

JIS Student Registration Instructions

For specific questions related course registration issues please contact the JFSC registrars office:

| Name | Phone | Email |
|-------------------------|--------------|--|
| JFSC Registrar's Office | 757-443-6124 | registrar2@ndu.edu |

This document shows the **minimum fields we need completed** to process your application.

1. Follow the access link <https://ndu.my.site.com/NDUPublic/s/applicant-login-request> and select JIS Professional Development for C4I, JIPC, DOPC, and JMTC courses as shown below.



Applicant Login Request

Enter and submit your details to request access to the NDU applicant portal.

Who are you requesting login access for?

Myself

An Agency Nominee


* Please choose a Program

JIS Professional Development

Complete any fields indicated by an asterisk (*) and then click Next.

Next

2. Complete the NDU Connect logon request form and the captcha test to get the submit option.




Applicant Login Request
Enter and submit your details to request access to the NDU applicant portal.

Complete any fields indicated by an asterisk (*) and the CAPTCHA as directed, then click on Submit.

| | |
|--------------------------------------|---|
| * Title Commander | * Country of Citizenship United States |
| * First Name Victor | * Student Category US Military |
| Middle Name | * Department Department of Defense |
| * Last Name Buhl | Agency/Branch U.S. Navy |
| * Email Victor.J.Buhl.mil@NDU.EDU | Component Active |

You must select an Agency or Branch, and the military branches may be selected only if Student Category is US Military.

I'm not a robot  reCAPTCHA
Privacy - Terms

Previous Submit

3. Click the finish button shown below.



Applicant Login Request

Enter and submit your details to request access to the NDU applicant portal.

Thank you for your request.

You will soon receive an email containing your credentials for the NDU Connect Applicant Portal. You may now close this browser window.

Finish

4. When those steps are complete, you will receive two emails within the next business day:
 - One with registration instructions.
 - The other with a link to NDU Connect and your **USERNAME**.
5. Open the NDU Connect email and:
 - Use the first link to create your password.
 - Select the **Application Center** tab (see below) to begin your application.
 - If needed, refresh your browser, or use the second link to log in with your new password.

Welcome to the NDU Connect Portal!



NDU educates joint warfighters and other national security leaders in critical thinking and the creative application of military power to inform national strategy and globally integrated operations, under conditions of disruptive change, in order to prevail in war, peace, and competition.

Visit the National Defense University website.



The NDU Foundation Gift Shop is **Now Available Online**

The NDU Foundation is a 501(c)(3) nonprofit supporting NDU. This notice does not imply endorsement of the NDU Foundation or its products by the federal government, DoD or NDU.

6. Under create a new application select next button shown below:

Click on the Application Name (APP-XXXX) below to complete or view your application.

Create a New Application

Please refer to the NDU public website for information about our programs that accept applications. To create your application for one of those programs, first select the name of the program and then select the term you are planning to attend.

Click Next to begin.

Next

7. Select **JIS Professional Development** for **C4I, JIPC, DOPC, and JMTC** courses as shown below.

Click on the Application Name (APP-XXXX) below to complete or view your application.

Select your Program

* Applying To

--None--

- Chief Data Officer
- Chief Financial Officer
- Chief Information Officer
- Chief Information Officer Leadership Development Program
- Chief Information Security Officer
- CIC Non-Degree
- Cyber Leadership
- Cyber Leadership Development Program
- JIS Professional Development
- NDU Non-Degree
- Strategic Information and Cyberspace Studies (Online)

Next

8. Select the academic year.

Click on the Application Name (APP-XXXX) below to complete or view your application.

Select your Term

* Term

Academic Year 2024-25

Previous Submit

9. Select done after you select submit.

Click on the Application Name (APP-XXXX) below to complete or view your application.

Thank You for submitting your request.
You may view your Application in the My Applications list.
(You may need to refresh your page.)

Click Done to finish.

Done

10. Refresh your browser to see the application that you created and click the application number on the left to start.


Home Application Center Contact Us

Click on the Application Name (APP-XXXX) below to complete or view your application.

ALL

| Application Name | Applying To | Application Date | Applicant |
|------------------|------------------------------|----------------------|-------------|
| APP-2212 | JIS Professional Development | 11/20/2024, 12:11 PM | Victor Buhl |

[View All](#)

 Refresh your browser to see the application.

