



# **INSTITUTION ONBOARDING MANUAL FOR THE MODERNIZED ACE MILITARY GUIDE**

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# WELCOME TO THE ACE MILITARY GUIDE INSTITUTION ONBOARDING TRAINING MANUAL!

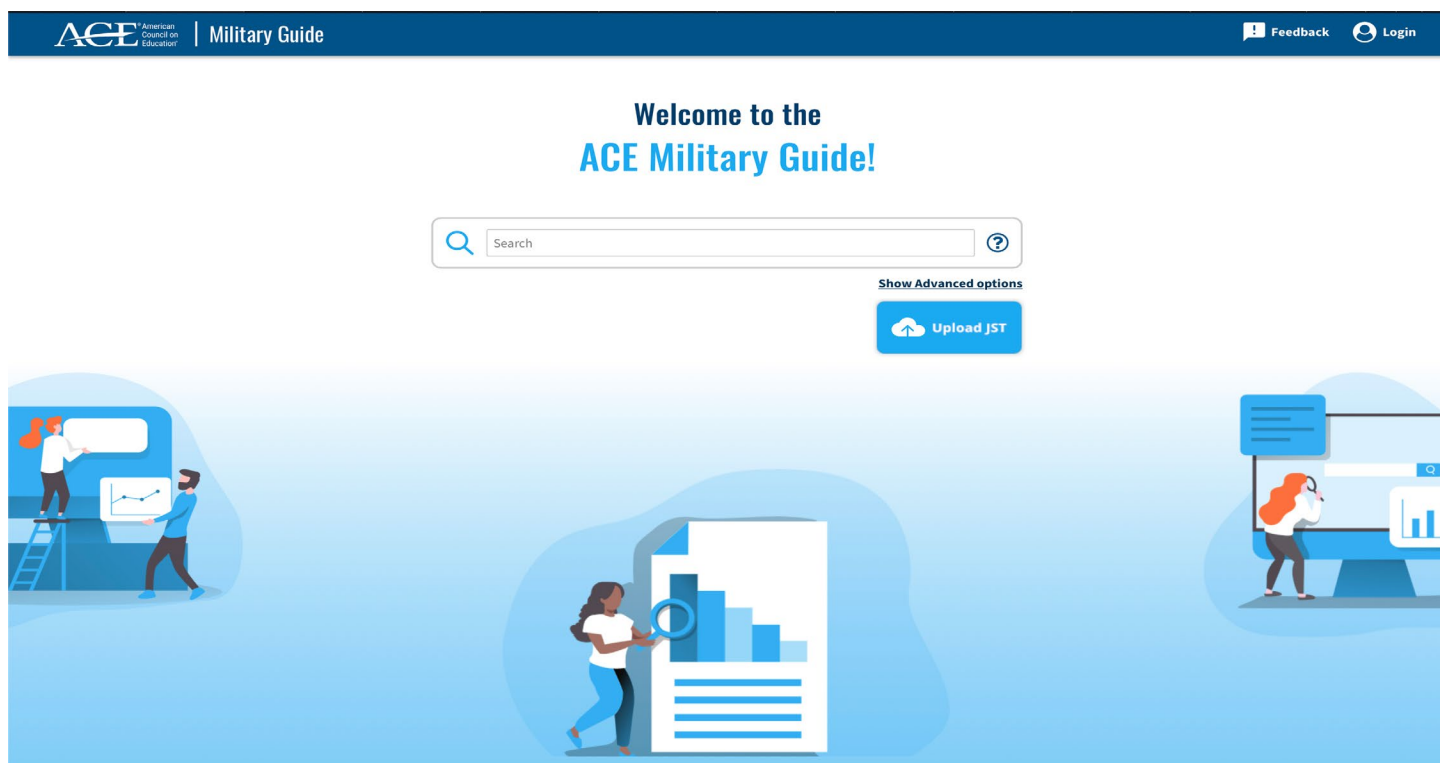
This document is intended to provide you with the tools and resources needed to implement the ACE Military Guide Institution Account at your Academic Institution to streamline your assessment of students' military learning and assist in the awarding of academic credit.

## THE ONBOARDING MANUAL IS BROKEN INTO FOUR SECTIONS:

1. Easy Start-Up for Admins
2. Institution User Role with Role Specific Step-By-Step Training
3. Account Information HowTo
4. Resource Page

Throughout the Onboarding Manual are clickable links that take you to specific training. In the “Institution User Role” section, users can refer to the short step-by-step written instructions or access a short training video by selecting the “Watch Tutorial Video” Icon located in the top right-hand corner.

