) Course Planner will appear with the courses you have listed per your Form 104-R (Planned Academic Worksheet). From the **USACC Course Planner** page, select only courses for the current term.

Select the **“Add to CPR”** button to add each course to your CPR.

Add to CPR	Course Planner Status	CPR Status	School	School Name	Subject	Catalog Number
Add to CPR	Approved	Pending	NU04	Norwich University	ARS	101
Add to CPR	Approved	Pending	NU04	Norwich University	ARS	102

7. After adding your courses for the term, select the **“Return to CPR”** button to return to your **USACC Cadet Payment Request** page.

USACC Course Planner
[Instructions](#)
 Rusnock, John E
 GoArmyEd ID: 2067286 USACC ID: -223983 Phone: 333/444-3454
 Last 4 SSN: x0088 Email: user@uvm.edu

DEGREE DETAILS
 Academic Program: UOV02 University of Vermont and State Agricultural College
 Degree Plan: --

COURSE DETAILS

Add to CPR	Course Planner Status	School	School Name	Subject	Catalog Number	Course Title	Units	Unit Type	Semester Hours
<input type="checkbox"/>	Approved	NU04	Norwich University	ARS	101	Art Class	4.00	Semester Hour	4.00

Return to CPR

8. **USACC Cadet Payment Request (CPR)** page appears. In the **Details** section, select the course **Instruction Mode** from the drop-down menu for each course.

USACC Cadet Payment Request (CPR)
[Instructions](#)
 Rusnock, John E
 GoArmyEd ID: 2067286 USACC ID: -223983 Phone: 333/444-3454
 Last 4 SSN: x0088 Email: user@uvm.edu **Save** **Submit** **Return to Search**

DEGREE DETAILS
 Academic Program: UOV02 University of Vermont and State Agricultural College
 Degree Plan: --

DETAILS
 *Last Add/Drop Date: 2014-09-08 Fall 2014 Tuition and Fees Room and Board **Add Courses**
 Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Total Cost
NU04	Norwich University	ARS	101	Art Class	4.00	<input type="text" value="Distance Learning (on-line)"/>	Cadet Scholarship	Enter Costs \$0.00	Delete
NU04	Norwich University	ART	101	Art Class	4.00	<input type="text" value="On Campus"/>	Cadet Scholarship	Enter Costs \$0.00	Delete
NU04	Norwich University	ARS	102	Art Class	4.00	<input type="text" value="Study Abroad"/>	Cadet Scholarship	Enter Costs \$0.00	Delete

Upload School Bill
Save **Submit** **Return to Search**

9. Select the course **Fund Type** from the drop-down menu for each course. When choosing **“Room & Board”** you will not select a **Fund Type**.

USACC Cadet Payment Request (CPR)
[Instructions](#)
 Rusnock, John E
 GoArmyEd ID: 2067286 USACC ID: -223983 Phone: 333/444-3454
 Last 4 SSN: x0088 Email: user@uvm.edu **Save** **Submit** **Return to Search**

DEGREE DETAILS
 Academic Program: UOV02 University of Vermont and State Agricultural College
 Degree Plan: --

DETAILS
 *Last Add/Drop Date: 2014-09-08 Fall 2014 Tuition and Fees Room and Board **Add Courses**
 Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Total Cost
NU04	Norwich University	ARS	101	Art Class	4.00	Distance Learning (on-line)	<input type="text" value="Cadet Scholarship"/>	Enter Costs \$0.00	Delete
NU04	Norwich University	ART	101	Art Class	4.00	On Campus	<input type="text" value="Student Funded"/>	Enter Costs \$0.00	Delete
NU04	Norwich University	ARS	102	Art Class	4.00	Distance Learning (on-line)	Cadet Scholarship	Enter Costs \$0.00	Delete

Upload School Bill
Save **Submit** **Return to Search**



If **“Student Funded”** is selected, a pop-up appears advising you that you are choosing to self-pay even though you are eligible for scholarship.
 Select **“OK”** to proceed.