Create a New Application

Please refer to the NDU public website for information about our programs that accept applications. To create your application for one of those programs, first select the name of the program and then select the term you are planning to attend.

Click Next to begin.

[Next](#)

11. Complete all highlighted fields shown below. **Please do not enter dashes in your phone number, because it will result in an error.** Phone numbers must be between 10-15 characters and contain only numbers and a single + sign (if needed); e.g., +0012223334444.”



JIS Professional Development - Academic Year 2024-25

Submit Application

Application Checklist Template Forms

Application Name
APP-2212

Application Status
Started

Applicant
Victor Buhl

Applying To
JIS Professional Development

Term
Academic Year 2024-25

Biographical/Demographic Information

Salutation/Rank
Commander

First Name
Victor

Middle Name

Last Name
Buhl

Suffix

Date of Birth

Country of Citizenship
United States

Gender

Ethnicity

Race

DOD CAC # (if applicable; skip if N/A)

Personal Contact Information

Address Type

Country

Mailing Street

Zip Code

Mailing Street 2

Home Phone

Mailing City

Email Address
victor.j.buhl.mil@ndu.edu

State

Academic Information

Highest Level of Education Completed

Have You Previously Attended NDU?

▼ **Bachelor's Degree Information** **Not Required**

Bachelor's Educational Institution Name



Bachelor's Start Date



Bachelor's Degree Institution Status



Bachelor's Graduation Date



Bachelor's Degree Earned



Bachelors Program Area



Bachelor's Field of Study



▼ **Graduate Degree Information (highest level beyond Bachelor's, if applicable)** **Not Required**

Highest Level Degree Institution Name



Highest Level Graduate Degree Start Date



Highest Level Graduate Degree Status



Highest Level Degree Graduation Date



Highest Level of Graduate Degree



Highest Level Graduate Deg Program Area



Highest Level Field of Study



▼ Employment Information

Department (Gov.)
Department of Defense

Component (if US Military)
[Redacted]

Employer Street Address
[Redacted]

Employer City
[Redacted]

Employer State
[Redacted]

Pay Grade
[Redacted]

Service Computation Date ⓘ
[Redacted]

Federal Job Series Code (if applicable) ⓘ
[Redacted]

Security Clearance Type
[Redacted]

Agency/Branch
Joint Staff

Employer Name
[Redacted]

Employer Country
[Redacted]

Employer Zip Code
[Redacted]

Employer Phone ⓘ
[Redacted]

Date of Current Rank/Grade
[Redacted]

Primary Occupational Specialty ⓘ
[Redacted]

Security Clearance Adjudication Date
[Redacted]

▼ Supervisor Information

Supervisor Title
[Redacted]

Supervisor First Name
[Redacted]

Supervisor Last Name
[Redacted]

Supervisor Phone ⓘ
[Redacted]

Supervisor Email
[Redacted]

▼ For Joint Information School Applicants Only

Section Clarification

For any questions in this section that require clarity, please hover over the  icon so that you can see an explanation of the ask.

Attended or Attending other JIS Course?

[Redacted]

If Yes, Which Course(s) and When?


[Redacted]

How will this support your duties? 

[Redacted]

JDAL billet or Joint Command 

[Redacted]

Contractor w/ Duty at Joint Command 

[Redacted]

Command Name

[Redacted]

Command UIC


[Redacted]

Report Date

[Redacted]

Detach Date


[Redacted]

Are you deployed to a joint command? 

[Redacted]

Service Member Deployed Joint Command?

[Redacted]

Do you have orders to a joint command? 

[Redacted]

Ordered Deployment Joint Command

[Redacted]

12. Select the **Checklist tab** shown below to get the Command Endorsement form that ***must completed and uploaded before you select submit application* (Only required for JIPC phase I and II class).**

The screenshot shows the application form interface. At the top, there is a navigation bar with 'Home', 'Application Center', and 'Contact Us'. Below this, the page title is 'JIS Professional Development - Academic Year 2024-25'. A red 'Submit Application' button is visible in the top right. The 'Checklist' tab is circled in red. The form fields are as follows:

| | | | |
|--------------------------------------|------------------------------|--------------------|---------|
| Application Name | APP-2212 | Application Status | Started |
| Applicant | Victor Buhl | | |
| Applying To | JIS Professional Development | | |
| Term | Academic Year 2024-25 | | |
| Biographical/Demographic Information | | | |
| Salutation/Rank | Commander | | |
| First Name | Victor | | |
| Middle Name | | | |
| Last Name | Buhl | | |
| Suffix | | | |

13. After you submit the application, you must refresh your browser and select the course details tab to register for the desired course offering. The **JC4ICSOC** classes are the **Joint C4I** course offerings.

