Joint Deployment Training Center (JDTC)

**JDTC Student Account Creation
and Course Enrollment Process**

**April 2010
Updated: February 2013**

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1   Introduction

The Joint Deployment Training Center (JDTC) external website, (http://www.jdtc.eustis.army.mil), also called the *Student Center*, provides students an easily accessible means to complete the user account creation and course enrollment process for JDTC-provided training. The site includes accompanying helpful JDTC essentials such as Mission Statement, Organizational History, Quick Facts, Course Fact sheets, Course Catalog, Driving Directions, Security Requirements, Brochure, Bulletin, Virtual Campus information, and other important news or policy updates. Current contact information and email links are available to capture and route questions or comments to applicable JDTC individuals.

This document outlines the Operating Instructions and procedures currently employed by JDTC to execute this enabling process. The procedures outline how the prospective student completes the user account creation and course enrollment process and how JDTC internally processes the registration and enrollment request. The goal is to provide the governance and knowledge necessary to educate JDTC personnel on the student account creation and course enrollment process.

2   JDTC Student Account

The prospective student falls into one of two categories: **Returning** or **New**.
The new student has never registered for a JDTC course and does not have a student account. The returning student has a student account and may or may not have taken a JDTC course.

From the JDTC home page, shown in Figure 2-1, the Student Center menu presents the *Login*, *New Student, Forgot Password* and *Enrollment Process Help* link options as shown in Figure 2-2. The paragraphs to follow provide instructions for logging into the JDTC Student Center as a new or returning student.

Figure 2-1. JDTC Home Page

Figure 2-2. Student Center Menu Options

2.1 New Student

From the Student Center main menu option, the _New Student_ link directs the new JDTC student to the New Student Account Creation page as shown in Figure 2-3. The New student accesses the Student Registration form via the _Create New Account_ button. Student accounts will be synchronized to the student's Common Access Card (CAC) upon account creation.

As outlined on the New Student Account Creation screen, upon completion of the account creation process, the student may continue and register for a JDTC class. The student should also note that course enrollment can not be completed until after the student account has been validated (see paragraph 2.1.2).

Figure 2-3. Student Center - Create New Student Account

2.1.1 New Student Registration Form

The Student Registration form, shown in Figure 2-4, provides the data input fields required to populate the JDTC database.

The directions are as follows: *To attend Resident or Mobile Training Team (MTT) training, the Joint Deployment Training Center (JDTC) requires all attendees to create a student profile. Please complete ALL of the fields below. From the selection drop-downs, if an option does not fit; please select 'Not Applicable or I don't know' from the list. For all other fields, if 'unknown' please check first the help for explanation of the field or section by selecting on the ‡ symbol next to the field or section label.*

Figure 2-4. New Student Registration Form

The new student must populate data fields as appropriate. When the *Register* button is clicked, data entry errors are indicated with a red asterisk (*) adjacent the affected field and require resolution. After successfully completing the new student registration form, the *Thank you for Registering!* screen (Figure 2-5) will display indicating an email will be sent to the student to validate his/her email address.
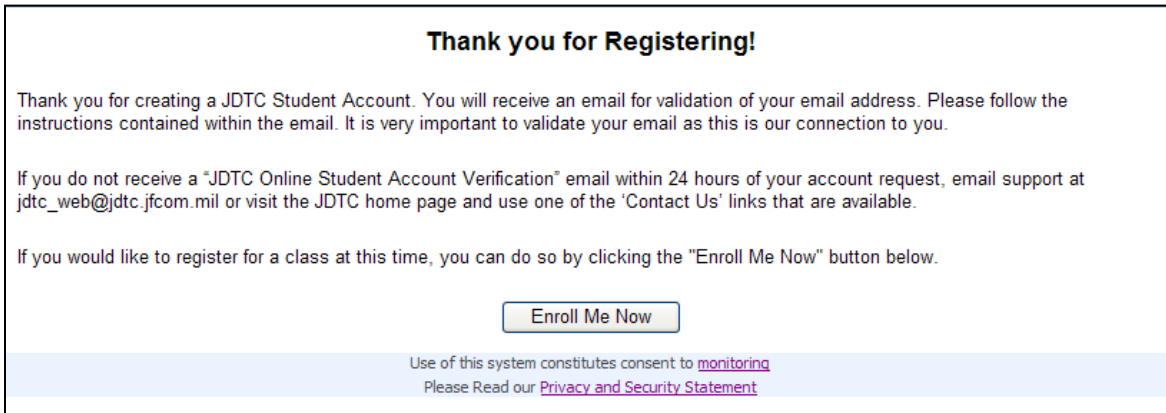
Figure 2-5. Student Account Registration Complete