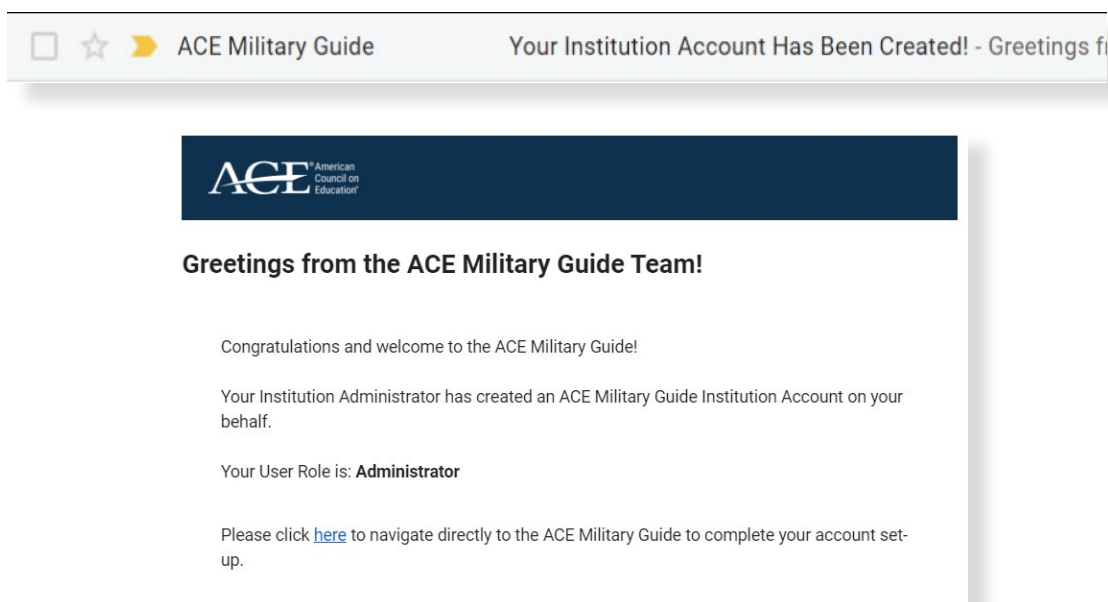
You can access the ACE Military Guide by navigating to: [MILITARYGUIDE.ACENET.EDU](https://militaryguide.acenet.edu)



# EASY START-UP FOR ADMINS

## ACCESS YOUR ACCOUNT

Navigate to the system-generated email you received from “ACE Military Guide.” Follow the instructions to create your first password and gain initial access to your institution account.



After creating your password, you will be prompted to login for the first time. Before logging in, be sure to access the ACE Military Guide Terms of Use, Terms of Service, and Data Policies documentation, review as needed, and acknowledge your review by clicking the checkbox on the login screen.

The screenshot shows the "Institution Login" page. It has a light blue background. At the top, the title "Institution Login" is in a bold, dark blue font. Below the title, there are two input fields: "Email" and "Password". Below the "Password" field, there is a checkbox and the text "I have read and understand the [ACE Military Guide Terms of Service, Privacy Policy, and Data Agreement.](#)". At the bottom of the form, there is a blue button labeled "LOGIN" and a link labeled "Forgot Password?" in blue text.

Login with your newly created password.

## THINK YOUR CURRENT PROCESS FOR PRIOR LEARNING ASSESSMENT (EITHER FOR MILITARY-CONNECTED STUDENTS OR OTHERWISE)

QUESTIONS	WHAT IT MEANS FOR YOU
Do we have an existing process in place for reviewing prior learning to award credit?  Does this process apply to a student's military learning experience?	The ACE Military Guide Institution account features and data are intended to be flexible to support existing PLA processes, so having an understanding of the current state will help to identify which pieces bring the most value to your institution.
Who is involved in that process – both the “regular” collaborators and the “experts” we call in when needed, such as a faculty member?	These folks are the first team members you want to grant access to the ACE Military Guide via the “Add Accounts” feature. Adding their accounts early in the set-up process will set you up for success.
What levels of approval are required for our institution to formally award credit to a student?  Is the discretion with individual transcript evaluators, faculty members, a specific admin department, or at a higher institutional level?	The ACE Military Guide provides three options for “levels” of approval to accommodate individual circumstances at your institution. Potential credit awards can move through one, two, or all three levels or be immediately fast-tracked to the end of the process – it all depends on the procedure your team wants to establish.
Do we have existing academic credit equivalencies established with military learning experience?  If yes, where are these stored and how can you access them?	To build on the existing foundation of military PLA at your institution, Institution Administrators have the ability to easily integrate existing credit equivalencies to the ACE Military Guide so that they will be immediately available to Transcript Evaluators, Faculty SMEs, and Final Approvers when considering a student's military learning.

## THE PEOPLE SIDE – GETTING YOUR TEAM INTO THE APPLICATION

Start by creating accounts for all of the “regular collaborators” involved in the process at your institution via the “Add Account” button. These users include colleagues who evaluate transcripts, handle the student's JST for records purposes, have credit award approval authority, or who are regular faculty contributors of subject matter expertise.

The only information you need are their name and email (within your institution's “.edu” email domain).

Your biggest job here is to assign them a System Role – JST Coordinator, Transcript Evaluator, Faculty SME, or Final Approver. For more details on roles, please see the user role overview and descriptions.

Each colleague who has an account created will receive a similar system-generated email prompting them to create a password and finalize account set-up.

For a quick onboarding to their account and system access, feel free to provide new users with the user role descriptions, which includes detailed instructions on their capabilities as well as a link to a short tutorial video.

# THE THE DATA SIDE – PERSONALIZE AND CUSTOMIZE YOUR ACCOUNT FOR YOUR INSTITUTION

The ACE Military Guide allows institutions to easily load their own course catalog, degree program, and prior credit award for military learning data through the “Integrate Institution Data” button on your home page.

Integrating your data will eliminate manual entry, save time, and increase the consistency and transparency of credit for military learning you are able to award within the ACE Military Guide – and it is highly recommended to get the most out of your experience. Specifics on the data elements involved are located in the [ACE Military Guide Data Policies](#).

