**Incoming Student Checklist for Joint Forces Staff College – JCWS 21-X**

***Pre-Arrival***

* View [**Commandant’s Welcome Video for JCWS Students**](https://web.microsoftstream.com/video/90c99e94-eeaf-4ffd-8248-980f983c49dd)
* View [Director, JCWS Welcome Video for JCWS Students](https://web.microsoftstream.com/video/12fd11a1-b1c6-4b5f-9f6c-e8c53a1a6d46)
* Review [*JCWS Shift to Online Education*](https://jfsc.ndu.edu/Academics/Joint-and-Combined-Warfighting-School-JCWS/JCWS-Shift-to-Online-Education/)

***Security Clearance***

* Please complete the [SECURITY Clearance Registration Course Application Form](https://secure.jten.mil/jemis_new/welcome.jsp) via the Joint Event Management System (JEMIS)

***\*NOTE:*** For students who need to pass their security clearance to NDU/ JFSC; please use ***SMO Code: DJJNDU3***. All security clearance information must be submitted to the NDU/JFSC Security Office at least 30 days prior to class start. The name of the college and course (***JFSC-JCWS, JFSC-JCWS-H, or JFSC-JC2IOS etc...***) must be entered into the POC section of the visit request for the clearance to be identified properly by JFSC Security Specialists. SCI is not a requirement to attend JCWS or JCWS-H. NDU will not initiate nor accept Transfers in Status (TIS) requests. For questions or concerns, Security Specialist POCs may be reached at 757-443-6351/52 or via email at

***Why is a visit request needed if course is virtual*?  Per NDU SSO** - “A visit request is needed to meet requirements when registering for JEMIS.  Once JPAS download is completed, information collected is migrated to our Data Base for current or future use.  Additionally, having a student's information on file helps in verifying “Part III data” on NDU 2875.  The Security Office understands that many students will not want to complete the Visit Request side of the house, but it is a requirement and virtual delivery for JCWS is temporary.”

***Information Technology***

* [**Verify your Bring Your Own Device (BYOD) meets IT requirements**](https://www.ndu.edu/Students/IT-Requirements-and-Guidance/)
  + Minimum Laptop Specifications
  + Remove any large file sharing programs such as BitTorrent
  + Microsoft Office Home Use Program (MS HUP) for approximately $10.00 (optional)
  + DoD anti-virus software for home use (recommended)
  + Smart Card (CAC) Readers and DoD Certificates
* Complete and email[JKO-completed CyberAwareness & NDU 2875](https://www.ndu.edu/Students/IA-Compliance/JFSC-Short-Courses/)via Information Assurance (IA) compliance guidance. ***Request immediate completion.* *IT accounts are not created until received*.**

***Uniform Requirements if in-resident***

* [Primary Duty Uniform, Graduation Uniform, and appropriate civilian clothes for off-sites](https://jfsc.ndu.edu/Students/Uniform-Policy/)

Approximately 2-6 weeks from class start

* Receive email with **NDU Student Profile (NSP)** guidance. Please complete ***immediately***. Our office is unable to confirm your enrollment while in an incomplete status. Please check **SPAM and Junk inboxes.** NSP is generated from the University Student Management System. Return email address will be from “no-reply@usalearning.net” Subject line will reflect as “[Probable SPAM] Registration Confirmation: Joint and Combined Warfighting School 21-2” If not received by **19 March *2021***, please notify JFSC Registrar Office at [registrar2@ndu.edu](mailto:registrar2@ndu.edu)

**Approximately 1 week from class start**

* Receive Welcome email from your assigned Seminar Team Lead (STL)
* Receive Microsoft login credentials via email. ***Once received, Please log-in*** ***immediately***. Students only have 72 hours to confirm access before credentials expire. ***NOTE:*** Please monitor all applicable inboxes (personal and work). Credential email address will reflect as “**From Microsoft on Behalf of your organization <ms-no**[**reply@microsoft.com**](mailto:reply@microsoft.com)**>”**

***Resources and Information***

* Information on [Library](https://www.ndu.edu/Libraries.aspx)
* Information on [Chapel Program](https://jfsc.ndu.edu/About/Chapel-Program/)
* Information on [Commercial Transportation information](https://jfsc.ndu.edu/Students/Incoming-Students/Commercial-Transportation/)

**Day One Arrival if In-Resident**

**Bring the following with you to in-processing**

* Orders – As applicable
* APFT and AER dated within last 6 months (Army only)
* Copy of completed and signed NDU 2875 – As applicable
* Copy Cyber Awareness Completion Certificate
* OKTA login credentials – As applicable
* Bring Your Own Device (BYOD) – As applicable