JST Official Transcript Ordering - Self Service

How to have OFFICIAL Transcripts sent to post-secondary institutions.

1. Go to [https://jst.doded.mil/](https://jst.doded.mil/)
   - **CAC CARD Log in:** On the left side of the page you will see CAC Users click here
   - **Non CAC Users:** In the middle of the page you will see Register to use this system

2. Click on the 'Transcripts' tab at the top of the page and then click the 'Official Transcript Request' tab.

3. Type in the institute name or part of the name and click 'search' or hit the enter key. You may need to scroll through the entire list to ensure you have the correct location. Check with the school for the location.
   
   **QUICK TIP:** Do not use any punctuation when typing in the name of an institute. If you receive 'no matches found' try using a smaller part of the name.

   **NOTE:** Some institutes only have one centralized site to receive all transcripts.

4. This will bring you to the order page that will show your name, rate/rank, etc., and the institute name. You will be asked if this is the institute you wish to have a transcript sent to.

   5. If the location is correct, you will need to click the box at the bottom of the screen stating you have read and agree with the consent statement, then click 'yes'. You will receive a confirmation page stating the request has been completed.

   If the location is incorrect, click 'no' at the bottom of the page and you will be returned to the list of campuses to allow you to select the correct location.

   You can see a history of where transcripts were sent and when they were ordered by clicking on the 'Official Transcript Request History' tab.

**WHAT TO DO IF I CAN'T FIND MY INSTITUTE/SCHOOL IN THE LIST?** If your institute or location is not in the list, please contact an Education Center Representative for assistance.

Transcripts ordered by 11:59PM central time will be delivered via the web on the next business day after ordered.