If you wish to integrate data to the application, you will likely need to work with the appropriate technical subject matter experts at your institution to do the following:

1. Get an export of the relevant course catalog, degree program, and prior credit award for military learning data from your internal systems to an Excel file.
2. Download the three “sample” files available on the ACE Military Guide after you click on the “Integrate Institution Data” button.
3. Delete everything from the sample files except the column headers.
4. Copy and paste in your institution’s data to the appropriate column in the sample file. Save and rename the file to indicate it is no longer a sample.
5. Use the ACE Military Guide self-service capabilities to directly upload the new files with your institution data. If successful, you will see a new module pop-up.
6. Scan through the data and ensure it loaded correctly. Click into any data row in order to make edits, clicking the green check mark to save your work. Once the data is all correct, click “Save”, and the data will automatically update within the system.
7. That’s it! Any data you integrated is now available to all users at your institution in the course of their regular functionality, such as when a Transcript Evaluator wants to award credit for a specific course (they will see your catalog options populate in a drop-down list).

# ACE MILITARY GUIDE

## INSTITUTION ACCOUNT ROLES



### INSTITUTION ADMINISTRATOR

The primary point of contact (POC) at your academic institution for assessing your students' military learning and awarding academic credit. This person leads the charge in coordinating transcript evaluations, faculty approval, and administration-level sign off.



### JST COORDINATOR

The person at your institution who handles Joint Services Transcripts and processes them in your institution's system.



### TRANSCRIPT EVALUATOR

The person at your institution who conducts the initial evaluation of JSTs and drafts potential credit awards.



### FACULTY/SUBJECT MATTER EXPERT

The person at your institution who reviews credit awards and determines if they meet your institution's standards for academic equivalencies.



### FINAL APPROVER

The formal authority at your institution who makes the final decision on awarding credit.

NOTE: User roles may go unused depending on your institution's policies and practices. For instance, you may not need a Final Approver to review each credit award before finalizing. Or you may have your Transcript Evaluators upload student JSTs themselves, and thus not need a JST Coordinator.



# INSTITUTION ADMINISTRATOR

The primary point of contact (POC) at your Academic Institution, leading the charge in coordinating transcript evaluations, faculty approval, and administration-level sign off.

1. Set up and Manage Sub-Accounts
2. Begin Institution Data Integration
3. Upload Joint Services Transcripts (JST)
4. Access JST Review Hub and Associated Data
5. Draft Credit Awards and Submit for Review
6. Workflow Progression Tracking

## 1. SET UP AND MANAGE SUB-ACCOUNTS

**STEP 1:** [Login](#) to your ACE Military Guide Institution Account.

**STEP 2:** To add a new user select the “Add User” button.

**STEP 3:** Complete all required fields to include selecting a user role and select “Submit.”

**STEP 4:** If you need to edit an account, select the “pencil” icon next to person’s name and edit any field necessary, then select “Submit.”

**STEP 5:** To delete a person from your institution’s account, select the “Trash” icon next to the person’s name. Confirm your intention to process the request.

**STEP 6:** If a user at your institution lock themselves out of their ACE Military Guide Institution Account a “Lock” icon will appear next to their name. Select the “Lock” icon to unlock the account. Users will then need to use the “Forgot password” link on the login page.

**ACE**<sup>®</sup> American  
Council on  
Education<sup>®</sup>

Military Guide

Feedback Home Workflow Inbox Admin

Welcome, Institution Administrator!