New students may continue to course enrollment prior to validating their student accounts by selecting the _Enroll Me Now_ button to enter the Student Center home page. As indicated on the _Thank you for Registering_ page, the Validation process must be completed at a later time.
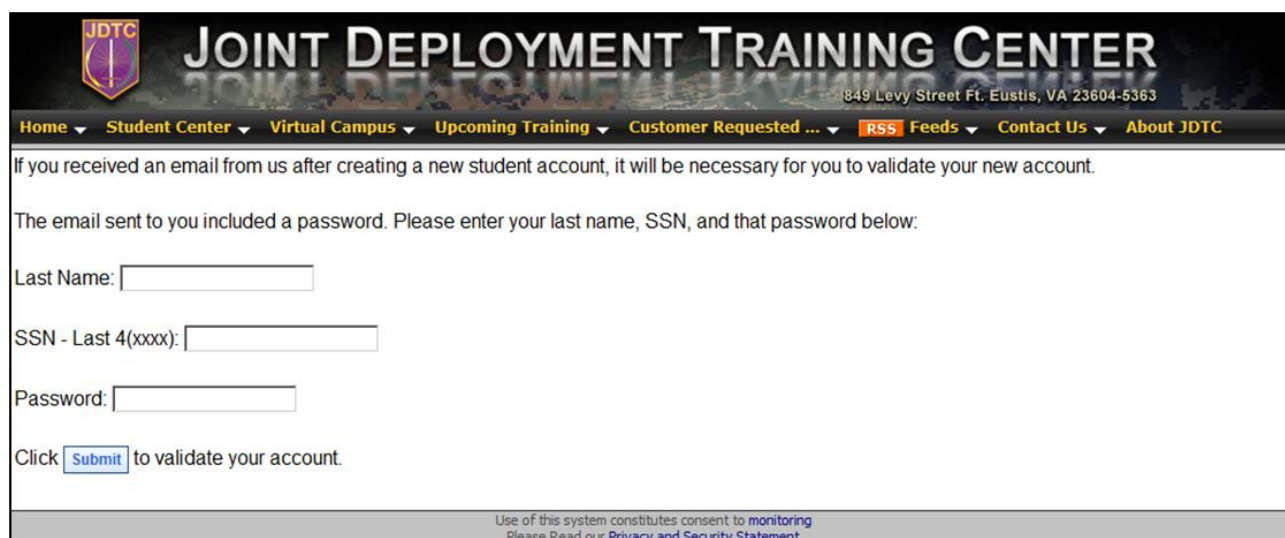
2.1.2 New Student Account Validation