The screenshot shows the application center interface. At the top, there is a navigation bar with 'Home', 'Application Center', 'Course Details', and 'Contact Us'. The 'Course Details' tab is circled in red. Below the navigation bar, there is a table of applications and a 'Create a New Application' box.

| Application Name | Applying To | Application Date | Applicant |
|------------------|------------------------------|---------------------|-------------|
| APP-2212 | JIS Professional Development | 11/20/2024, 1:14 PM | Victor Buhl |

View All Refresh the browser to see Course Details.

Create a New Application

Please refer to the NDU public website for information about our programs that accept applications. To create your application for one of those programs, first select the name of the program and then select the term you are planning to attend.

Click Next to begin.

Next

This page displays courses currently available for request or self-registration as well as your course enrollments and registrations.

COURSE OFFERINGS lists the courses that are currently open for request (Registration Type = Requires Approval) or Self-Registration (Registration Type = Self Enrollment). Select the Course Offering from the list below for more information and to request or register for the course. (After registering, return to the Course Details tab to see updates to your enrollments list.)

MY COURSE ENROLLMENTS lists your course enrollments and their status. If you have two or more courses with Status = Requested, please drag and drop them in the order that indicates your order of preference.

NDU Connect - Portal Course Offering Select

Course Offerings 16 of 16 items • 1 item selected

| Course ... | Offering ... | Start Date | End Date | Registrat... | College |
|----------------------------------|--|--------------|--------------|-------------------|--------------------------|
| Phase I | | | | | |
| <input type="radio"/> | JIS-6330_JIPCI_25-3_01 Joint Information Planners Course (JIPC) Phase I | Oct 20, 2025 | Nov 14, 2025 | Requires Approval | Joint Information School |
| <input type="radio"/> | JIS-6340_JC4I_25-1_01 JC4ICSOC | Jan 27, 2025 | Feb 14, 2025 | Requires Approval | Joint Information School |
| <input checked="" type="radio"/> | JIS-6340_JC4I_25-2_01 JC4ICSOC | Mar 3, 2025 | Mar 21, 2025 | Requires Approval | Joint Information School |
| <input type="radio"/> | JIS-6340_JC4I_25-3_01 JC4ICSOC | Apr 28, 2025 | May 16, 2025 | Requires Approval | Joint Information School |

Next

 Rank Requested Course Offerings from most desirable to lea...

You don't have more than one Requested Course Offering to rank.

14. Select a class and then select next.

This page displays courses currently available for request or self-registration as well as your course enrollments and registrations.

COURSE OFFERINGS lists the courses that are currently open for request (Registration Type = Requires Approval) or Self-Registration (Registration Type = Self Enrollment). Select the Course Offering from the list below for more information and to request or register for the course. (After registering, return to the Course Details tab to see updates to your enrollments list.)

MY COURSE ENROLLMENTS lists your course enrollments and their status. If you have two or more courses with Status = Requested, please drag and drop them in the order that indicates your order of preference.

NDU Connect - Portal Course Offering Select

Course Offerings 16 of 16 items • 1 item selected

| Course ... | Offering ... | Start Date | End Date | Registrat... | College |
|----------------------------------|--|--------------|--------------|-------------------|--------------------------|
| <input type="radio"/> | JIS-6350_JIPCII_25-2_01 Joint Information Planners Course (JIPC) Phase II | Apr 21, 2025 | May 16, 2025 | Requires Approval | Joint Information School |
| <input checked="" type="radio"/> | JIS-6350_JIPCII_25-3_01 Joint Information Planners Course (JIPC) Phase II | Jul 28, 2025 | Aug 22, 2025 | Requires Approval | Joint Information School |
| <input type="radio"/> | JIS-6360_JMTC_25-1_01 Joint Military Deception Training Course (JMTC) | Jan 27, 2025 | Feb 7, 2025 | Requires Approval | Joint Information School |
| <input type="radio"/> | JIS-6360_JMTC_25-2_01 Joint Military Deception Training Course (JMTC) | Jan 27, 2025 | Feb 7, 2025 | Requires Approval | Joint Information School |

Next

 Rank Requested Course Offerings from most desirable to lea...