### Institution Information

Name	Test University
OPEID	99999999
Address	Reston, VA
URL	www.acedc.edu

Add Account

Integrate  
Institution Data

### Institution Accounts



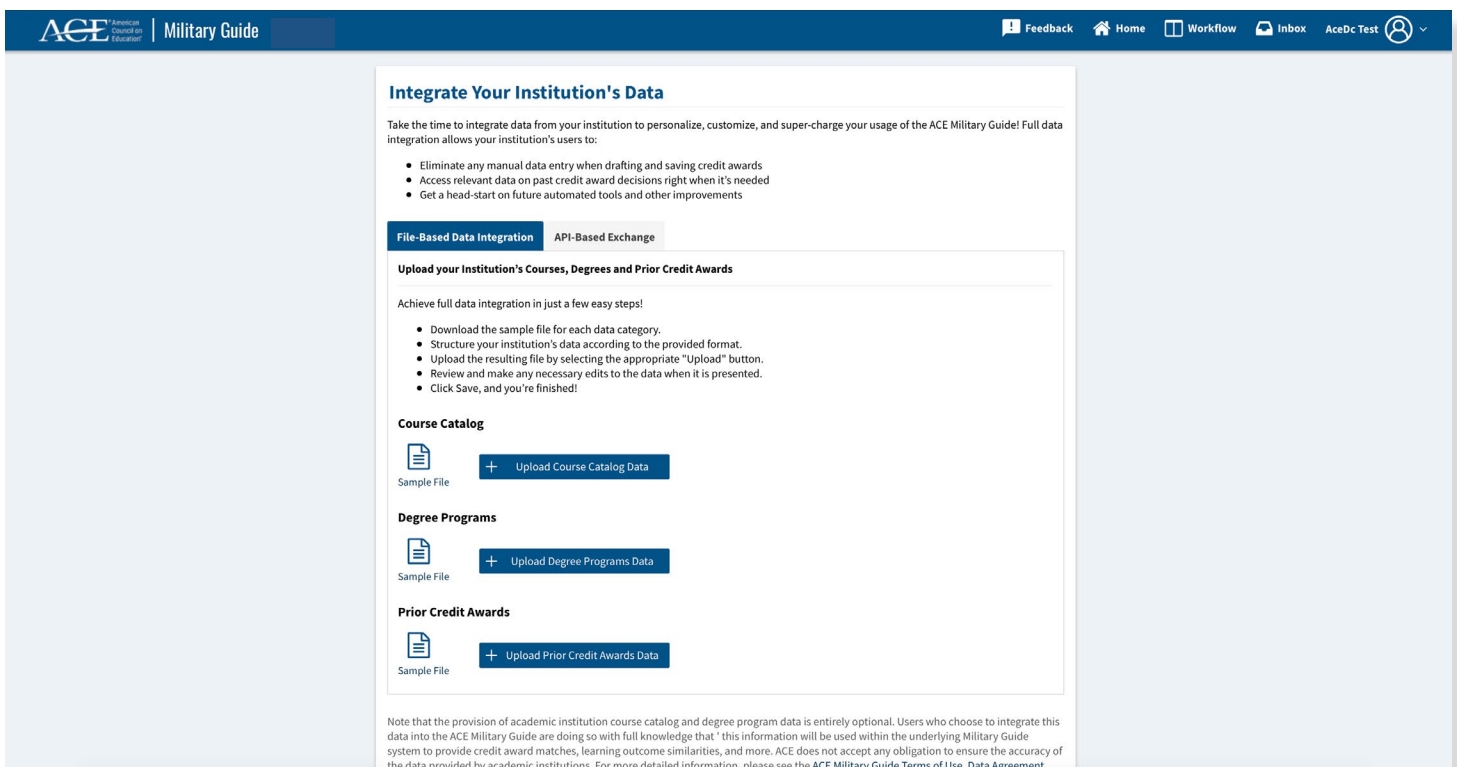
## 2. BEGIN INSTITUTION DATA INTEGRATION

**STEP 1:** On our welcome profile page, select the Integrate Institution Data icon.

**STEP 2:** To Upload your Courses, Degrees and Prior Credit Awards, download the template comma separated value (csv) files, review the required and optional fields, structure and provide your institution's data in the format specified by the template.

**STEP 3:** After gathering the appropriate data, upload the .csv file by selecting the upload button matching the file data.

**STEP 4:** Review and edit the data as appropriate, then confirm the data before saving to your account.



## 3. UPLOAD JST

**STEP 1:** Select the "Upload JST" button on your workflow page.

**STEP 2:** Select the document to upload from your desktop. It is important to note that the JST must be a full, original PDF of the Student's Joint Services Transcript.

**STEP 3:** Select "OK."

## 4. ACCESS JST REVIEW HUB AND ASSOCIATED DATA

**STEP 1:** Navigate through the centralized JST review hub to access the ACE evaluation data for each military learning experience for the student.

**STEP 2:** Analyze learning outcomes, credit recommendations, methods of assessment and more!

**STEP 3:** Examine the valuable data hidden behind the checkmarks on the Dynamic Digital Transcript – the ATX column allows you to view details on the ACE taxonomy, while the PCA column displays credit awards that YOUR institution has made in the past.

**STEP 4:** The PIC column gives transparent insight into the credit award decisions made by your peer institutions throughout the country – filter by geography, size, sector, accreditation and more.

## 5. DRAFT CREDIT AWARDS AND SUBMIT FOR REVIEW

**STEP 1:** When you are ready to draft a credit award, navigate to the appropriate button in the top right corner of the screen.

**STEP 2:** If your institution has integrated your course catalog data, simply begin typing the Title or Course ID of the academic course you would like to award and pick from the drop-down. Otherwise, you can enter the Title, Course ID, and Credit Hours Manually to match the appropriate college course.

**STEP 3:** Continue down the module entering the relevant data that will “attach” to the credit award – the associated ACE recommendation that inspired this award, the credit type, the CIP code of the related degree, and even a rationale for your decision.

**STEP 4:** Once you are finished, save the award. The saved award will populate at the top of the screen.

**STEP 5:** If your credit award requires a review by a Faculty SME or Final Approver, select “Submit for Review.” Pick the appropriate colleague’s name from the dropdown list, enter a message if you would like, and select “Send.” Note that colleagues will only appear in this list if they already have an account created in the ACE Military Guide. If you need to send different credit awards to different colleagues for the same JST, you can do so by selecting the “Paper Airplane” icon next to the specific award in your running list of credit awards at the top of the page.

## 6. WORKFLOW PROGRESSION TRACKING

**STEP 1:** Access your Workflow page, to track the card representing the student's JST Record through each stage of the approval process.

**STEP 2:** Click the menu in the bottom right corner of the card to see the SME Review History, fast-track for approval, or close out the JST Record as “done.”

**STEP 3:** If you need to revisit the JST Record, associated ACE exhibits, or credit awards, click the card and you will return to the central JST Review Hub.

ACE American Council on Education

Military Guide

Feedback

Home

Workflow

Inbox

Admin

Welcome, Institution Administrator!

