



JOINT SERVICES TRIBUNE

By Joint Services Transcript (JST)



EXTRA! EXTRA! JST LAUNCHES XML!

Attention Joint Services Transcript (JST) evaluators! We are excited to introduce an **XML format** for transcript data utilization! Several institutions are now receiving XML, in addition to traditional PDF delivery.

Key Features:

- **Ease of Use:** XML is structured and straightforward to integrate with various systems, making it ideal for data parsing and analysis (XSD available upon request)
- **Customizable Access:** College Manager Account holders can easily turn this feature on or off as needed
- **Programmatically Upload** to YOUR Student Information System

This enhancement aims to streamline your transcript evaluation processes and improve your overall experience. If you have any questions or need assistance, feel free to reach out via [Academic Institution Web Inquiry](#) (preferred) or send an email to jst@doded.mil.

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<jst_transcript>
  <run_info>
    <transcript_type>Transcript</transcript_type>
    <version>1.001</version>
    <tag_style>JST_Standard</tag_style>
    <run_date>2024-11-04T09:22:13</run_date>
  </run_info>
  <person>
    <firstname>[REDACTED]</firstname>
    <middle_name>[REDACTED]</middle_name>
    <lastname>[REDACTED]</lastname>
    <branch>United States Navy</branch>
    <paygrade_code>E</paygrade_code>
    <paygrade_number>6</paygrade_number>
    <title>Information Systems Technician, First Class</title>
    <active>Active</active>
    <ssn>[REDACTED]</ssn>
    <dob>[REDACTED]</dob>
  </person>
  <courses>
    <description>Header contains shared course fields</description>
    <course_header>
      <ace_exhibit_number>NV-2202-0014</ace_exhibit_number>
      <ace_exhibit_version>01</ace_exhibit_version>
      <military_course_number>X-777-7770</military_course_number>
      <title>Basic Military Training</title>
      <end_date>01-Dec-1982</end_date>
      <description>To assimilate recruits into the Navy way of life and to prepare them for further advanced training in specialized Navy occupations.</description>
    </course_header>
    <course_line>
      <subject>First Aid And Safety</subject>
      <credit>2</credit>
      <credit_type>SH</credit_type>
      <level>L</level>
      <data_type>BOOT</data_type>
    </course_line>
    <course_line>
      <subject>Personal Fitness/Conditioning</subject>
      <credit>1</credit>
      <credit_type>SH</credit_type>
      <level>L</level>
      <data_type>BOOT</data_type>
    </course_line>
  </courses>
</jst_transcript>
```

EXCITING NEW FEATURES JUST AROUND THE CORNER

The Joint Services Transcript (JST) Operations Center has been diligently working to provide innovative solutions to meet our stakeholders and user's requirements. 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!





Upcoming Initiatives:

- **Bi-Annual Webinars:** Engaging sessions with the American Council on Education (ACE) and Joint Services Transcript (JST) to keep stakeholders informed and involved.
- **XML Format for Official Transcripts:** A new downloadable format for easier data integration into Student Information Systems.
- **JST Mobile Application:** A mobile-friendly platform for on-the-go access to JST information.
- **Website Redesign:** A refreshed, user-friendly website for optimal navigation and information access.
- **Transcript Redesign:** Enhancements to improve user experience and accessibility.
- **Quarterly Newsletters:** Regular updates regarding our latest developments.
- **Educational Sessions:** Additional sessions for ongoing education and engagement.
- **Reports for College Managers:** Comprehensive information tailored for Academic Institution's needs.
- **Customizable College Manager Enhancements:** Options to customize views of Academic data.



Interested in joining the conversation regarding the JST redesign? Send an email to jst@doded.mil with the subject line "Attention: JST Operations Lead - JST Table Discussion."

Sign up for Online Access to Download Official Transcripts from JST

Have you received transcripts from JST via snail mail? Would you prefer to download them directly from our site instead? Here are two key benefits of signing up for online access:

1. **Expedited Delivery:** Transcripts are available for download the next day after placing an order.
2. **Extended Access:** Transcripts remain available for 30 days, allowing for easy retrieval.

Our analysts are ready to assist you with this process! To request access, please fill out the [Academic Institution Form](#). We recommend having at least two users to cover any out-of-office periods. Group accounts (account sharing) violates Department of Defense (DoD) security mandates, so all personnel requiring access to the transcripts must have their own logins. Accounts that violate this policy will be deactivated.

