

# My Education Account Request

## Academic Institutions

(1) Institution Name		(2) Date
(3) Institution Address		
(4) City	(5) State	(6) Zip Code
(7) Requestor's Name		(8) Requestor's Phone
(9) Requestor's E-mail		
(10) Requestor's Signature		
(11) Access Type (Select application and access desired)  <input type="checkbox"/> Joint Services Transcript (JST) (Return to <a href="mailto:jst@doded.mil">jst@doded.mil</a> /Fax 850.473.6013) <ul style="list-style-type: none"><li><input type="radio"/> Order Transcripts (includes viewing)</li><li><input type="radio"/> View/Print Transcripts only</li><li><input type="radio"/> School (Build degree templates &amp; Degree Agreements)</li></ul> Navy College Management Information System (NCMIS) <ul style="list-style-type: none"><li><input type="radio"/> Academic Institution Module</li></ul> <small>*Apply Online ONLY: <a href="https://myeducation.netc.navy.mil/school_portal/userApp.html">https://myeducation.netc.navy.mil/school_portal/userApp.html</a></small>		
(12) Reason for requesting access:		
(13) Supervisor Name (Please Print)		(14) Supervisor Phone
(15) Supervisor E-mail		
(16) Supervisor Signature:		
<b>For Office Use Only</b>		
(17) Username:		(18) Date Established:
(19) Account Established By:		

# **My Education Account Request Form Instructions**

## **Academic Institutions**

1. Enter name of institution.
2. Enter date of request.
3. Enter street address of institution. (Ex: 123 Any Street)
4. Enter name of City where institution is located.
5. Enter two-digit code of State where institution is located. (Ex: FL)
6. Enter zip code where institution is located. (+4 not required)
7. Enter name of Requestor.
8. Enter Requestor's phone number.
9. Enter Requestor's individual e-mail address (not a 'generic' e-mail address).
10. Requestor must sign here.
11. Place a checkmark in the appropriate box for the desired application and type of access. (Note: Separate account requests must be submitted for each application).
12. Provide a brief justification for access.
13. Enter (Print) the name of supervisor.
14. Enter supervisor's phone number
15. Enter supervisor's e-mail address.
16. Supervisor must sign here.
17. Enter username for account holder.
18. Enter date account established.
19. Enter name of personnel that established the account.