Upload JST

Search

Coming Soon Compare with Peers

Award Drafting	Faculty Review	Faculty Reviewed	Approver Review	Approver Reviewed	Done	
	<div><div>a70ab5a0-44db-4ac3-a3c2-3</div><div>Army Private First Class (E3)</div><div>3/10/21, 4:39 PM</div><div></div></div> <div><div>294490d5-6582-4db3-9976-fr</div><div>Army</div><div>3/10/21, 4:34 PM</div><div></div></div> <div><div>6af33b56-6cdf-4521-b19a-65</div><div>Navy</div><div>3/10/21, 4:25 PM</div><div></div></div> <div><div>b137209d-f1ae-44ae-ba16-a</div><div>Navy</div><div>3/10/21, 2:28 PM</div><div></div></div>					<div><div>13d85d1d-6f40-499a-bf90-et</div><div>Navy</div><div>3/10/21, 11:38 AM</div><div></div></div>



Watch tutorial video



## JST COORDINATOR

The JST Coordinator is responsible for requesting and handling Joint Services Transcripts (JST) at institutions to ensure documents are loaded to the appropriate system.

1. Upload JST
2. Submit for Review by Transcript Evaluator

### 1. UPLOAD JST

As the JST Coordinator, you are the academic institution's "College Manager" for requesting JSTs and providing the JST transcript to your Academic Institution Transcript Evaluator.

**STEP 1:** [Login](#) to your ACE Military Guide Institution Account using the link in the system-generated email sent by your Institution Administrator.

**STEP 2:** Select the "Upload JST" button on your welcome home page.

American Council on Education®

Military Guide

Feedback
Home
JST Coordinator

Welcome, JST Coordinator!

Date Created ↑↓	Branch ↑↓	Rank ↑↓	Status ↑↓	Actions
2/9/21, 9:53 AM	Navy		Active	
2/9/21, 9:44 AM	Navy		Active	

Showing 1 to 2 of 2

**STEP 3:** Select the document to upload from your desktop. It is important to note that the JST transcript must be a full, original PDF of the Student's Joint Services Transcript.

**STEP 4:** Select "OK."

## 2. SUBMIT FOR REVIEW BY TRANSCRIPT EVALUATOR

**STEP 1:** Find the uploaded JST PDF file on your dashboard.

**STEP 2:** Select the “Assign to Evaluator” icon to provide the JST transcript to your Academic Institution Transcript Evaluator.

**STEP 3:** In the recipient drop-down select the name of the person you are sending the JST Transcript to for review from the available list. If the person you wish to submit for review is not listed, contact your institutions administrator for account creation.

**STEP 4:** Add any notes you wish to include in the message field.

**STEP 5:** Select the “Send” icon.

Upon successful completion you will receive a confirmation message that the JST has been assigned for review and the JST will no longer appear on your dashboard.



Watch tutorial video



# TRANSCRIPT EVALUATOR

The member responsible for initial evaluation and drafting potential credit equivalencies based on review.

1. Upload JST
2. Access JST Centralized Review Hub and Associated Data
3. Determine Credit to Award and Save
4. Submit JST for Approval along with Notes
5. Workflow Progression Tracking
6. Resubmit Credit Reward for Reconsideration
7. Close Out a JST Record Once Complete

## 1. UPLOAD JST

**STEP 1:** [Login](#) to your ACE Military Guide Institution Account using the link in the system-generated email sent by your Institution Administrator.

**STEP 2:** Select the “Upload JST” button on your welcome home page.

**STEP 3:** Select the document to upload from your desktop. It is important to note that the JST must be a full, original PDF of the student’s JST.

**STEP 4:** Select “OK.”

Military Guide

Feedback
Home
Inbox
Transcript Eval

Welcome, Transcript Evaluator!

Upload JST

Search

Coming Soon

Award Drafting	Faculty Review	Faculty Reviewed	Approver Review	Approver Reviewed	Done
<div>3BD0F3A2-5E26-46C9-BC81-4</div> <div>Navy</div> <div>2/8/21, 8:22 PM</div>					

## 2. ACCESS JST REVIEW HUB AND ASSOCIATED DATA

**STEP 1:** Navigate through the centralized JST review hub to access the ACE evaluation data for each military learning experience for the student.

**STEP 2:** Analyze learning outcomes, credit recommendations, methods of assessment and more!

**STEP 3:** Examine the valuable data hidden behind the checkmarks on the Dynamic Digital Transcript – the ATX column allows you to view details on the ACE taxonomy, while the PCA column displays credit awards that YOUR institution has made in the past.

**STEP 4:** The PIC column gives transparent insight into the credit award decisions made by your peer institutions throughout the country – filter by geography, size, sector, accreditation and more.

The screenshot displays the ACE Military Guide interface. At the top, there's a navigation bar with the ACE logo, 'Military Guide' title, and links for Feedback, Home, Inbox, and Transcript Eval. The main content area is divided into four panels:

- Student Information:** Includes fields for Unique ID (3BD0F3A2-5E26-46C9-BC81-0AAD5BF3B74F), Branch of Service (Navy), Rank, and Status (Active). There's an 'Upload a JST' button.
- Credit Awards:** Contains a descriptive text about credit awards and buttons for 'Draft Credit Award', 'Submit For Review', and 'Export'.
- Learning Experience:** Features a 'Toggle View' dropdown and tabs for 'Occupations' and 'Courses'. A table lists various roles with columns for Title, Date, ATX, PCA, and PIC. The 'Seaman' row is highlighted.
- Exhibits:** Shows 'ACE Evaluation' and 'Military - Civilian Crosswalk' tabs. The 'Seaman' exhibit is selected, displaying 'ACE ID: NER-SN-001', 'EXHIBIT DATES: 6/71 - 12/89', 'TEAM REVIEW DATE: 12/76', and 'PAYGRADE: All'. It includes sections for 'Credit Recommendations' and 'Description'.

