



NOTE:

- Submit latest STP from IPPS-A. Redact your photo, gender, race, and ethnic group. STP must include your GT score and line scores. Front and back page of STP is required.
- ONLY REDACT PHOTO, GENDER, RACE, AND ETHNIC GROUP
- ALL STP WILL BE OF THE HIGHEST LEGIBILITY OR SUBJECT TO APPLICATION BEING RETURNED WITHOUT ACTION
- ALL APPLICATIONS WILL CONTAIN STP FRONT PAGE AND BACK PAGE

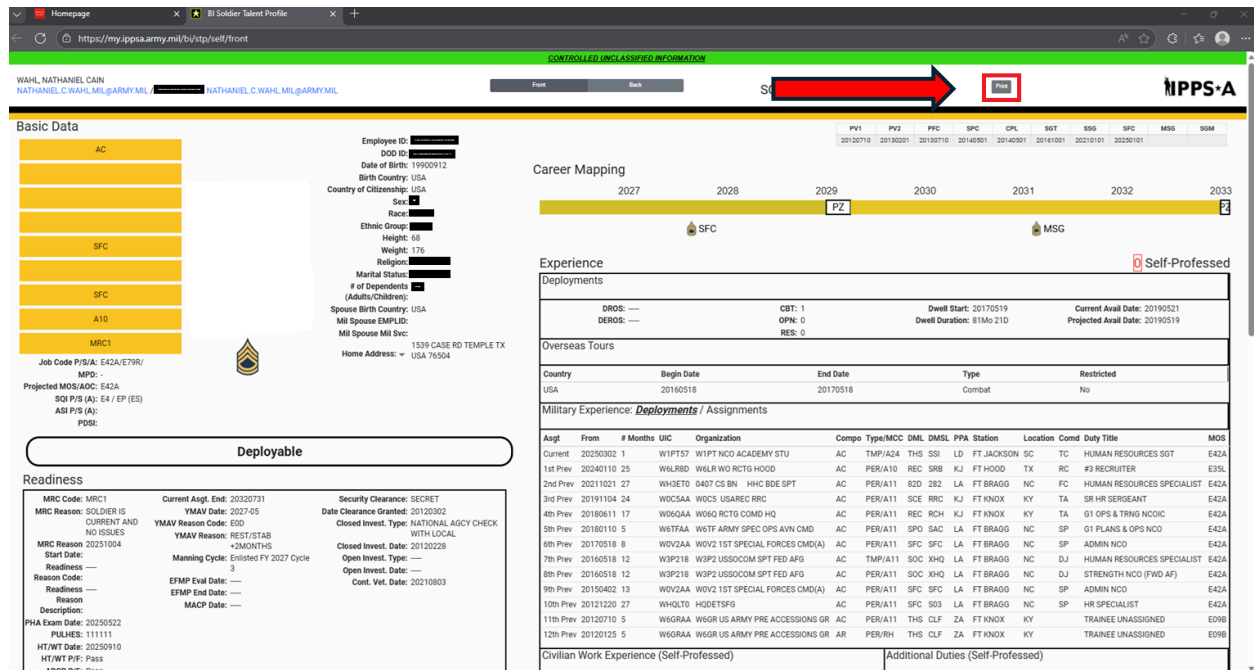
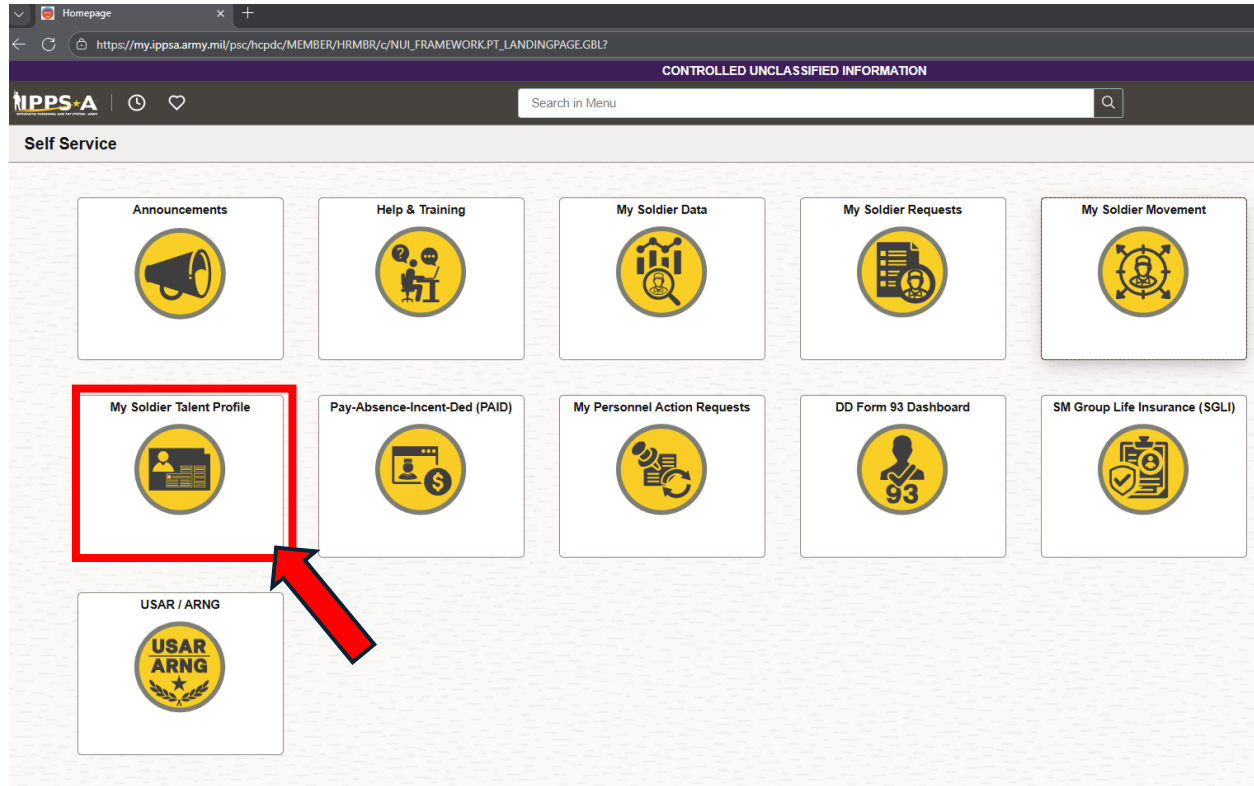
<https://my.ippsa.army.mil/>