Message

You are choosing to self pay even though you are eligible for scholarship. (25000,1492)

OK

10. Select the **“Enter Cost”** link under the **Tuition and Fees** column.

DETAILS ?

*Last Add/Drop Date: 2014-09-08 Fall 2014 **Tuition and Fees** Room and Board **Add Courses**

Flat Rate


School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Total Cost	
NU04	Norwich University	ARS	101	Art Class	4.00	On Campus	Cadet Scholarship	Enter Costs	\$2,050.00	Delete
NU04	Norwich University	ART	101	Art Class	4.00	On Campus	Cadet Scholarship	Enter Costs	\$750.00	Delete
NU04	Norwich University	ARS	102	Art Class	4.00	On Campus	Cadet Scholarship	Enter Costs	\$1,500.00	Delete
NU04	Norwich University	ART	102	Art Class	4.00	On Campus	Cadet Scholarship	Enter Costs	\$1,000.00	Delete

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$5,300.00 **School Bill**

TOTAL AMOUNT TO BE PAID BY STUDENT: \$0.00

Submit **Return to Search**

11. On the **USACC CPR Tuition and Fees** page enter in the following:

- a. **“*Tuition /Fee Code”** field-use the **“Magnifying glass”**  icon to search for your code
- b. **Tuition and Fees Description** field-the description of the **“*Tuition/Fee Code”**
- c. **“Amount”** field-the amount in this field should match with the amount on your student bill from your home school.
- d. **“Add”** button-select the **“Add”** button to add additional fees for each specific course

Reminder: Repeat these steps for all courses listed on your CPR.

USACC CPR Tuition and Fees

USACC CPR Tuition and Fees

GoArmyEd ID: 2067286 USACC ID: -223983 Total Cost: \$2,050.00

Course Title: Art Class

*Tuition/ Fee Code	Tuition and Fees Description	Amount	
000	Tuition	2000.00	Add
009	Athletic fee	50.00	Add

Return To CPR Cancel

12. Select the **“Return to CPR”** button to return to the **USACC Cadet Payment Request** page.

USACC CPR Tuition and Fees

USACC CPR Tuition and Fees

GoArmyEd ID: 2067286 USACC ID: -223983 Total Cost: \$8,000.00

Course Title: Art Class

*Tuition/ Fee Code	Tuition and Fees Description	Amount	
000	Tuition	8000.00	Add
009	Athletic fee	50.00	Add

Return To CPR Cancel

13. The total cost of the course will display in the **Total Cost** column. To update the cost select the **“Enter Cost”** link.

To delete a course select the **“Delete”** button.

DETAILS

*Last Add/Drop Date: 2014-09-08 Fall 2014 Tuition and Fees Room and Board Add Courses