Title ↑↓	Date ↑↓	ATX ↑↓	PCA ↑↓	PIC ↑↓
Seaman Recruit	07/1987			
Seaman Apprentice	10/1987			
Seaman	07/1989			
Interior Communications Electrician	06/1992			
Interior Communications Electrician	06/1999			✓
Instructor	12/2002			✓
Master Training Specialist (MTS)	12/2004			✓
Interior Communications Administrator	02/2010			✓
Submarine Ordnance	01/2014			✓
Machine Gunner (Aviation)	02/2014			

## 3. DETERMINE CREDIT TO AWARD AND SAVE

**STEP 1:** When you are ready to draft a credit award, navigate to the appropriate button in the top right corner of the screen.

**STEP 2:** If your Institution Administrator has integrated your course catalog data, simply begin typing the Title or Course ID of the academic course you would like to award and pick from the drop-down. Otherwise, you can enter the Title, Course ID, and Credit Hours Manually to match the appropriate college course.

**STEP 3:** Continue down the module entering the relevant data that will “attach” to the credit award – the associated ACE recommendation that inspired this award, the credit type, the CIP code of the related degree, and even a rationale for your decision.

**STEP 4:** Once you are finished, save the award and it will populate at the top of the screen.

## 4. SUBMIT JST FOR APPROVAL ALONG WITH NOTES

**STEP 1:** To forward to the next person for review select the “Submit for Review” icon in the Credits Award field.

**STEP 2:** In the recipient’s drop-down select the person name for the available list. If the person you wish to submit for review is not listed, contact your institution administrator for account creation.

**STEP 3:** Add any notes you wish to include in the message field.

**STEP 4:** If you need to send multiple awards to different individuals, check the box for Select Individual Awards. This will allow you to send each specific credit award to a different person.

## 5. WORKFLOW PROGRESSION TRACKING

**STEP 1:** Access your Workflow page, to track the card representing the student’s JST Record through each stage of the approval process.

**STEP 2:** Click the menu in the bottom right corner of the card to see the SME Review History, fast-track for approval, or close out the JST Record as “done.”

**STEP 3:** If you need to revisit the JST Record, associated ACE exhibits, or credit awards, click the card and you will return to the central JST Review Hub.

## 6. RESUBMIT CREDIT REWARD FOR RECONSIDERATION

**STEP 1:** If a faculty subject matter expert rejects a credit award as not having enough supporting data or documentation, access the card on your workflow.

**STEP 2:** Use the edit, delete, and submit for review actions to resend a credit award to a colleague for reconsideration.

## 7. CLOSE OUT A JST RECORD ONCE COMPLETE

**STEP 1:** Click the menu on the card and select “Move to Done.”

**STEP 2:** Note that ANY credit awards that remain saved to this student’s JST Record will be marked “Approved” and will be displayed as such in the system to other users at your institution via the PCA feature, to other institutions via the PIC feature, and will be exportable from your Institution Administrator’s home page.





## FACULTY/SUBJECT MATTER EXPERT

The member of academic faculty who specialized in certain subject area who reviews recommendation and makes a determination on the validity of the award.

1. Receive JST from Transcript Evaluator
2. Review Students' Military Learning
3. Review Draft Credit Awards
4. Approve or Reject the Drafted Credit Award
5. Submit the JST Record to the Transcript Evaluator

### 1. RECEIVE JST FROM TRANSCRIPT EVALUATOR

**STEP 1:** [Login](#) to your ACE Military Guide Institution Account using the link in the system-generated email sent by your Institution Administrator.

**STEP 2:** Select the link located in the email to directly access the student's JST record and all drafted credit awards.

### 2. REVIEW STUDENTS' MILITARY LEARNING

**STEP 1:** Check your inbox for any pending JST records with draft credit awards that require your attention.

**STEP 2:** Select the "View Message" to see any notes added by the Transcript Evaluator.

**STEP 3:** Select the "Review" to begin the process of reviewing the Student's drafted award credit.

**Military Guide**

[Feedback](#)
[Home](#)
Faculty/SME

Welcome, Faculty/Subject Matter Expert!

**Inbox**

Date Created ↑↓	Unique ID ↑↓	Branch Title ↑↓	Rank ↑↓	Status ↑↓	Sent By ↑↓	Date Sent ↑↓	Review Status ↑↓	Actions
1/22/21, 3:35 PM	EFE4EABB-FFC3-44E5-8360-2128EC1FEBB6	Army		Active	Test Account	1/26/21, 4:18 PM	Under Review	<a href="#">View Message</a> <a href="#">Review</a>
1/22/21, 2:07 PM	BC8DA872-C78C-4397-BC36-C7839900D88E	Marine Corps		Active	Test Account2	2/2/21, 4:32 PM	Under Review	<a href="#">View Message</a> <a href="#">Review</a>

1

### 3. REVIEW DRAFT CREDIT AWARDS

On the JST Central Review Hub, you can navigate through each military learning experience on the JST.

