



Military Transcript Request Protocol

This section of the document serves as a quick reference for students to assist you in requesting your Joint Services Transcript, i.e. military training transcript. **This process should be used by all military service members EXCEPT for members of the Air Force. Instructions for members of the Air Force can be found on the next page.**

1. Complete the Registration form found at the following URL to establish a user account with JST.
 - <https://jst.doded.mil/smart/registration.do>
2. To log into the JST website go to:
 - <https://jst.doded.mil/smart/signIn.do>
3. When you get to that screen, enter your login credentials on the left side under “Non CAC Users” and click Sign In

Sign In

CAC Users

If you are currently an active service member or have a CAC card and were prior enlisted, you do not need to register for a JST account.

[Login with your CAC!](#)

-or-

Non CAC Users

JST Username:

JST Password:

[forgot password?](#)

Register to Use this System

If you are prior Army, Coast Guard, Marine Corps, or Navy or do not have access to a Co

Who's Eligible For JST Transcripts

Army, Coast Guard, Marine Corps, and Navy: Active Duty, Reserve and Veterans.

[How to make updates or corrections to your JST Transcript](#)

[How to request an official transcript](#)

[Frequently Asked Questions](#)

[Academic Institutions](#)

For JST Technical Issues

NETC N644
ATT: JST Operations Center
6490 Saufley Field Road
Pensacola, Florida 32509
Email: jst@doded.mil

For Army Access Issues

For ARMY JST Password Reset or access issues ONLY, send email to: usarmy.knox.hrc.mbx.tagd-jst@mail.mil
All other inquiries, please open a new inquiry using your JST account.

4. Once you have logged in, click on the Transcripts button on the upper task bar

JST Joint Services Transcript

Name: Branch: Rate/Rank:

[Home](#) [Transcripts](#) [Update Transcript Status](#) [My Account](#) [My Inquiries](#) [Sign Out](#)

Have questions or problems with your transcript? Access the new [My Inquiries](#) tool, and [Open a New Inquiry](#) to get help.

Welcome

You are signed into the JST System as . As a Service Member level user of this system, you have the ability to perform the

- Transcripts: View your own JST.
- Degree Shop/SMOLAA: Degree shop by institute, your rate, or all programs (Navy only).
- SOC Agreements: View your SOC Agreements.
- Update Transcript Status: Check the status of your JST correction/update request.
- My Account: Update your email address or change your password.

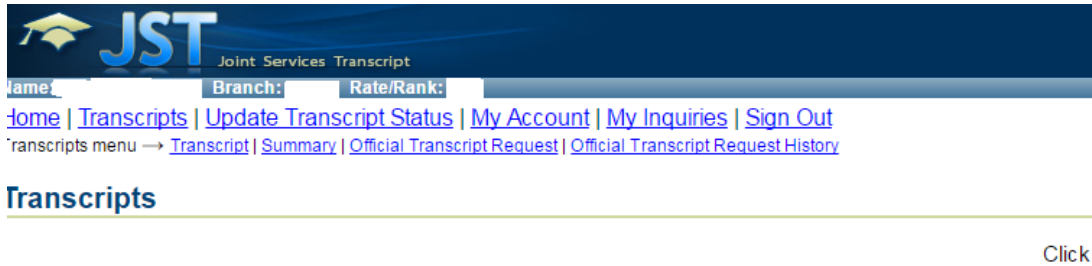
Important JST Links

[How to make updates or corrections to your JST Transcript](#)

[How to request an official transcript](#)

[Frequent Asked Questions](#)

5. Select Option 1 Transcript to access your Unofficial Transcript



1. [Transcript](#) Select *Transcript* to view and print an Individual (Unofficial) Transcript on-line.
2. [Summary](#) Select *Summary* to view and print a Summary of an Individual (Unofficial) Transcript.
5. [Official Transcript Request](#) Select the *Official Transcript Request* to request an official transcript to be sent.
6. [Official Transcript Request History](#) Select the *Official Transcript Request History* to view the history of all official transcript requests.

6. Click the download button to save a copy of your unofficial transcripts to your computer and email as an attachment to NCC!



This section of the document serves as a quick reference for Air Force students to assist you in requesting your Air Force University Transcript, i.e. military training transcript. **This process should only be used by members of the Air Force.**

1. Air Force University does not process electronic transcript requests for official transcripts, nor does it send official transcripts electronically. However, NCC only requires unofficial transcripts and the Air Force University **WILL** process electronic transcript requests for unofficial transcripts through the [Air Force Virtual Education Center](#).
2. If you wish to request an official copy of your transcripts from Air Force University, there are directions available on [their website](#). If you choose to request official transcripts instead of unofficial transcripts, you should have a copy delivered directly to Northwest Career College, Attn: School Certifying Official, 7398 Smoke Ranch Road #100, Las Vegas, NV 89128 for most expedited processing of your transcript submission.