The _JDTC Online Student Account Verification_ email (Figure 2-6) is generated upon successfully completing the student registration form.
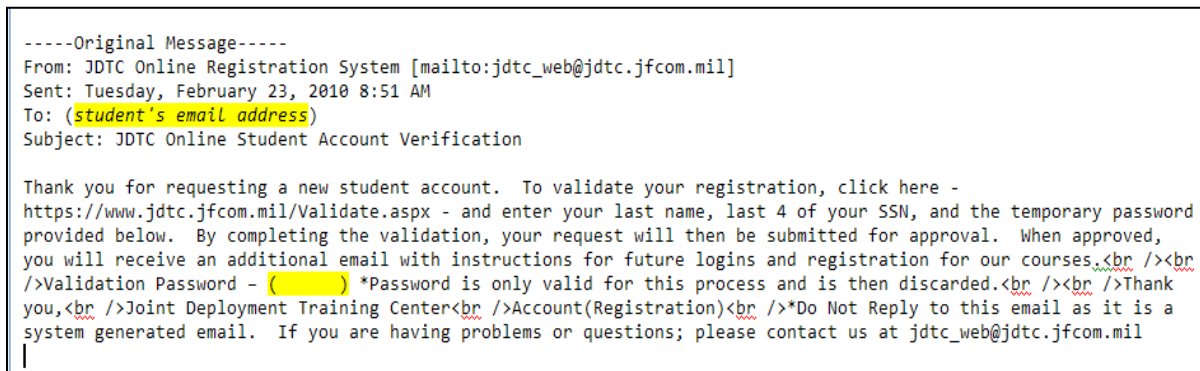
Figure 2-6. Student Account Verification Email

The _Validate_ link within the email takes the student to the account validation screen as shown in Figure 2-7, where the student must select the _Submit_ button to complete the validation process.

Figure 2-7. Student Account Validation

2.2   Returning Student

From the Student Center menu option, returning students select the _Login_ link to display the Student Login box shown in Figure 2-8. Students may login by selecting the _Login with my CAC_ button or by entering their Last Name and last 4 digits of their SSN in the Last Name and Password input fields to access the Student Center home page.

The returning student may use the _Forgot your password_ link on the Student Center drop down menu or on the Student Login box to be reminded via email of their username password combination. After a successful login the student is presented with the Student Center home page.

Figure 2-8. Student Center - Student Login Box

2.2.1   Returning Student Account Profile Update

The Returning student is periodically required (every 6 months) to update their student profile prior to course enrollment actions. The student is directed to the Student

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Registration form to update any changed data. After selecting the _Update Account_ button, the Student Center home page will display.

2.3   Enrollment Process Help

The _Enrollment Process Help_ link, when selected, presents the JDTC Student Account Creation and Course Enrollment Process document. This document may be downloaded and/or used as a reference when utilizing the JDTC Student Center.
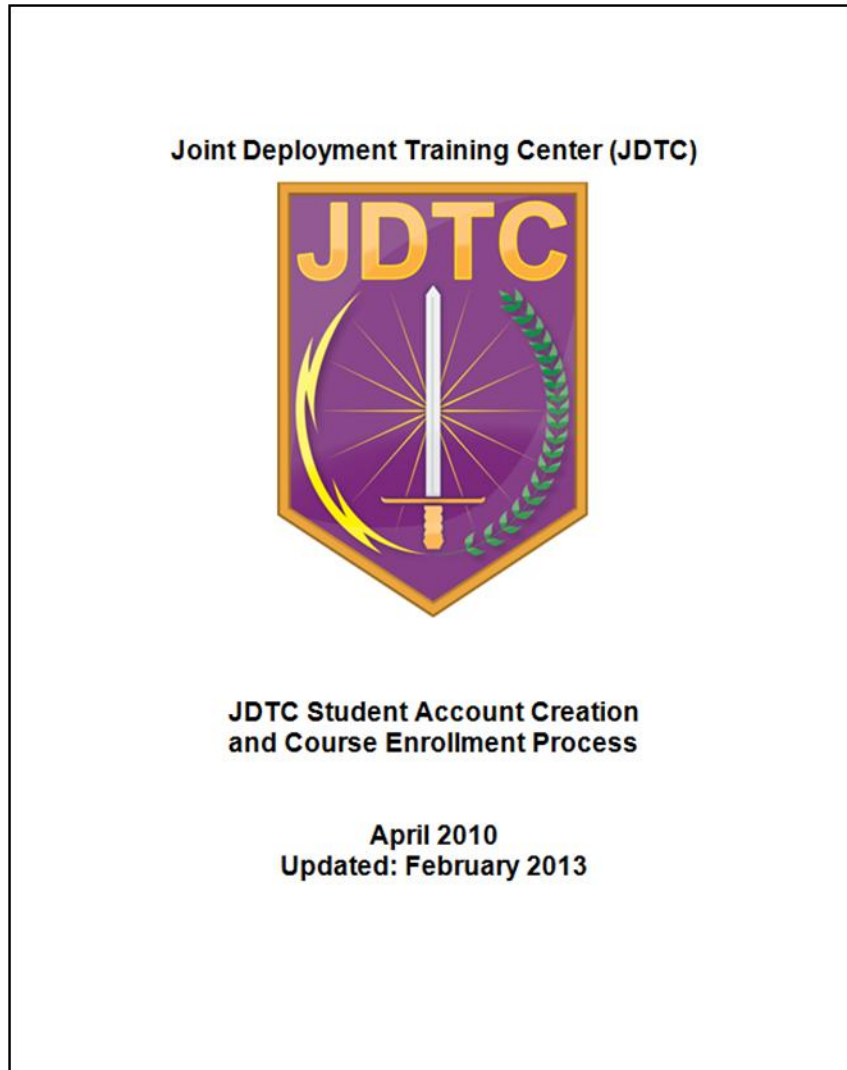
Figure 2-9. Student Account Creation and Course Enrollment Process Document