**STEP 1:** Click through the dynamic transcript to pull up the associated ACE exhibit on the right side of the screen.

**STEP 2:** Look at the “Credit Awards” table at the top of the page – this is where you can find the draft credit awards saved by the Transcript Evaluator that need your review and approval.

**STEP 3:** Select the “Document” icon to navigate directly to the military learning tied to the draft credit award. You can analyze all of the associated information on the ACE exhibit, including credit recommendations, learning outcomes, related competencies, methods of assessment, methods of instruction, and more.

**STEP 4:** If applicable, review any notes saved by your colleagues detailing specific reasoning for their decisions.

**STEP 5:** Click on any checkmarks present next to the experience in the dynamic transcript table on the left side of the screen. These represent valuable data on what your institution has awarded for the same learning in the past (the PCA column), what other institutions across the nation have awarded (the PIC column), and new learning taxonomy data established by ACE’s faculty evaluators (the ATX column).

ACE  
American Council on Education

Military Guide

Feedback Home Wendy Garcia

Student Information

+ Upload a JST

Unique ID

EFE4EABB-FFC3-44E5-8360-2128EC1FEBB6

Branch of Service

Army

Rank

Status

Active

Credit Awards

Course ID ↑↓	Title ↑↓	Credit Hours ↑↓	Status ↑↓	Actions
COMM 3070	Leadership Comm	4	Under Review	

Complete Review

Learning Experience

Toggle View

Occupations

Courses

Title ↑↓	Date ↑↓	ATX ↑↓	PCA ↑↓	PIC ↑↓
Basic Combat Training	03/2013			
Health Care Specialist	06/2013			
Structured Self Development (SSD) I	10/2013			
Civil Affairs Specialist	06/2019			
Civil Affairs Specialist	06/2019			

Exhibits

Structured Self Development (SSD) I

ACE ID: AR-0702-0030 COURSE NUMBER: 1-250-C49-1; 1-250-C49-1 (DL) VERSION NUMBER: 1 EXHIBIT DATES: 10/10 - 6/14 TEAM REVIEW DATE: 12/10  
MINIMUM PASSING SCORE: 70 LENGTH: 69 hours LOCATION: Army Learning Management System (ALMS), Fort Eustis, VA

Credit Recommendations

In the lower-division baccalaureate/associate degree category

- 2 hours in [military science](#)
- 1 hour in [leadership](#)

Instructional Strategies

Methods of instruction include

- computer-based training
- practical exercises.

General course topics include self-directed learning, detainee operations, fratricide, personal recovery, Traumatic Brain Injury (TBI) and Post Traumatic Stress Disorder (PTSD), Army history, counter insurgency principles, culture, customs and traditions of military service, personal fitness, casualty service, recruiting and retention, principles of management, financial readiness actions, and environmental laws and regulations.

Course Description

Upon completion of the course, the student will be able to

## 4. APPROVE OR REJECT THE DRAFTED CREDIT AWARD

**STEP 1:** After you have reviewed the relevant information and decided to approve or reject a credit award for a student, navigate up to the “Credit Award” list.

**STEP 2:** Select the corresponding “Approve” or “Reject” link.

## 5. SUBMIT THE JST RECORD TO THE TRANSCRIPT EVALUATOR

**STEP 1:** Once the “Approve” or “Reject” button is selected, include an accompanying message.

**STEP 2:** Select the “Submit” button.

Your decision will now be routed along with the associated JST Record back to the Transcript Evaluator.



Watch tutorial video



## FINAL APPROVER

The formal authority from institution to provide the final approval of a draft credit.

1. Receive JST Record from Transcript Evaluator
2. Access JST Review Hub and Associated Data
3. Provide final Approval or Rejection and Submit

### 1. RECEIVE JST RECORD FROM TRANSCRIPT EVALUATOR

**STEP 1:** [Login](#) to your ACE Military Guide Institution Account using the link in the system-generated email sent by your Institution Administrator.

**STEP 2:** Select the link located in the email to directly access the student's JST record and all drafted credit awards.

### 2. ACCESS JST REVIEW HUB AND ASSOCIATED DATA

**STEP 1:** Upon login, any pending evaluations will be listed separating on your welcome page.

**STEP 2:** Select the "View Message" to see any notes added prior.

**STEP 3:** Select the "Review" to begin the process of reviewing the Student's drafted award credit.

**Military Guide**

[Feedback](#)
[Home](#)
Final Approver

Welcome, Final Approver!

**Inbox**

Date Created ↑↓	Unique ID ↑↓	Branch Title ↑↓	Rank ↑↓	Status ↑↓	Sent By ↑↓	Date Sent ↑↓	Review Status ↑↓	Actions
1/26/21, 4:18 PM	3B5D051A-6BB3-4B7E-8DF1-DE30B8BE02F5	Army		Active	Test Account	1/26/21, 4:19 PM	Under Review	<a href="#">View Message</a> <a href="#">Review</a>
1/26/21, 4:40 PM	664F9276-0CBE-4468-9909-C8F36E5BA1BE	Army		Active	Test Account	1/27/21, 1:38 PM	Under Review	<a href="#">Review</a>

1

### 3. PROVIDE FINAL APPROVAL OR REJECTION AND SUBMIT

**STEP 1:** After you have reviewed the relevant information and decided to approve or reject a credit award for a student, navigate up to the “Credit Award” list to select the corresponding “Approve” or “Reject” link.