Please submit the completed forms via entering an [Academic Institution Web Inquiry](#) (preferred) or send an email to jst@doded.mil with the subject line "Attention: School Account POC - New School Account."





Academic Institution Module (AIM)

The Academic Institution Module (AIM) enables users to manage key Tuition Assistance (TA) academic processes efficiently. With AIM, you can:

- **Upload Course Catalogs:** Easily share your institution's course offerings.
- **Set TA Eligibility:** Designate which courses qualify for TA and Navy College Program for Afloat College Education (NCPACE).
- **Grade Uploads:** Submit grades upon course completion seamlessly.
- **Report Degrees Awarded:** Upload degree information once conferred.

This module streamlines the management of educational resources, making it easier for institutions to support their students.

You can request access to the Academic Institution Module (AIM) by visiting [this link](#) and completing the form.

Uploading Course Catalogs

To support TA selection, upload your Course Catalog to the Academic Institution Module (AIM). Please ensure that the file is under 10 MB and in XML format. Keep in mind that any new upload will replace the existing data, and once an upload is accepted, the previous data will be purged.

After access is granted, users can access a Course Catalog User Guide, review a sample XML file, and consult our XSD Schema. For additional information, please email jst@doded.mil with the subject line "Attention: AIM Catalog POC - Course Catalog Inquiry."

For assistance with upload errors, please include the following in your email:

1. Your school code (#####A, #####B, #####C, etc.)
2. Your username
3. An attachment with a screenshot of the error message received
4. The course catalog file you are attempting to upload

This information will help us resolve the issue more efficiently. Thank you!

Did you know?

During the last fiscal year, JST delivered over **337,000** Official Transcripts to Academic Institutions and over **2,750,000** unofficial transcripts were viewed online.

JSTs can be uploaded in the ACE Military Guide for academic institutions to view related exhibits and document their credit award decisions. Visit www.acenet.edu/militaryguide for more information and to sign up for an institutional account.





The Joint Services Transcript (JST) system provides an online platform where students, institutions, and authorized users can access, order, and manage military transcripts. Academic accounts within the JST system offer specific access depending on the account type, allowing users to view or manage transcripts.

Here's how the system works:

Accessing JST:

Website: To access the JST system, users log in at: <https://jst.doded.mil>.

Account Type-Based Access: The content available depends on the type of account the user has (e.g., View Access, Order Access, etc.). Users will see different functionality based on the role assigned to their account.

Account Types

1. **View Access** – View and download official transcripts that were released to your institution.
2. **Order Access** – Order access has the same capabilities as the View Access account type, but can also order transcripts on behalf of the students. To gain the ability to order official transcripts, please enter an [Academic Institution Web Inquiry](#) (preferred) or send an email to jst@doded.mil with the subject line "Attention: School Account POC - Upgrade School Account."
3. **College Manager Access** – Enables account holders to manage their user accounts efficiently and set institution-specific preferences. You can also reset your employee passwords without needing to contact the JST Office.
4. **Degree Pathway Access (School)** – When schools add their Degree Programs to the JST system, service members can use the Degree Pathway feature to identify possible transfer credit.

Next Steps

If you are ready to proceed, please complete the [Academic Institution Form](#). Make sure to select the appropriate Account Type for the access needed. Additionally, indicate "College Manager" on the form if you are requesting that access.

Upgrade Your Account

If you already have an account and want to add College Manager access or the ability to order transcripts on student's behalf, please email us at jst@doded.mil with subject "Attention School Account POC – Upgrade School Account." In the email, please provide your username, the type of additional access requested, and good contact information should we need to reach out.



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

Upcoming Events

Events –

- JST Webinar (hosted by ACE)
 - Tentatively - January 23, 2025
- CCME Symposium
 - February 23 – 27, 2025

Scheduled Maintenance –

- None

Contact Us

- [Academic Institution Web Inquiry](#)
- [Service Member Web Inquiry](#)
- Army Account Issues: usarmy.knox.hrc.mbx.tagd-jst@mail.mil
- JST Technical Operations (NETC N643)
6490 Saufley Field Rd
Pensacola, FL 32509
- jst@doded.mil
- Fax – 850.473.6013

