

Instructions for accessing online billing statement for GoArmyEd (GAED) FTA Application:

- Log into the Banner Self Service area → <http://www.BHSU.edu/MyBHSU>
- Sign in with your BHSU Yellowjacket address and email password. For assistance with logging in to Banner Self-Service, contact the BHSU Help Desk at (605) 642-6580 or BHSUHelpDesk@BHSU.edu.
- From the Banner Service Self Service Dashboard locate the Student Self Service area and click on the SDePay/Pay Now Button.
- Click on View and Pay Accounts on side menu
- Click on Statement Billing Date for the statement you want (example: 8/1/20XX)
- Click on PDF icon next to Printable Version
- Save PDF file of statement to computer to upload to GAED or email to education center

This statement from SDePay will meet the GAED cost verification (bill) requirements

The schedule from your online account will also need to be uploaded to meet the GAED course verification (schedule) requirement.

Before your GAED TA request can be approved, you must attach the system-generated cost and course verification that includes your name and the name of your school.

If you have any questions on getting logged into your GoArmyEd.com account to upload your statement (bill) and your class schedule, contact the state FTA Manager, Linda Abbott. She is best reached by email, but here is her contact info: Phone: (605) 737-6675 or Linda.l.abbott.civ@mail.mil. She works on Camp Rapid at the Education Office.