Flat Rate

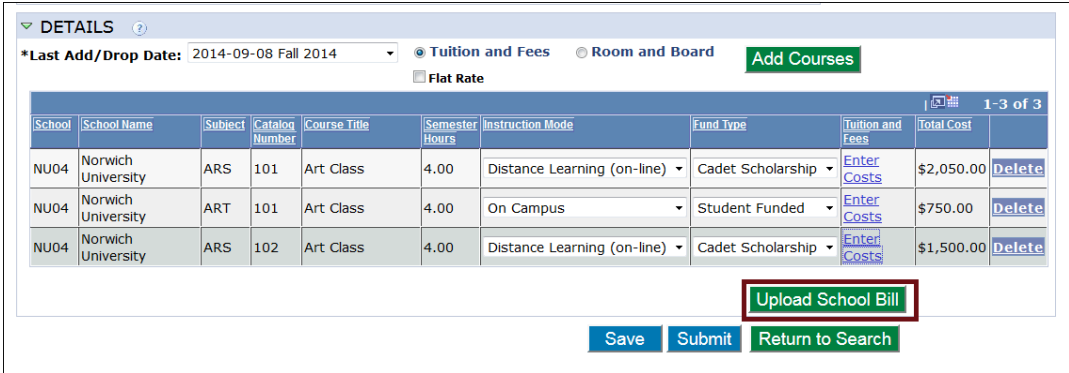
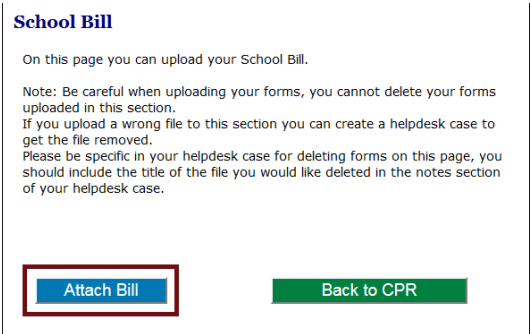
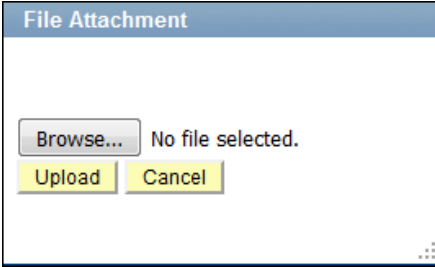
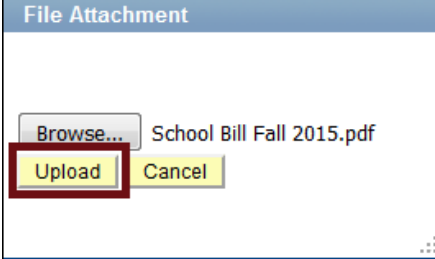
School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Total Cost	
NU04	Norwich University	ARS	101	Art Class	4.00	On Campus	Cadet Scholarship	Enter Costs	\$2,050.00	Delete
NU04	Norwich University	ART	101	Art Class	4.00	On Campus	Cadet Scholarship	Enter Costs	\$750.00	Delete
NU04	Norwich University	ARS	102	Art Class	4.00	On Campus	Cadet Scholarship	Enter Costs	\$1,500.00	Delete
NU04	Norwich University	ART	102	Art Class	4.00	On Campus	Cadet Scholarship	Enter Costs	\$1,000.00	Delete

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$5,300.00 School Bill

TOTAL AMOUNT TO BE PAID BY STUDENT: \$0.00

Submit Return to Search



<p>14.</p>	<p>In order to submit your CPR for review, you must select the “Upload School Bill” and upload your valid School Bill when you have selected “Tuition and Fees.”</p> <p>Important: You will not be able to submit your CPR if a school bill is not uploaded.</p>  <p>The screenshot shows a 'DETAILS' page with a dropdown menu for 'Last Add/Drop Date' set to '2014-09-08 Fall 2014'. There are radio buttons for 'Tuition and Fees' (selected) and 'Room and Board'. An 'Add Courses' button is visible. Below is a table with columns: School, School Name, Subject, Catalog Number, Course Title, Semester Hours, Instruction Mode, Fund Type, Tuition and Fees, Total Cost, and Delete. The table contains three rows for 'Norwich University' with 'Art Class' courses. At the bottom, an 'Upload School Bill' button is highlighted with a red box, along with 'Save', 'Submit', and 'Return to Search' buttons.</p>
<p>15.</p>	<p>On the School Bill page. Select the “Attach Bill” button.</p>  <p>The screenshot shows the 'School Bill' page. It contains a note: 'On this page you can upload your School Bill. Note: Be careful when uploading your forms, you cannot delete your forms uploaded in this section. If you upload a wrong file to this section you can create a helpdesk case to get the file removed. Please be specific in your helpdesk case for deleting forms on this page, you should include the title of the file you would like deleted in the notes section of your helpdesk case.' At the bottom, an 'Attach Bill' button is highlighted with a red box, and a 'Back to CPR' button is also visible.</p>
<p>16.</p>	<p>A file attachment pop-up will appear. Select “Browse” and locate the appropriate file on your computer.</p>  <p>The screenshot shows a 'File Attachment' pop-up window. It contains a 'Browse...' button, the text 'No file selected.', and 'Upload' and 'Cancel' buttons.</p>
<p>17.</p>	<p>Select “Upload” button.</p>  <p>The screenshot shows the 'File Attachment' pop-up window with the file 'School Bill Fall 2015.pdf' listed next to the 'Browse...' button. The 'Upload' button is highlighted with a red box.</p>
<p>18.</p>	<p>The uploaded file will appear on the page. To view your uploaded file, select the “View” button.</p>