3　JDTC Course Enrollment Process

Students who have completed the student account creation process can enroll in JDTC courses. After successfully logging into the Student Center, as shown in Figure 3-1, students are presented course enrollment options displayed under the Student Links quick links.
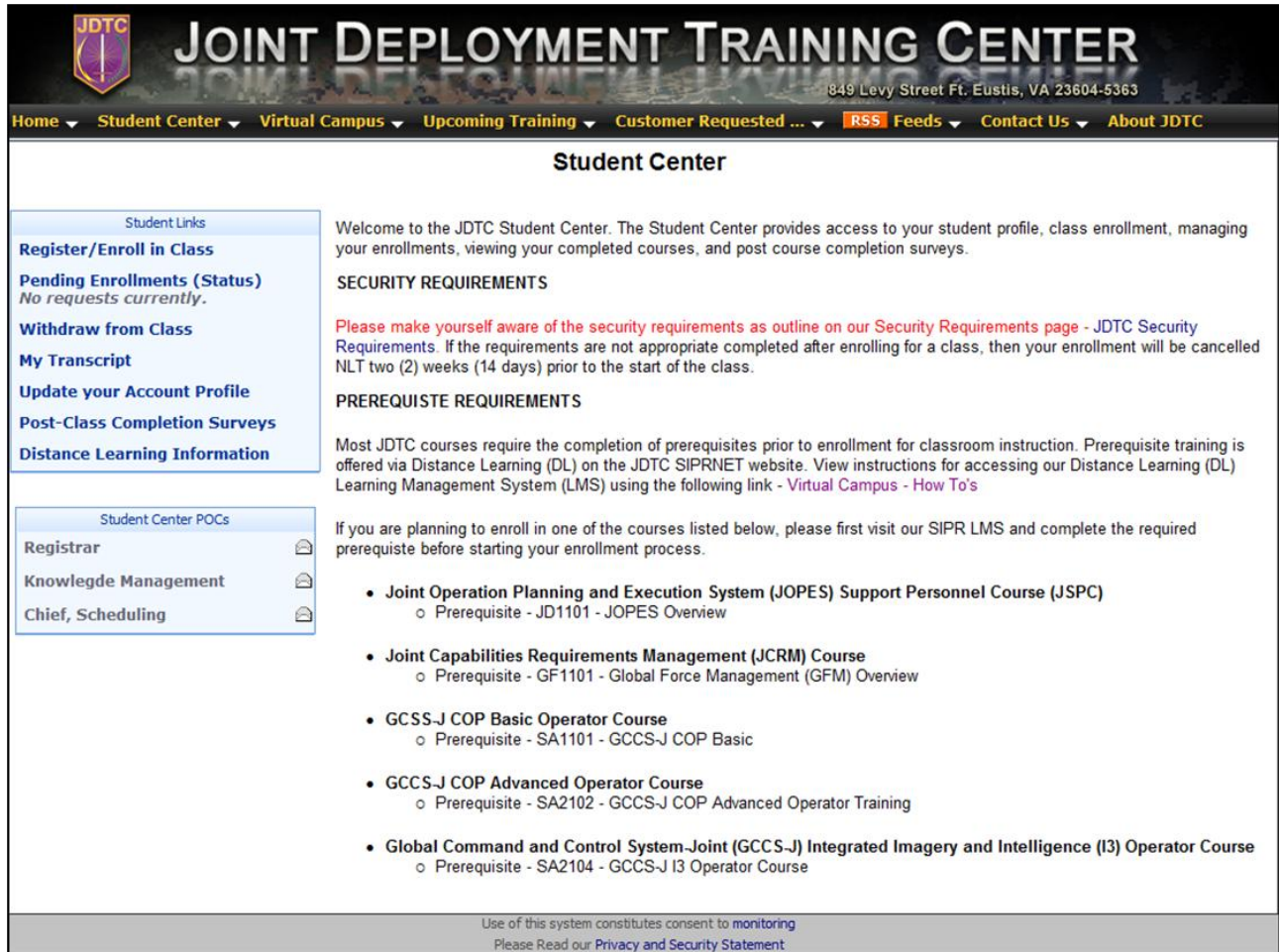
Figure 3-1. Student Center Home Page

