Step 1. When you get to the JST website, you will likely have to register for an account. Once you are logged in select the green box that says Request Official Transcript.
Step 2. The next screen will allow you to search for Central Washington University. Please select the Ellensburg location from the drop-down list (pictured below).
Step 3. You will need to consent to have the transcripts released to have them sent to the Registrar’s Office. This is done by checking the box in the popup message that will appear after you have selected CWU from the drop-down list (pictured above).

Step 4. The last step once the transcript has been requested is to please send me a screenshot showing the transcript was ordered to be sent to CWU (pictured above).