You don't have more than one Requested Course Offering to rank.

15. Select Register to add a class. **Note: JC4ICSOC is the JS J6 Joint C4I Course.**



Course Offering
JIS-6350_JIPCII_25-3_01



| Course | Start Date | Primary Faculty | Capacity |
|---|------------|---------------------------------|----------|
| Joint Information Planners Course (JIPC) Phase II | 7/28/2025 | Bradley Greaver | |

Offering Name
Joint Information Planners Course (JIPC) Phase II

Course Offering ID
JIS-6350_JIPCII_25-3_01

Registration Type
Requires Approval

Start Date 1
7/28/2025

Delivery Mode 1
Face to Face

Grade Mode
Graded

Section ID 1
01

Description

Course
[Joint Information Planners Course \(JIPC\) Phase II](#)

Term
[Summer Quarter 2025](#)

Primary Faculty 1
[Bradley Greaver](#)

End Date 1
8/22/2025

Capacity 1

Capacity Status 1
Capacity Not Specified

16. Select none

The screenshot shows a web application interface for course registration. At the top, there is a navigation bar with links for Home, Application Center, Course Details, and Contact Us. Below this, the main content area displays details for a course offering: JIS-6350_JIPCII_25-3_01. The course is titled 'Joint Information Planners Course (JIPC) Phase II'. A modal window titled 'Register' is open in the foreground, prompting the user to 'Please select the program which you would like this course to apply to.' The 'Program' dropdown menu is currently set to '--None--'. A red circle highlights the 'Next' button at the bottom right of the modal. The background is dimmed to show the course details, including the offering name, ID, registration type, start and end dates, delivery mode, and grade mode.

Course Offering
JIS-6350_JIPCII_25-3_01

Register

Register

Please select the program which you would like this course to apply to.

