

NDU2875 Help sheet

Additional instructions are located on Page 4 of the NDU 2875 Account Request form.

Block 1: Self-Explanatory

Block 2: Self-Explanatory

Block 3: Enter “Normandy Hall SC-1” **Block 4: LEAVE BLANK** **Block 5: LEAVE BLANK**

Block 6: Please enter your mobile/cell number

Block 7: Enter “Student” **Block 8:** Enter “NDU-JFSC JCWS 17-3”

Block 9: Not Applicable

Block 10: LEAVE BLANK.

Block 11: Enter primary email address

Block 12: NDU Badge Expiration Date. This is the date your account will be set to expire.

***NOTE 1:** If you do not have an NDU badge, enter the date that is one week after the class graduation.

***NOTE 2:** If you do not have an NDU badge and will be joining the faculty following graduation, enter the date that coincides with that on your official orders.

Block 14: Select applicable category

Block 15: If you have a Common Access Card (CAC), fill in the EDIPI/DoD ID number

Block 17: Select applicable category

Block 18: Select applicable category

Block 21: LEAVE BLANK

Block 22a and 22b: Please indicate whether you’ve completed Annual IA training and date of completion.

Block 23a, 23b and 23c: Please indicate whether you've read, understand and will comply with requirements. Digitally sign and date.