**STEP 2:** Once the “Approve” or “Reject” button is selected you will be prompted to include an accompanying message.

**STEP 3:** Select the “Submit” button to route your decision associated to the JST Record back to the Transcript Evaluator.

ACEAmerican Council on Education

Military Guide

Feedback

Home

Final Approver

Student Information

Upload a JST

Unique ID

664F9276-0CBE-4468-9909-C8F36E5BA1BE

Branch of Service

Army

Rank

Status

Active

Credit Awards

Course ID ↑↓	Title ↑↓	Credit Hours ↑↓	Status ↑↓	Actions
BUSN 1005	Business Communication	4		<div></div> <div></div>

Approve

Reject

Learning Experience

Toggle View

Occupations

Courses

Title ↑↓	Date ↑↓	ATX ↑↓	PCA ↑↓	PIC ↑↓
<div>Airman Recruit</div>	06/1986			
<div>Airman</div>	03/1987			
<div>Aviation Support Equipment Technician</div>	07/1993			
<div>Instructor Level 2</div>	12/1997			
<div>Combat Engineer Level 10</div>	02/2005			

Exhibits

ACE Evaluation

Military - Civilian Crosswalk

Airman

ACE ID: NER-AN-001

EXHIBIT DATES: 6/71 - 12/89

TEAM REVIEW DATE: 2/77

PAYGRADE: All

Credit Recommendations

In the lower-division baccalaureate/associate degree category

2 hours in aviation/aircraft fundamentals

Description

Assists in the maintenance of aircraft, associated aeronautical equipment, and aircraft support equipment

services, cleans, and handles aircraft

performs other apprentice-level duties involved in the operation of naval aircraft afloat and ashore.

ACE occupation reviews are conducted by faculty currently teaching at appropriately accredited colleges and universities. Faculty teams analyze the official occupation standards and validate the duties and requirements through service member interviews to determine if the content, scope, and rigor of the experiential learning align to current postsecondary curricula. A minimum of 3 faculty evaluators must achieve consensus on credit recommendations. Please see Faculty

# ACCOUNT INFORMATION HOW TO

## HOW TO UPDATE YOUR ACCOUNT PROFILE AND CHANGE PASSWORD

As an ACE Military Guide Institution Account user, you may need to update your account information, change your password, or recover your account after being locked out. Please use the steps below on how to resolve those scenarios.

### UPDATING YOUR ACCOUNT PROFILE:

Your ACE Military Guide Institution Administrator is the only person who can update your name, email, and user role tied to your account. If you have recently changed your name or email address, you will need to contact your Institution Administrator, who can make the change on their home screen.

Institution Administrators who need to change their names or email addresses should contact the ACE Military Guide team. Select the “Feedback” icon located at the top of the screen and provide a short message detailing your request.

### HOW TO CHANGE YOUR PASSWORD:

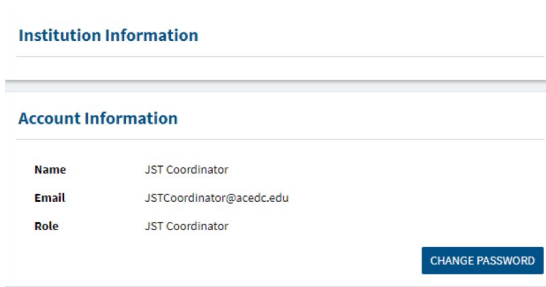
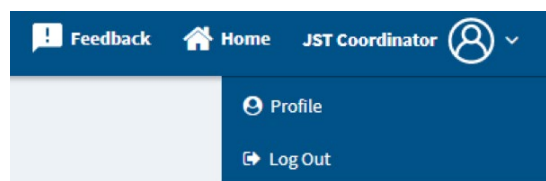
**STEP 1:** Login and click on the drop-down arrow next to the person icon at the top of your screen.

**STEP 2:** When the option appears, select “Profile.”

**STEP 3:** Select the “Change Password” button located in your Account Information.

**STEP 4:** You will be prompted to enter your current password and create a new password. Password requirement rules will appear to the right.

**STEP 5:** After you create your new password, select Submit.



### FORGOT PASSWORD:

**STEP 1:** If you forget your password, select the “Forgot Password” on the login page.

**STEP 2:** Enter the email address associated with your account – as a reminder, it should be your official “.edu” email.

**STEP 3:** If your email address is in the system, you will receive an automated email with a password reset link.

### ACCOUNT LOCK-OUT:

If you have been locked out of your account due to failed login attempts, contact your ACE Military Guide Institution Administrator for assistance with unlocking your account.

After your Institution Administrator has unlocked your account, you will need to use the “Forgot Password” option to reset your password.

Institution Administrators who need to have their accounts unlocked should contact the ACE Military Guide team. Select the “Feedback” icon located at the top of the screen and provide a short message detailing your request.

# RESOURCES

## MILITARY GUIDE FAQ

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-FAQ.aspx>

## FOR COLLEGES AND UNIVERSITIES

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Colleges-Universities.aspx>

- **JST**

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Understanding-the-Joint-Services-Transcript.aspx>

- **CREDIT FOR PRIOR LEARNING**

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Awarding-Credit-for-Prior-Learning.aspx>

## FOR FACULTY

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Faculty.aspx>

## FOR STUDENTS

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Students.aspx>