Program
--None--

Next

Course
Joint Information Planners Course (JIPC) Phase II

Offering Name
Joint Information Planners Course (JIPC) Phase II

Course Offering ID
JIS-6350_JIPCII_25-3_01

Registration Type
Requires Approval

Start Date
7/28/2025

Delivery Mode
Face to Face

Grade Mode
Graded

Section ID
01

Description

Course
Joint Information Planners Course (JIPC) Phase II

Term
Summer Quarter

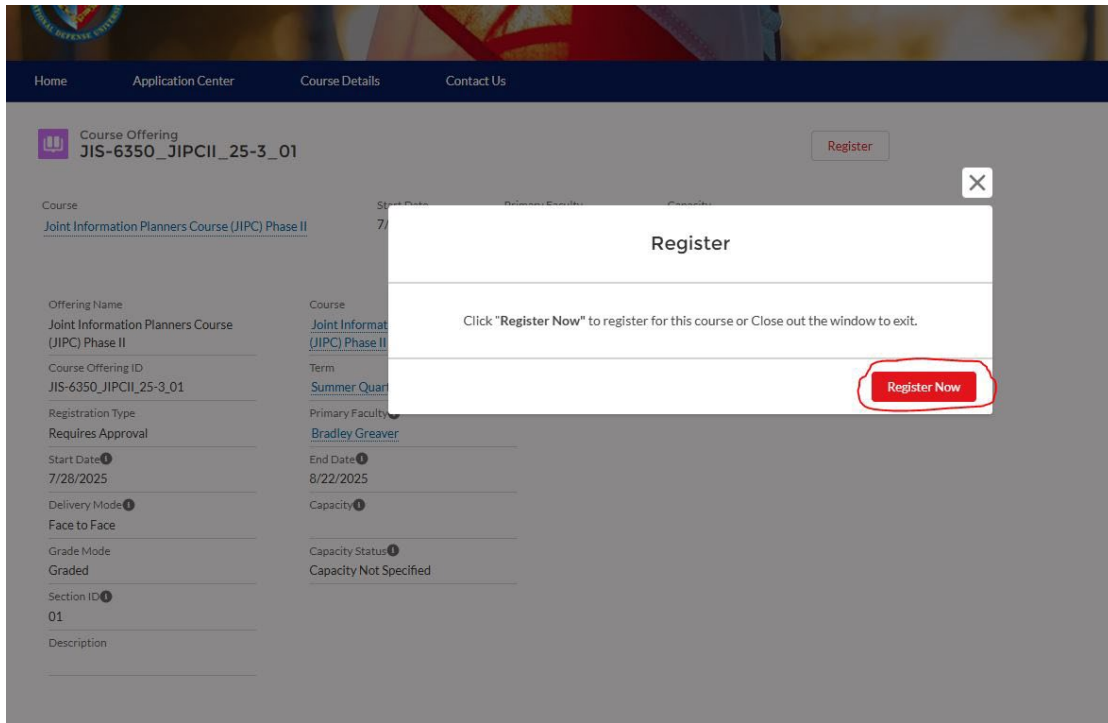
Primary Faculty
Bradley Greaves

End Date
8/22/2025

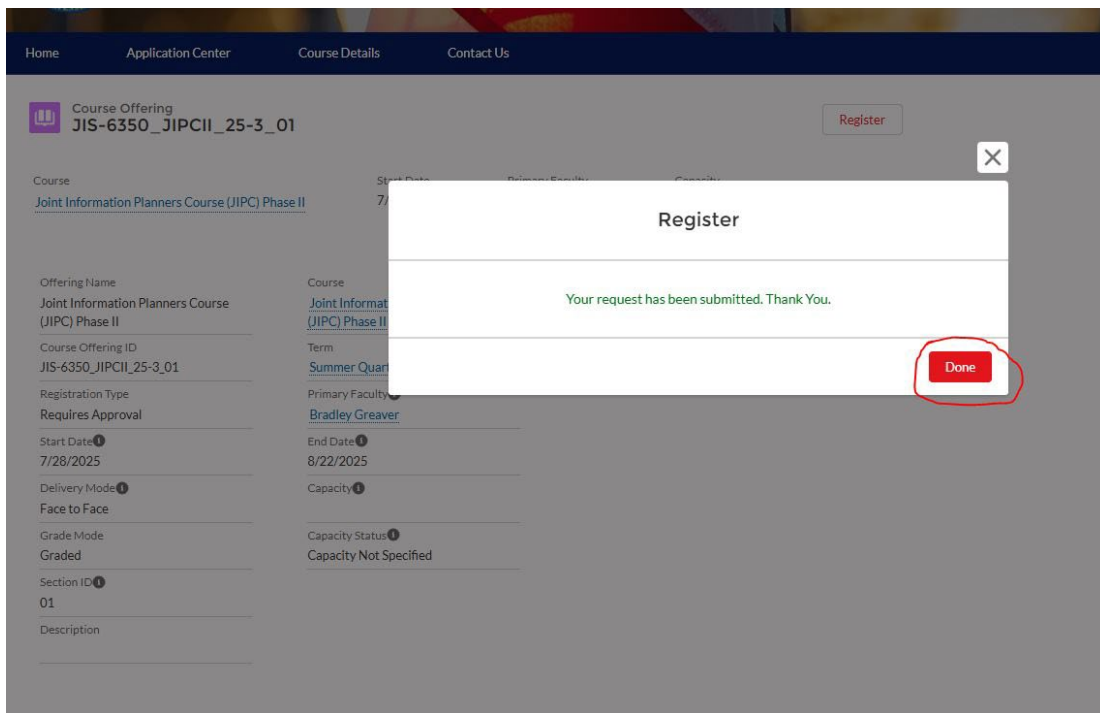
Capacity
Capacity Not Specified

Capacity Status
Capacity Not Specified

17. Select register now.



18. Finally select done.



19. Refresh your browser to see the classes you added.

Home Application Center **Course Details** Contact Us

This page displays courses currently available for request or self-registration as well as your course enrollments and registrations.