3.1　Register/Enroll in Class

Students initiate course enrollment by selecting the *Register/Enroll in Class* link to display the Course Enrollment initial display screen shown in Figure 3-2. Note: This is also where the New student is led after clicking the *Enroll Me Now* button.

Figure 3-2. Course Enrollment Initial Display

Select the *Start Registration Now* button to begin the enrollment process. The following paragraphs describe the JDTC course registration process.

3.1.1 Select Course

On the Course Enrollment screen, a pull-down selection of JDTC Courses is provided (see Figure 3-3).

Figure 3-3. Course Enrollment – Select Course DropDown Menu

Figure 3-4 shows the *Joint Operation Planning and Execution System (JOPES) Action Officer Course (JAOC)* course selected.

JDTC Student Account Creation and Course Enrollment Process

Figure 3-4. Course Enrollment – Select Course

Figure 3-5 represents the Course Enrollment course title and description for the JOPES Action Officer course. If applicable to the selected course, a Prerequisite Notice displays and the student must acknowledge the statement by selecting the checkbox in order to proceed to the next screen display.
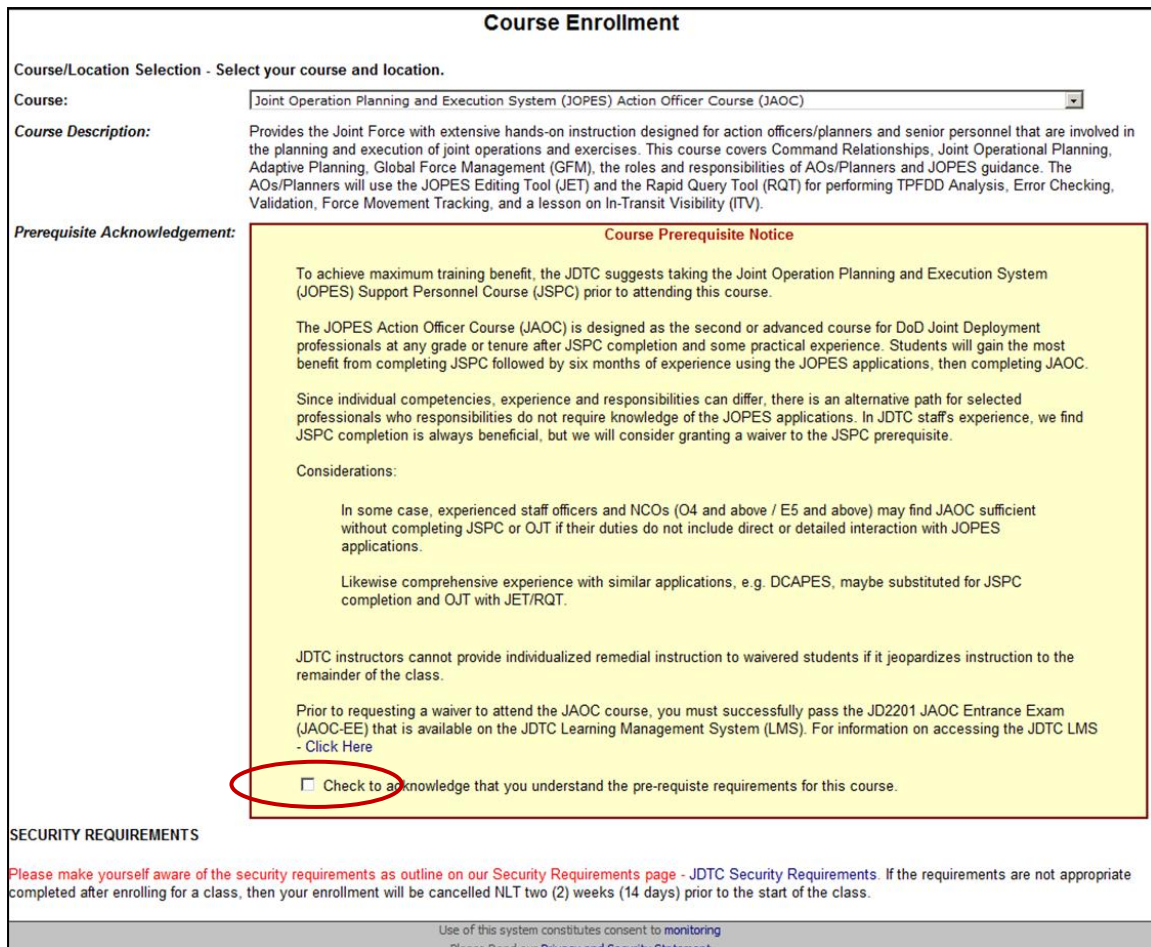
Figure 3-5. Course Enrollment – Course Description/Prerequisite

3.1.2 Required Course Prerequisites

Some JDTC courses require completion of a Distance Learning (DL) prerequisite course. If so, those specific DL requirements will be shown in the prerequisite box and additional dialog, depicted in Figure 3-6, will be appended within the summary screen.

Figure 3-6. Course Enrollment – Required Course Prerequisites

3.1.3 Select Course Location