	<div data-bbox="506 191 1328 590"> <p>School Bill</p> <p>On this page you can upload your School Bill.</p> <p>Note: Be careful when uploading your forms, you cannot delete your forms uploaded in this section. If you upload a wrong file to this section you can create a helpdesk case to get the file removed. Please be specific in your helpdesk case for deleting forms on this page, you should include the title of the file you would like deleted in the notes section of your helpdesk case.</p> <table border="1" data-bbox="522 432 1269 489"> <tr> <td>2175300</td> <td>06/04/2016</td> <td>IMG_4066.JPG</td> <td>View</td> <td>Delete</td> </tr> </table> <p>Attach Bill Back to CPR</p> </div>	2175300	06/04/2016	IMG_4066.JPG	View	Delete
2175300	06/04/2016	IMG_4066.JPG	View	Delete		
<p>19.</p>	<p><u>To delete your uploaded file, select the “Delete” button.</u></p> <div data-bbox="488 648 1349 1073"> <p>School Bill</p> <p>On this page you can upload your School Bill.</p> <p>Note: Be careful when uploading your forms, you cannot delete your forms uploaded in this section. If you upload a wrong file to this section you can create a helpdesk case to get the file removed. Please be specific in your helpdesk case for deleting forms on this page, you should include the title of the file you would like deleted in the notes section of your helpdesk case.</p> <table border="1" data-bbox="505 898 1295 955"> <tr> <td>2175300</td> <td>06/04/2016</td> <td>IMG_4066.JPG</td> <td>View</td> <td>Delete</td> </tr> </table> <p>Attach Bill Back to CPR</p> </div> <p><u>Note: You cannot remove a school bill from a pre-approved, approved, or auto-approved CPR.</u></p>	2175300	06/04/2016	IMG_4066.JPG	View	Delete
2175300	06/04/2016	IMG_4066.JPG	View	Delete		
<p>20.</p>	<p>Select “Back to CPR” once your file has been successfully uploaded.</p> <div data-bbox="456 1283 1382 1728"> <p>School Bill</p> <p>On this page you can upload your School Bill.</p> <p>Note: Be careful when uploading your forms, you cannot delete your forms uploaded in this section. If you upload a wrong file to this section you can create a helpdesk case to get the file removed. Please be specific in your helpdesk case for deleting forms on this page, you should include the title of the file you would like deleted in the notes section of your helpdesk case.</p> <table border="1" data-bbox="477 1562 1341 1619"> <tr> <td>2175300</td> <td>06/04/2016</td> <td>IMG_4066.JPG</td> <td>View</td> <td>Delete</td> </tr> </table> <p>Attach Bill Back to CPR</p> </div>	2175300	06/04/2016	IMG_4066.JPG	View	Delete
2175300	06/04/2016	IMG_4066.JPG	View	Delete		
<p>21.</p>	<p>After uploading your school bill, select “Submit” to send your CPR to your Program Cadre and Professor of Military Science (PMS) for approval.</p>					



Select **“Save”** to come back to the CPR later.
Note: You can only submit your CPR **after** the last add/drop date of the term you selected.

