



# JOINT SERVICES TRIBUNE

By Joint Services Transcript (JST)

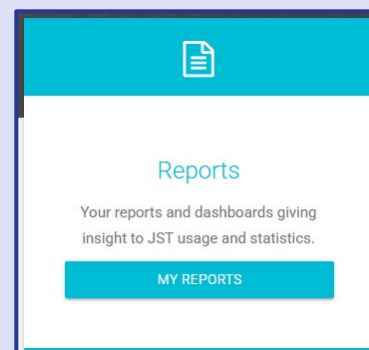
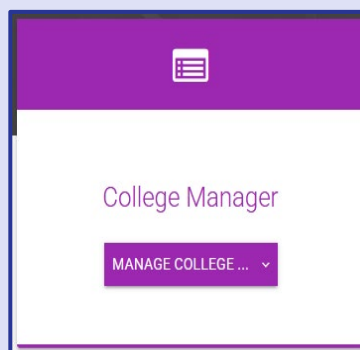


## Got Questions? We have Answers!

Following a highly successful webinar in February 2025, JST gathered valuable suggestions, questions, and requests from participants. The event generated a wealth of information from over 1,600 registered academic institution representatives. Thank you to the participants who helped make this webinar such a success! Thank you to the participants who helped make this webinar such a success! We listened to your feedback and as a result, exciting changes are coming your way!

We had a lot of interest in our **College Manager** access within JST. A College Manager account grants permissions to assist with managing accounts at the academic institutions. College Managers currently have the ability to perform the following actions:

1. Account Management
  - a. Submit requests for new account holders
  - b. Reset existing account holders
2. Manage school specific settings (See page 2)
  - a. Single vs. Bulk Transcript Delivery
  - b. XML Delivery
3. Reports



Not sure if you have a College Manager? No problem! Send an email to [jst@doded.mil](mailto:jst@doded.mil) with the subject, "College Manager Access." Please include your username in the email body.



### Interested in Setting Up Online Delivery of Official Joint Services Transcripts? Need to Submit Requests to Add New Account Holders?

You're in the right place! To get started, please go to our [New Online Academic Account Request Form](#) to submit your request. Each new user should complete and sign the form individually. Submit requests by completing the [Online Academic Account Request Form](#).

We strongly recommend assigning at least two users per institution to ensure coverage during absences.

If you encounter any difficulties or cannot complete the Online Academic Account Request Form, please submit an [Academic Web Inquiry](#) for further assistance.

**Please Note:** Shared or group accounts are strictly prohibited under Department of Defense (DoD) security regulations. Each user requiring access must have a unique login. Any accounts found to be in violation of this policy will be deactivated.

The Joint Services Transcript (JST) Operations Center has been diligently working to provide innovative solutions to meet the requirements of our stakeholders and users. Revamping the JST platform is one of several advancements included in our vision for the future of JST. Stay tuned for exciting updates coming your way!





# School Transcript Delivery Preferences

As a College Manager, you have the ability to configure specific delivery settings tailored to your institution's needs. The selection is entirely at your discretion:

1. PDF Delivery Options
  - a. Single PDF – Recommended for institutions that receive a limited number of transcripts per day or week. Each transcript will be available as an individual PDF file for download.
  - b. Bulk PDF – Ideal for institutions with a higher volume of transcript requests. Transcripts will be grouped into bulk PDF files, with up to 29 transcripts per file for efficient download and processing.
2. XML Delivery
  - a. Transcripts can also be delivered in a single XML file format, in addition to the PDF file(s). This option facilitates seamless integration and parsing into Student Information Systems (SIS), enhancing automation and data management.

College Preferences:

Your school will receive transcripts combined into a single PDF file each day. Would you also like to receive each transcript in a separate file? No ▾

This XML Schema Definition (XSD) defines the provided XML file structure.  
If the XML transcript file does not display correctly in the browser. Select "Save As" on the download button to get the XML file and then it can be viewed using an editor. Occasionally there are invalid characters in some of the descriptions. Please let us know when this occurs and we will fix the descriptions.

Would you like to receive transcripts in XML format along with your PDF? No ▾

SAVE CANCEL

The XML Schema Definition (XSD) is also available for download within the College Manager Settings.

## JST Transcript Redesign – Phase 1

We are pleased to announce the successful implementation of Phase 1 of the JST Transcript Redesign initiative—a significant and strategic effort aimed at enhancing the overall effectiveness and usability of JST transcripts. This comprehensive project will be executed in three (3) phases:

- ★ **Phase 1** – Information gathering and the development of preliminary mockups. The final design will require approval from both the American Council on Education (ACE) and the respective Service Chiefs.
- **Phase 2** – Collaboration with programmers and developers to implement the approved design.
- **Phase 3** – System testing to ensure functionality and quality accuracy.

We've engaged with several academic institutions throughout this process and have made a concerted effort to incorporate their feedback.

If you were unable to participate in the discussions, we welcome your input. Please email us at [jst@doded.mil](mailto:jst@doded.mil) with the subject line: *Attn JST Lead – JST Transcript Redesign*. Feel free to include your preferences, suggestions, or ideas—we are committed to reviewing all submissions and considering them where feasible.

For convenience, the current PDF version will remain available for six (6) months after releasing the redesigned version to allow schools the opportunity to complete any parsers with the new format.

We will be sure to provide schools with ample notice prior to releasing the redesign.





# The American Council on Education (ACE)

The ACE Military Guide supports academic institutions in awarding college credit to military-connected learners based on their military training and occupations.