The course Location must be selected. In Figure 3-7, the Location dropdown provides location options for the JOPES Action Office course.

Figure 3-7. Course Enrollment – Course Location

After selecting the Location, additional summary information may be presented to the Student , as shown in Figure 3-8. Select the *Next* button to continue the enrollment process.

Figure 3-8. Course Enrollment - Summary Screen

3.1.4   Enroll in Course Session

The student must select a course offering by clicking on the corresponding *Enroll* button within the *Select* column. Figure 3-9 shows five offerings for the selected course.

Figure 3-9. Course Enrollment – Course Session

JDTC Student Account Creation and Course Enrollment Process

When the student clicks *Enroll*, the Enrollment Confirmation summary screen appears (Figure 3-10). The student should review the course data (course name, class dates, location, amplifying information if entered) and select the _Confirm_ button.

Note: The *Comments* box is for JDTC use to provide as needed course elaboration.

Figure 3-10. Course Enrollment – Confirm Course Request

3.1.5 Submit Course Request

On the Confirm Enrollment Request screen, Figure 3-11, the student must check all acknowledgement statements and enter their O6 or above information. The student will not be able to proceed until this information is complete. After selecting the _Submit_ button, the course enrollment process is complete.

Figure 3-11. Course Enrollment – Confirm Enrollment Request

The last dialog screen, Course Enrollment Confirmation (Figure 3-12), provides concluding instructions and links the student back to the Student Center home page.