▼ DETAILS ⓘ

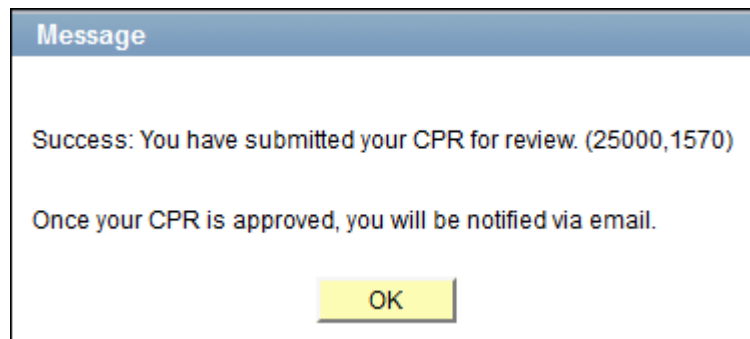
*Last Add/Drop Date: 2014-09-08 Fall 2014 Tuition and Fees Room and Board Flat Rate [Add Courses](#)

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Total Cost	
NU04	Norwich University	ARS	101	Art Class	4.00	Distance Learning (on-line) ▼	Cadet Scholarship ▼	Enter Costs	\$2,050.00	Delete
NU04	Norwich University	ART	101	Art Class	4.00	On Campus ▼	Student Funded ▼	Enter Costs	\$750.00	Delete
NU04	Norwich University	ARS	102	Art Class	4.00	Distance Learning (on-line) ▼	Cadet Scholarship ▼	Enter Costs	\$1,500.00	Delete

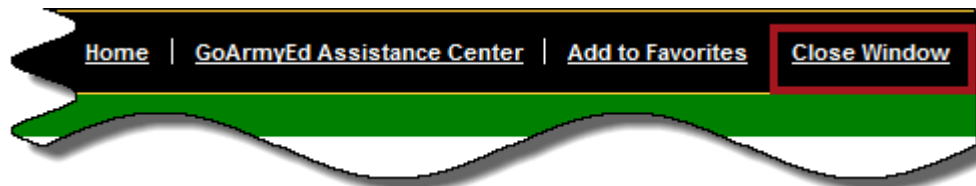
[Upload School Bill](#)

[Save](#) [Submit](#) [Return to Search](#)

22. A confirmation message appears advising your CPR was submitted successfully. Once your CPR has been reviewed you will be notified via email. Select the **“OK”** button.



