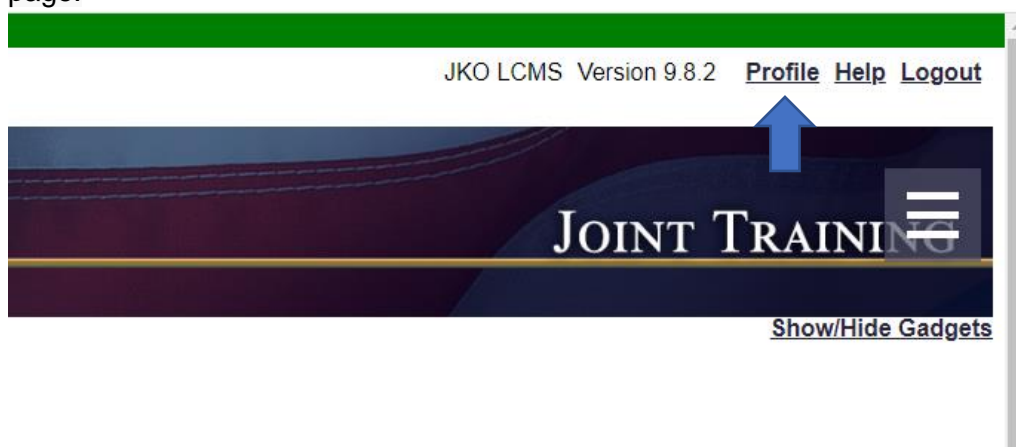


EJPME

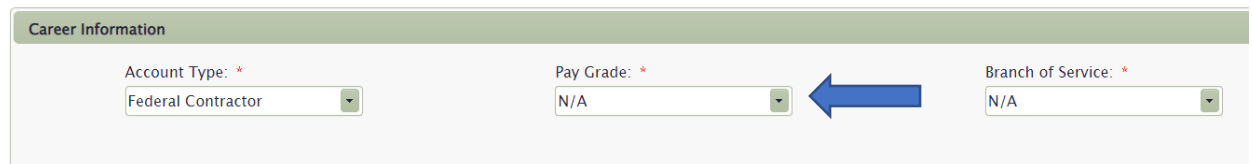
How to Enroll

Step-by-Step Self-Registration Instructions

1. Go to [Joint Knowledge Online \(JKO\)](#) and click Log In.
2. Use your CAC or JKO User Name and password to authenticate and Log In. If you need assistance with your JKO User Name and password, please contact the JKO Help Desk at js.jko.helpdesk@mail.mil or by telephone at 757-203-5654 or DSN: 668-5654. Note that when you are first logged in you will be in the section called **My Training**. The navigation tab My Training is underlined.
3. Update your student **Profile**. The Profile link is located in the top right corner of the page.




Update both *personal data* and *career information*. Your pay-grade must match your DOD ID card information. Scroll down, click **Save**.

A screenshot of the "Career Information" form. The form has a light green header with the text "Career Information". Below the header are three dropdown menus. The first is labeled "Account Type: *" and has "Federal Contractor" selected. The second is labeled "Pay Grade: *" and has "N/A" selected. A blue arrow points to the "Pay Grade" dropdown. The third is labeled "Branch of Service: *" and has "N/A" selected.

4. From the top row of navigation tabs, click on **JFLD**. Watch the historical SEJPME overview video (3 min).

CUI



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JOINT TRAINING X

My Training Course Catalog Certificates Community Community Management System Administration Training Management Report Builder [JFLD](#) Exercises

VCLASS ↑

[Show/Hide Gadgets](#)

JFLD

EJPME - Enlisted Joint Professional Military Education (EJPME I and EJPME II) Courses (previously SEJPME) Community

Welcome

5. Scroll down, under *Academics*, select the course you are registering for. Note: All students are required to take the EJPME New Student Orientation Course (15 min) before they enroll in either EJPME I or EJPME II. The orientation course is not required for JFLD courses.

CUI

III. ACADEMICS

a. JFLD's EJPME Certificate Courses

1. About EJPME:

There are two separate EJPME certificate courses currently offered via JKO. Both certificate courses are designed to help prepare enlisted military members for Joint, Interagency, Intergovernmental, or Multinational duty assignments.

These EJPME certificate courses have been evaluated by the American Council on Education (ACE).

Before registering for EJPME courses, please watch the overview video and complete the EJPME New Student Orientation Course. Then, ensure your student profile is up to date, especially your rank/pay grade.

Required: [EJPME New Student Orientation Course](#). Take me to this course - [HERE](#)

[EJPME I](#) - Take me to this course - [HERE](#)

[EJPME II](#) - Take me to this course - [HERE](#)

2. College Credit Recommendation

In October 2020, the JFLD program received credit recommendations for both EJPME I and EJPME II courses from the American Council on Education (ACE). JKO does not currently interface with either ACE's digital transcript service or Credly badging. Students who have successfully completed EJPME I or EJPME II after October 2020 should attempt to direct their institutions of higher learning to the American Council on Education (ACE) National Guide to view the ACE credit recommendation of 3 lower-division credits in Strategic Management for each course. The EJPME listing on the ACE National Guide, coupled with their EJPME completion certificate, should be sufficient for Colleges and Universities to consider awarding college credit.

b. ADDITIONAL JFLD COURSES

The courses populated in Focus Areas below are stand-alone courses designed to help prepare DOD personnel to work in a JIIM environment. These courses are

6. Click to enroll in the *EJPME New Student Orientation* (or any other course.) Note courses can also be found in the [Course Catalog](#) under *Individual Courses* or *Curricula*. Note when you click on *Show Training in Catalog* you are now in a different tab, **Course Catalog**. Scroll down, under *Course Status* and click *Enroll*.

Search Catalog

Note: Search results are displayed in both gadgets below to match the search criteria entered

[Clear Search](#) ✕

Course Prefix: Course Number: Course or Curriculum Name:

Individual Courses ←

Number of Records: 1

Prefix ↕	Course Number ↕	Name ↕
SEJPME	-US000-PRE	SEJPME New Student Orientation Course (15 mins) Link

7. Click on the tab, **My Training**. The course you enrolled in should now be found in the *Elective Training* section of *My Training*.
8. Click, *Launch*.
9. Once the *Orientation course* is complete, click the JFLD tab to enroll in EJPME I or EJPME II.
10. EJPME I and EJPME II certificate courses are located in the Course Catalog section called *Curricula* below the *Individual Courses* gadget.

Individual Courses

Number of Records: 1

Prefix ↕	Course Number ↕	Name ↕
SEJPME	-US000-PRE	SEJPME New Student Orientation Course (15 mins) Link

Curricula ←

Note: The Curricula Names displayed below match the search criteria or contain courses/ sub-curricula that match the

Number of Records: 2

Expand Curriculum	Name ↕
⋮	Senior Enlisted Joint Professional Military Education (SEJPME) I (40 hrs) E5 and above Link
⋮	Senior Enlisted Joint Professional Military Education (SEJPME) II (45 hrs) E7 and above Link

Common Errors and Additional Support

The majority of enrollment errors occur because student profiles are not up to date. Ensure your profile is complete and accurate, especially your pay-grade. Ensure profiles are *Saved* before exiting.

If you require additional support registering for SEJPME, please contact the JKO Help Desk at jkohelpdesk@jten.mil or by telephone at 757-203-5654 or DSN: 668-5654.