Figure 3-12. Course Enrollment – Enrollment Confirmation

3.2   Pending Enrollments – Status

The *Pending Enrollments (Status)* link displays the Pending Enrollments screen, Figure 3-13, and enables the student to review status(es) of course enrollment selections made and provides amplifying course and JDTC information as necessary.

Figure 3-13. Student Center – Pending Enrollments

3.3   Withdraw from an Upcoming Class

The *Withdraw from an Upcoming Class* link enables the student to withdraw from any previously made Class Enrollments. The Course Enrollment Withdrawal screen, Figure 3-14, displays all course enrollments for the student.

Figure 3-14. Student Center – Withdraw from Enrolled Course

To withdraw from a course, the student must FIRST click the *Select* link to highlight the course as shown in Figure 3-15. When highlighted, the course information will display with a pink background. Click the *Submit* button to withdraw from the course and return to the Student Center home page.
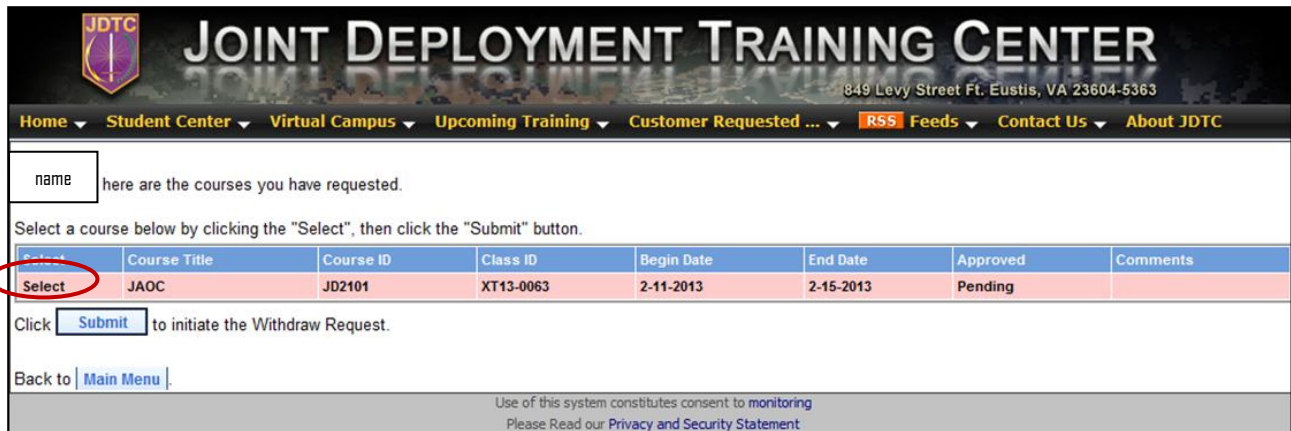
Figure 3-15. Student Center – Withdrawal Course Selected

3.4   My Transcript

The *My Transcript* link enables returning students to view their JDTC completed class history. As shown in Figure 3-16, students may view upcoming course registrations, completed courses (Graduated Courses) and courses in which the student did not attend the class.

Figure 3-16. Student Center – Student Transcript

3.5   Update Your Account Profile

The *Update Your Account Profile* link allows students to update their student account information. The Student Account Information Update page, which is the populated Student Registration form, displays. Students may update fields as appropriate and select the *UPDATE ACCOUNT* button to save changes to profile data.

3.6 Distance Learning Information

The *Distance Learning Information* link displays the Distance Learning Courses screen, Figure 3-17, and provides the latest information on JDTC Distance Learning courses and activities. Inquiries into Distance Learning programs should be directed to the Interactive Multimedia Instruction (IMI) team. For additional information, the IMI team may be contacted via the link provided at the bottom of the Distance Learning page.

Figure 3-17. Distance Learning Courses and Information

ACRONYMS

CAC	Common Access Card
DL	Distance Learning
IMI	Interactive Multimedia Instruction
JDTC	Joint Deployment Training Center
JOPES	Joint Operation Planning and Execution System
POC	Point of Contact
SSN	Social Security Number