23. Select the **“Close Window”** link to return to your homepage.

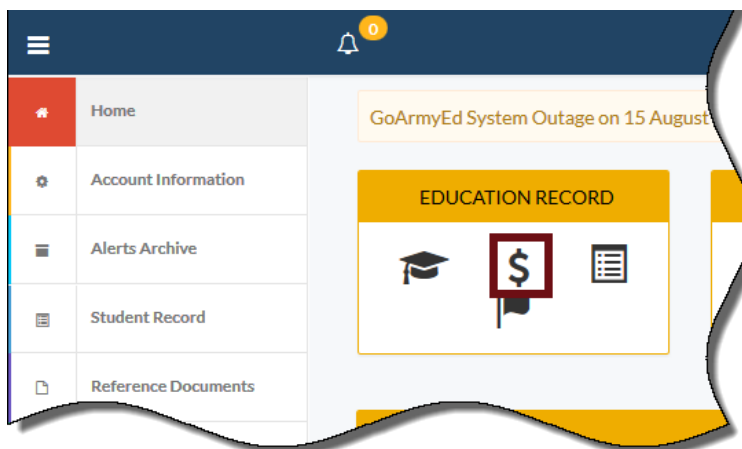


Update a Disapproved Cadet Payment Request (CPR) Form

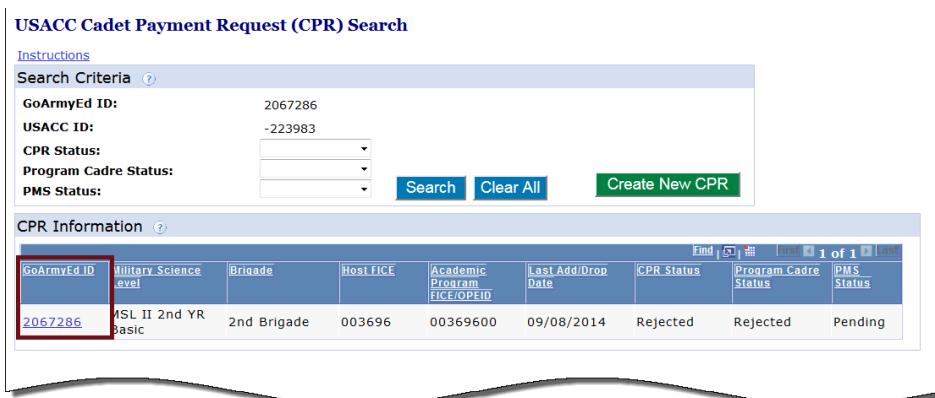
Use the following steps to update a disapproved Cadet Payment Request (CPR) Form in GoArmyEd.

Note: Screen images in this document may vary slightly from the current GoArmyEd view.

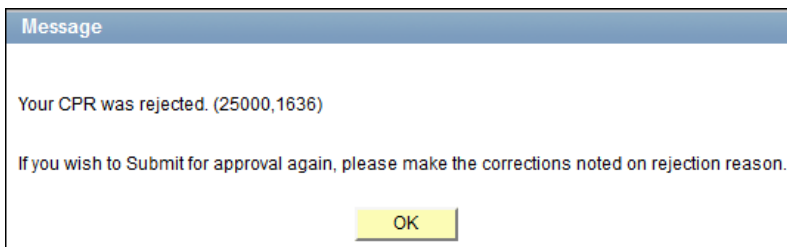
- From your GoArmyEd Homepage select the **“Dollar sign”** \$ icon in the **Education Record** section.



- The **USACC Cadet Payment Request (CPR) Search** page displays. If you have a rejected CPR it will display in the CPR Information section. Select the hyperlink in the GoArmyEd ID column to view your disapproved CPR.



- A pop-up message appears stating your CPR was rejected. Select the **“OK”** button to review your CPR.



4. The rejection email you received contains the rejection reason. You can also view this information on **USACC Cadet Payment Request (CPR)** page. Expand the **Approval Section** to view the rejection reason.

USACC Cadet Payment Request (CPR) **REJECTED**

[Instructions](#)

Rusnock, John E
 GoArmyEd ID: 2067286 USACC ID: -223983 Phone: 333/444-3454
 Last 4 SSN: x0088 Email: user@uvm.edu [Submit](#) [Return to Search](#)

▼ **DEGREE DETAILS** ?

Academic Program: UOV02 University of Vermont and State Agricultural College
 Degree Plan: - - -

▼ **DETAILS** ?

Last Add/Drop Date: 2014-09-08 Fall 2014 Tuition and Fees Room and Board [Add Courses](#)
 Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Total Cost	
NU04	Norwich University	ARS	101	Art Class	4.00	On Campus	Cadet Scholarship	Enter Costs	\$2,050.00	Delete
NU04	Norwich University	ART	101	Art Class	4.00	On Campus	Cadet Scholarship	Enter Costs	\$750.00	Delete
NU04	Norwich University	ARS	102	Art Class	4.00	On Campus	Cadet Scholarship	Enter Costs	\$1,500.00	Delete

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$4,300.00 [School Bill](#)
TOTAL AMOUNT TO BE PAID BY STUDENT: \$0.00

▶ **APPROVAL SECTION** ?
 ▶ **INVOICE INFORMATION** ?

[Submit](#) [Return to Search](#)

5. Review the comments listed in the **Rejection Reason** field for details on why your Course Payment Request Form has been rejected and how to resolve it.

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$4,300.00
TOTAL AMOUNT TO BE PAID BY STUDENT: \$0.00

▼ **APPROVAL SECTION** ?

Name / Email	Date	Status
Program Cadre: Usacc Program Cadre / Not Available	04/29/2016	Rejected
PMS:		Pending
Last Updated By: Usacc Program Cadre / Not Available	04/29/2016 1:29:16PM	
Reject Reason: Units Incorrect Missing course		

▶ **INVOICE INFORMATION** ?