Through a Department of Defense (DoD) contract for the U.S. Armed Services, ACE is the sole source of information for courses and occupations evaluated for the military. The ACE Military Guide is a trusted technology platform containing courses and occupations evaluated from 1954 to present. The Military Guide includes:



- A public Joint Services Transcript (JST) upload feature for service members and veterans
- A streamlined format for course and occupation summaries
- Detailed information for all military courses and occupations evaluated by ACE
- Multiple ways to search for courses and occupations—by service, date, ACE ID or military course number, and course or occupation title
- Evaluations conducted by college and university faculty members who are actively teaching in the areas they review

ACE also evaluates courses offered by military-affiliated or defense institutions, government agencies, and joint DoD programs. These evaluations are found in the ACE National Guide, rather than the Military Guide. If you are seeking information about an evaluated course that does not appear in the Military Guide, please visit the Browse Organizations page of the ACE National Guide.

**[\\*SEARCH THE MILITARY GUIDE HERE!](#)**

## Air Force, Space Force and the JST

A few helpful tips regarding our friends in the Air Force and Space Force –

- Members of the Air Force and Space Force receive their corresponding transcript from the Community College of the Air Force (CCAF). CCAF will only have Air Force and Space Force credit listed.
- Air Force and Space Force personnel may be eligible for a JST if they completed a Joint Training course. A Joint Training course would be completed through the Army, Navy, Marine Corps, or Coast Guard schoolhouses. The course can be added if it recommends credit through the American Council on Education (ACE) Military Guide. Please note, they may need to get in touch with JST Staff to have their record built.
- CCAF transcripts can be ordered through Parchment, [here](#).
- Website - [Community College of the Air Force](#)

### *Did you know?*

In the last fiscal year, JST issued more than 337,000 Official Transcripts to academic institutions, while over 2,750,000 Unofficial Transcripts were accessed online.

Academic institutions can upload JSTs to the **ACE Military Guide** to view related exhibits and document their credit award decisions. For more information or to create an institutional account, visit [www.acenet.edu/militaryguide](http://www.acenet.edu/militaryguide).



- [How to make updates or corrections to your JST transcript](#)
- [How to request an official transcript](#)
- [Frequently asked questions](#)
- [Academic institutions](#)





# Future Endeavors

A key topic that generated significant interest during our recent webinar was the request for walkthroughs and webinars focused on **Degree Pathway Templates** and the **Academic Institution Module**. These tools offer valuable ways to enhance understanding and engagement among our educational stakeholders. We are currently developing supporting documentation in preparation for a series of **new educational webinars**. In the near future, **interactive walkthroughs** will be made available directly on our website, providing on-demand access to step-by-step instructions. These resources will allow participants to follow along during webinars and gain a clear understanding of how to effectively utilize the Degree Pathway Templates and the Academic Institution Module. We are excited about this opportunity to strengthen support for our institutional partners.

Additionally, we are planning to **expand the available options within the College Manager permissions**. Upcoming enhancements will include:

- |                         |                            |                  |
|-------------------------|----------------------------|------------------|
| - PII Masking/Inclusion | - Exclude Cover/Info Pages | - PII Formatting |
| - Display/Sort          | - Download Formats         |                  |

## Academic Institution Module

The Academic Institution Module is a powerful tool developed to foster stronger collaboration between Tuition Assistance (TA)-participating colleges, universities, and service members. Its core purpose is to streamline and modernize the management of critical academic functions, allowing institutions to more efficiently support the unique educational needs of military learners.

Through this module, academic institutions can easily manage and submit key data such as grade uploads, course catalogs, tuition rates, and degree completions. Once uploaded, this information is automatically reflected in each service member's Joint Services Transcript (JST), ensuring timely and accurate documentation of academic progress.

Automated grade posting reduces administrative burden and accelerates transcript updates, while real-time access to up-to-date course offerings and tuition information enables service members to make well-informed decisions about their academic paths and financial planning. Institutions also benefit from immediate access to verified academic records through the JST, which helps streamline admissions processes and facilitate smooth program transfers or continuations.

Additionally, by providing clear, accurate, and readily accessible academic data, the module helps increase service member participation at their preferred institutions. It also eliminates unnecessary delays and application costs, ultimately improving student satisfaction and institutional support for military learners.

**Sign up for an account here:**

[https://myeducation.netc.navy.mil/school\\_portal/userApp.html](https://myeducation.netc.navy.mil/school_portal/userApp.html)

## Degree Pathway Templates

Degree Pathway Templates (DPTs) are created and maintained by individual academic institutions. Schools can enter their degree programs into the JST system and indicate which military training—such as specific Ratings, MOSs, or courses—they will accept as transfer credit. These templates can be updated anytime to reflect new or revised academic requirements.

Once a template is established, service members can log into their JST to explore which degree programs align best with their military experience. The system automatically matches school-defined criteria—such as Recruit Training—to the member's record. For instance, if a template includes 3 semester hours of Physical Education and the service member has completed Recruit Training, that potential credit will immediately appear in their Degree Program Agreements.

This feature assists service members identify programs that maximize credit for their military training, allowing them to save time and money—often avoiding unnecessary application fees. It's important to note that the final decision on credit transfer always rests with the institution. These templates serve as a helpful planning tool for service members.

Interested in gaining access? Email [jst@doded.mil](mailto:jst@doded.mil) with the subject line **"DPT Access."**

### Contact Us

- [Academic Institution Web Inquiry](#)
- [Service Member Web Inquiry](#)
- Army Account Issues: [usarmy.knox.hrc.mbx.tagd-jst@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jst@mail.mil)
- JST Technical Operations (NETC N643)  
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