



# Skagit Valley College Veterans Education Ordering a Joint Services Transcript (JST)

1. Go to: <https://jst.doded.mil/>
2. Click Continue to this website – (It’s OK, it’s a military website)
3. Click OK
4. You will now be on the registration screen



5. Click the Register link (Red Arrow)
6. Fill out the required information

**NOTES:**

- User name and email are irrelevant data but need entered
- Last, First, SSN, B-day in the format with ///, are relevant
- Creating the password can be challenging. Make sure to read the fine print for the requirements

Username*	:	<input type="text"/>
E-mail Address*	:	<input type="text"/>
SSN (no dashes)*	:	<input type="text"/>
Last Name*	:	<input type="text"/>
First Name*	:	<input type="text"/>
Date of Birth (MM/DD/YYYY)*	:	<input type="text"/>
Create a Password*	:	<input type="password"/>
Confirm your Password*	:	<input type="password"/>

New password must be at least fifteen (15) characters long and contains a mixture of at least  
One (1) uppercase letter  
One (1) lowercase letter  
One (1) number and  
One (1) of these special characters ~ ! @ # \$ % ^ & \* ( ) - \_ +

7. Once completed correctly, you will come to this screen

8. Click 'Transcripts' link across top (Red Arrow)



9. This next page will appear. Click Option 5, "Official Transcript Request" (Red Arrow):



10. A new box will open; enter Skagit Valley College in the search box (Red Arrow) and click 'Search'



11. Click on the appropriate campus link where you plan to attend; the College Way address is the Mount Vernon campus, the Pioneer Way address is the Whidbey Island campus.

**Official Transcript Request**

Last Name : WA  
 First Name : MA  
 SSN : XX  
 Branch : Na  
 Rate/Rank : AE  
 Duty Status : Se

Click on a link below to request an official transcript delivery.

Enter a school search phrase:

Name	Address
<a href="#">Skagit Valley College</a> <i>On-Line Delivery</i>	2405 East College Way
<a href="#">Skagit Valley College</a> <i>On-Line Delivery</i>	1900 SE Pioneer Way

12. Check the "I have read..." box and click 'Yes'

School Name : Skagit Valley College  
 Delivery Method : **On-Line Delivery**  
 Address : Office of Admissions  
 1900 SE Pioneer Way  
 Whidbey Island Oak Harbor, WA 98277-3099

Session ID : 42443572765154121  
 School ID : 11143

**User Agreement**

By pressing the "Yes" button below, I give my consent to release my transcript to the institute selected above. Failure to click the consent checkbox will result in a request for a hard copy of the transcript.

I have read and agree with the above consent statement.

13. You have completed the process and should receive the message below:

**Official Transcript Request Completed**

The following official transcript delivery request has been created. You may print this page for your records.

To obtain an UNOFFICIAL JST

If an Unofficial copy is desired to do a preliminary evaluation, return to step 9 and select Option 2, Summary. A PDF will open and should allow you to print a hard copy.