



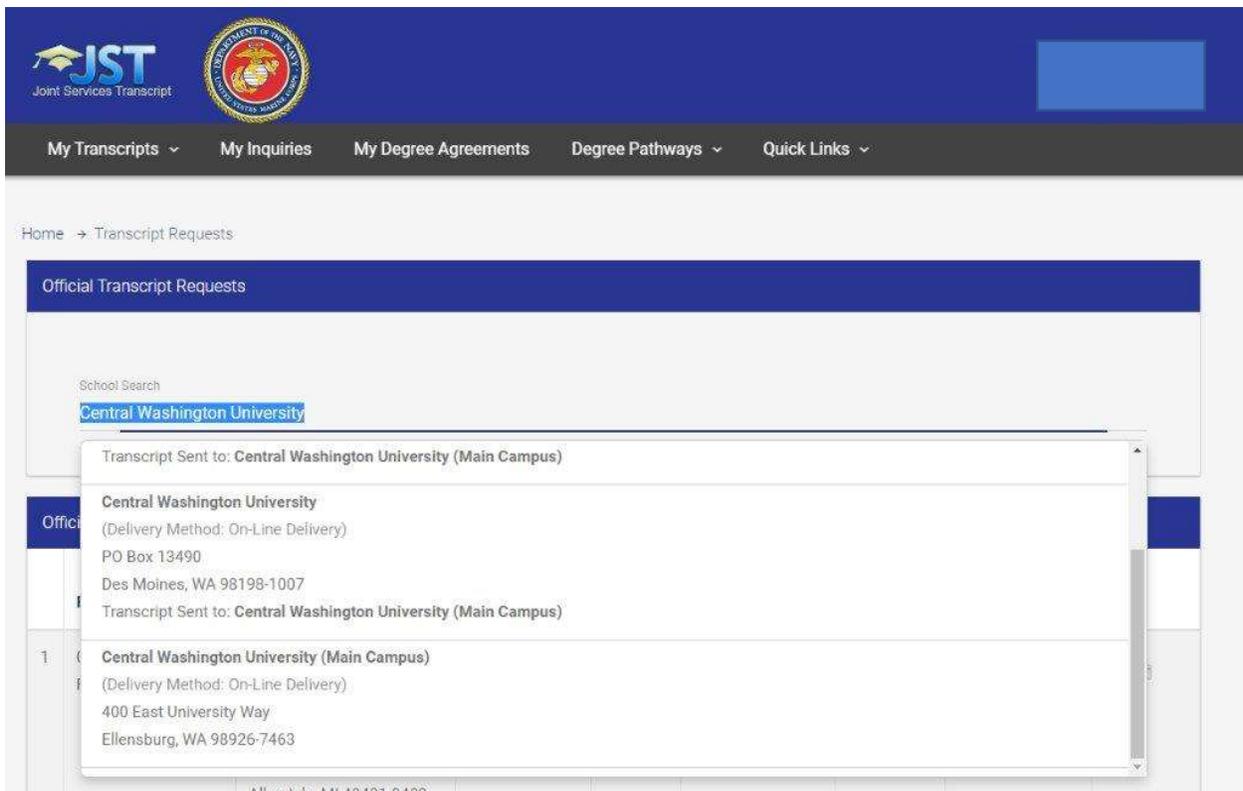
## Requesting a Joint Service Transcript

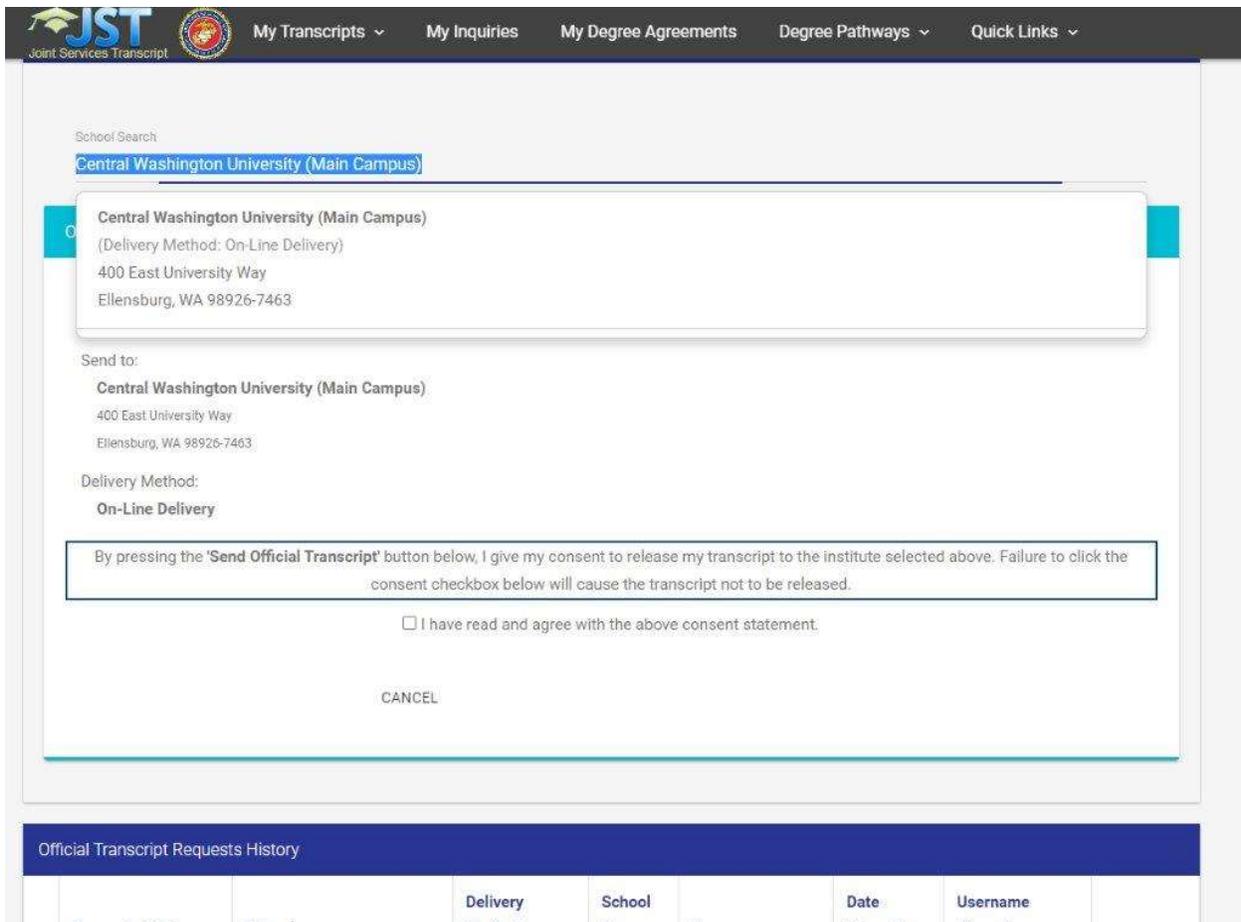
The screenshot shows the JST website interface. At the top left is the JST logo and the Department of the Navy seal. Below this is a navigation menu with the following items: My Transcripts, My Inquiries, My Degree Agreements, Degree Pathways, and Quick Links. The main content area features a 'Welcome to JST!' heading and a 'LAST LOGIN:' section. There are three primary service boxes: a green box for 'My Transcript' with a 'REQUEST OFFICIAL TRANSCRIPT' button, a red box for 'My Inquiries' with a 'MY INQUIRIES' button, and a purple box for 'My Degree Agreements' with a 'MY DEGREE AGREEMENTS' button.

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.



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).





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).

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		

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).