- 1) OPEN IPPS-A
- 2) SELECT "MY SOLDIER TALENT PROFILE"
- 3) CLICK "PRINT" AT THE TOP RIGHT
- 4) ENSURE PRINTER IS "MICROSOFT PRINT TO PDF"
- 5) SELECT "PRINT"
- 6) SAVE THE FILE TO YOUR DESKTOP

ONCE THE FILE IS SAVED TO YOUR DESKTOP PROCEED TO STEP 7

- 7) NOW OPEN THE FILE (YOUR STP) THAT YOU JUST SAVED TO YOUR DESKTOP
- 8) MAKE SURE THAT YOU ARE OPENING YOUR STP FILE IN ADOBE ACROBAT
- 9) SELECT "EDIT PDF"  ON THE RIGHT SIDE OF YOUR SCREEN IN ADOBE
- 10) USE THIS BLACK BOX  TO COVER (REDACT) YOUR PHOTO, GENDER, RACE, ETHNIC GROUP, AND RELIGION ON PAGE 1 AND 2
- 11) YOU CAN COPY THAT BLACK BOX AND PASTE ON YOUR STP TO KEEP YOUR STP IN A HIGHER QUALITY OF RESOLUTION
- 12) DO NOT REDACT ANY OTHER ADDITIONAL SECTIONS FROM YOUR STP
- 13) SAVE AFTER YOU HAVE MADE YOUR EDITS

BELOW ARE SCREENSHOTS TO GUIDE YOU ↓



Print ?
Total: 2 sheets of paper

Printer
Microsoft Print to PDF ▼

Copies
1

Pages
 All
 Odd pages only
 Even pages only
 e.g. 1-5, 8, 11-13

Color
Color ▼

More settings ▼
Print using system dialog... (Ctrl+Shift+P)

Print Cancel



