

Requesting a Joint Service Transcript



Step 1. When you get to the JST website, you will likely have to register for an account. Once you are logged in select the green box that says Request Official Transcript.

Joint Services Transcript					
My Transcripts 🐱	My Inquiries	My Degree Agreements	Degree Pathways 🗸	Quick Links 🗸	
Home → Transcript Requ	iests				
Official Transcript Rec	luests				
School Search					

Step 2. The next screen will allow you to search for Central Washington University. Please select the Ellensburg location from the drop-down list (pictured below).

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Step 3. You will need to consent to have the transcripts released to have them sent to the Registrar's Office. This is done by checking the box in the popup message that will appear after you have selected CWU from the drop-down list (pictured above).

Of	Official Transcript Requests History									
	Requested Date	School	Delivery Method	School ID	User	Date Viewed	Username Viewed			
1	12-Feb-2021 19:16 PM	Central Washington University (Main Campus) Office of Admissions 400 East University Way Ellensburg, WA 98926-7463	On-Line Delivery	8796	Non CAC Card User			â		

Step 4. The last step once the transcript has been requested is to please send me a screenshot showing the transcript was ordered to be sent to CWU (pictured above).