**Incoming Student Checklist for Joint Forces Staff College – JCWS-R**

**Pre-Arrival**

* Review Welcome - [Commandant, Joint Forces Staff College](https://jfsc.ndu.edu/About/A-Message-from-Commandant/)
* Review Welcome - [Director, Joint and Combined Warfighting School](https://jfsc.ndu.edu/Academics/Joint-and-Combined-Warfighting-School-JCWS/)
* Complete the [SECURITY Clearance Registration Course Application Form](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsecure.jten.mil%2Fjemis_new%2Fwelcome.jsp&data=04%7C01%7Cangelina.hyman%40ndu.edu%7C1f4a399b5bcc468d8c8b08d9b468f766%7Cabfe949f1dc8462bbf873527168dc052%7C0%7C0%7C637739185181912778%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=d5hMjz0y6xrW1cPhHSMOO4MTQyHDLx2%2Bxtb%2F3fDLInY%3D&reserved=0) Reference Link:  [https://secure.jten.mil/jemis\_new/welcome.jsp](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsecure.jten.mil%2Fjemis_new%2Fwelcome.jsp&data=04%7C01%7Cangelina.hyman%40ndu.edu%7C1f4a399b5bcc468d8c8b08d9b468f766%7Cabfe949f1dc8462bbf873527168dc052%7C0%7C0%7C637739185181922733%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=nHArgAG1nQZbxRKjn892zQMb6%2B1i4F3TDS4cxbDHD3I%3D&reserved=0)
* Complete and submit Information Technology Documents IAW your Welcome Letter and guidance at <https://www.ndu.edu/Students/IA-Compliance/JFSC-Short-Courses/> .
* **AUP**
* **NDU 2875**
* **CyberAwareness Certificate**
* Ensure Bring Your Own Device (BYOD) meets NDU IT Requirements are IAW guidance at <https://www.ndu.edu/Students/IT-Requirements-and-Guidance/>
* Secure Lodging. **NOTE:** When reserving lodging at the Naval Gateway Inn and Suites – NSA-HR, please use Reservation Code found on [JFSC Incoming Student](https://jfsc.ndu.edu/Students/Incoming-Students/) webpage.
* Review [JFSC Incoming Student](https://jfsc.ndu.edu/Students/Incoming-Students/) webpage for additional information concerning your JCWS attendance i.e. Report Time, Uniform policy etc…

**Approximately 2 weeks from receipt of Welcome Letter**

* Receive email with **NDU Student Profile (NSP)** guidance. Please complete ***immediately***. Our office is unable to confirm enrollment with an incomplete status.

**Approximately 1 week from class start**

* Receive Welcome email from your assigned Seminar Team Lead (STL)
* Receive Microsoft login credentials via email. **NOTE:** Please monitor all applicable inboxes (personal and work) and **log-in** **immediately** upon receipt.

**Day One Arrival (if In-Resident)** - Bring the following with you to in-process

* Orders – As applicable
* Army students must bring in their last APFT Card
* Bring Your Own Device (BYOD)