[Submit](#) [Return to Search](#)

6. If you have additional questions regarding your CPR rejection you can contact your Program Cadre or PMS for clarification.


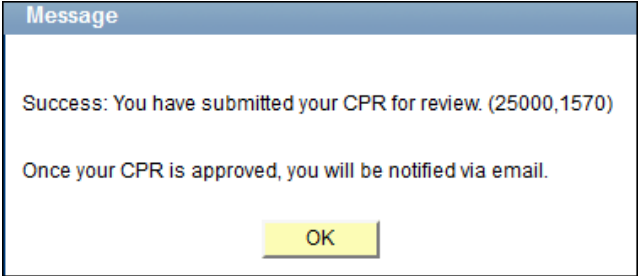
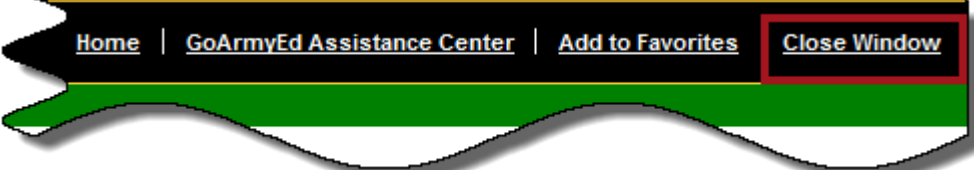
TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$4,300.00
TOTAL AMOUNT TO BE PAID BY STUDENT: \$0.00

▼ **APPROVAL SECTION** ?

Name / Email	Date	Status
Program Cadre: Usacc Program Cadre / Not Available	04/29/2016	Rejected
PMS:		Pending
Last Updated By: Usacc Program Cadre / Not Available	04/29/2016 1:29:16PM	
Reject Reason: Units Incorrect Missing course		

▶ **INVOICE INFORMATION** ?

[Submit](#) [Return to Search](#)

<p>7.</p>	<p>After resolving the reason for your rejection select the “Submit” button to resubmit your CPR.</p>  <p>The screenshot shows the 'USACC Cadet Payment Request (CPR)' form. At the top right, the word 'REJECTED' is displayed in red. Below the title, there are fields for 'GoArmyEd ID: 2067286', 'USACC ID: -223983', and 'Phone: 333/444-3454'. A 'Submit' button is highlighted with a red box. Below this, there is a section for 'DEGREE DETAILS' with a dropdown arrow and a question mark icon. Underneath, it shows 'Academic Program: UOV02 University of Vermont and State Agricultural College' and 'Degree Plan: - -'.</p>
<p>8.</p>	<p>A message appears stating you have successfully submitted your CPR for review. You will receive an email when your courses have been reviewed. Select the “OK” button.</p>  <p>The screenshot shows a 'Message' dialog box with a blue header. The text inside reads: 'Success: You have submitted your CPR for review. (25000,1570)' and 'Once your CPR is approved, you will be notified via email.' At the bottom center, there is a yellow 'OK' button.</p>
<p>9.</p>	<p>Select the “Close Window” link to return to your GoArmyEd homepage.</p>  <p>The screenshot shows a navigation bar with a black background and white text. It contains links for 'Home', 'GoArmyEd Assistance Center', 'Add to Favorites', and 'Close Window'. The 'Close Window' link is highlighted with a red box.</p>

<h3 style="text-align: center;">Key Points to Remember</h3>	
<ul style="list-style-type: none"> • You can only submit a CPRs after the schools last add/drop date. 	
<ul style="list-style-type: none"> • When uploading your school bill, you cannot delete the uploaded document. If you upload an incorrect file, you can create a GoArmyEd Helpdesk case with the title of the file you would like to delete. 	
<ul style="list-style-type: none"> • You will not be able to select “Room and Board” for a Summer Term. 	
<ul style="list-style-type: none"> • If you select “Room and Board,” you will not be able to submit a CPR for “Tuition and Fees” for the same term. 	