COURSE OFFERINGS lists the courses that are currently open for request (Registration Type = Requires Approval) or Self-Registration (Registration Type = Self Enrollment). Select the Course Offering from the list below for more information and to request or register for the course. (After registering, return to the Course Details tab to see updates to your enrollments list.)

MY COURSE ENROLLMENTS lists your course enrollments and their status. If you have two or more courses with Status = Requested, please drag and drop them in the order that indicates your order of preference.

Select Course Details again and refresh.

NDU Connect - Portal Course Offering Select

Course Offerings

16 of 16 Items • 1 Item selected

| Course ... | Offering ... | Start Date | End Date | Registrat... | College |
|-------------------------|---|--------------|--------------|-------------------|--------------------------|
| JIS-6350_JIPCII_25-3_01 | Joint Information Planners Course (JIPC) Phase II | Jul 28, 2025 | Aug 22, 2025 | Requires Approval | Joint Information School |
| JIS-6360_JMTC_25-1_01 | Joint Military Deception Training Course (JMTC) | Jan 27, 2025 | Feb 7, 2025 | Requires Approval | Joint Information School |
| JIS-6360_JMTC_25-2_01 | Joint Military Deception Training Course (JMTC) | Sep 15, 2025 | Sep 26, 2025 | Requires Approval | Joint Information School |

Next

MY COURSE ENROLLMENTS

| Offering Name | Course Offering ID | Status | Reason |
|---|-------------------------|-----------|--------|
| Joint Information Planners Course (JIPC) Phase II | JIS-6350_JIPCII_25-3_01 | Requested | |

[View All](#)

Rank Requested Course Offerings from most desirable to lea...

You don't have more than one Requested Course Offering to rank.

20. If you add multiple classes you can rank your preference as shown below, but keep in mind the **JIPC II covers DOPC and JMTC course content** so you will not be enrolled in both JIPC II and DOPC/JMTC. (Prioritize accordingly)

COURSE OFFERINGS lists the courses that are currently open for request (Registration Type = Requires Approval) or Self-Registration (Registration Type = Self Enrollment). Select the Course Offering from the list below for more information and to request or register for the course. (After registering, return to the Course Details tab to see updates to your enrollments list.)

MY COURSE ENROLLMENTS lists your course enrollments and their status. If you have two or more courses with Status = Requested, please drag and drop them in the order that indicates your order of preference.

NDU Connect - Portal Course Offering Select

Course Offerings

16 of 16 Items • 0 Items selected

| Course ... | Offering ... | Start Date | End Date | Registrat... | College |
|------------------------|--|--------------|--------------|-------------------|--------------------------|
| JIS-6330_JIPC1_25-1_01 | Joint Information Planners Course (JIPC) Phase I | Mar 17, 2025 | Apr 11, 2025 | Requires Approval | Joint Information School |
| JIS-6330_JIPC1_25-2_01 | Joint Information Planners Course (JIPC) Phase I | May 27, 2025 | Jun 20, 2025 | Requires Approval | Joint Information School |
| JIS-6330_JIPC1_25-3_01 | Joint Information Planners Course (JIPC) Phase I | Oct 20, 2025 | Nov 14, 2025 | Requires Approval | Joint Information School |

Next

MY COURSE ENROLLMENTS

| Offering Name | Course Offering ID | Status | Reason |
|---|-------------------------|-----------|--------|
| Joint Information Planners Course (JIPC) Phase II | JIS-6350_JIPCII_25-3_01 | Requested | |
| Joint Military Deception Training Course (JMTC) | JIS-6360_JMTC_25-2_01 | Requested | |

[View All](#) If you add a second or third course you need to refresh to see it. The instructions below allow you to rank offerings.

Rank Requested Course Offerings from most desirable to lea...

Rank your order of preference for each of the Enrollments listed below. 1 = the most desirable, 2 = second most desirable and so on...

Click on the Course Offering and drag it up or down to the desired position. Drop the Course offering in the new position. Click Save Ranking when you have finished re-ordering your Enrollments.

Refresh the page to view your new ranking.

| Rank | Course Offering ID | Course Offering Name |
|------|-------------------------|---|
| | JIS-6360_JMTC_25-2_01 | Joint Military Deception Training Course (JMTC) |
| | JIS-6350_JIPCII_25-3_01 | Joint Information Planners Course (JIPC) Phase II |

Save Ranking