JKO
JOINT KNOWLEDGE ONLINE

Learning Management System (LMS)

Student User Guide

Version 2.2

October 2023

Contents

Create a JKO Account

1. The Joint Knowledge Online (JKO) Learning Management System (LMS) requires Users have a JKO account to take advantage of the capabilities in the LMS. Once you have a JKO account, you may log in with either your CAC, VA PIV, or a User Name and Password.
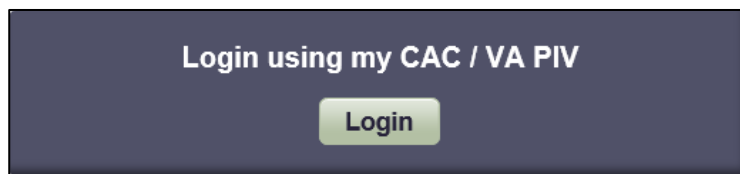
2. To log in to JKO, go to https://jkodirect.jten.mil

3. Select **OK** in the *DoD Warning Banner*. If you do not select **OK**, you will not be able to access the JKO LMS.
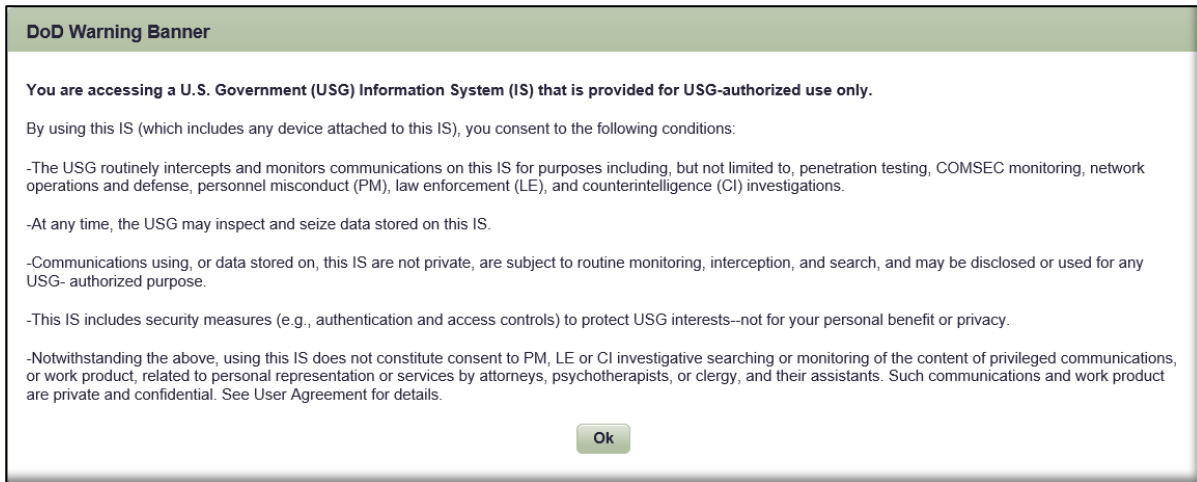
4. There are two ways to create a JKO account:

A. If you have a CAC or VA PIV, select the **Login using my CAC / VA PIV Login** button at the top-right of the page to automatically create an account.

B. If you do not have a CAC, fill out an online Form using one of the below Links in the **Login** window.
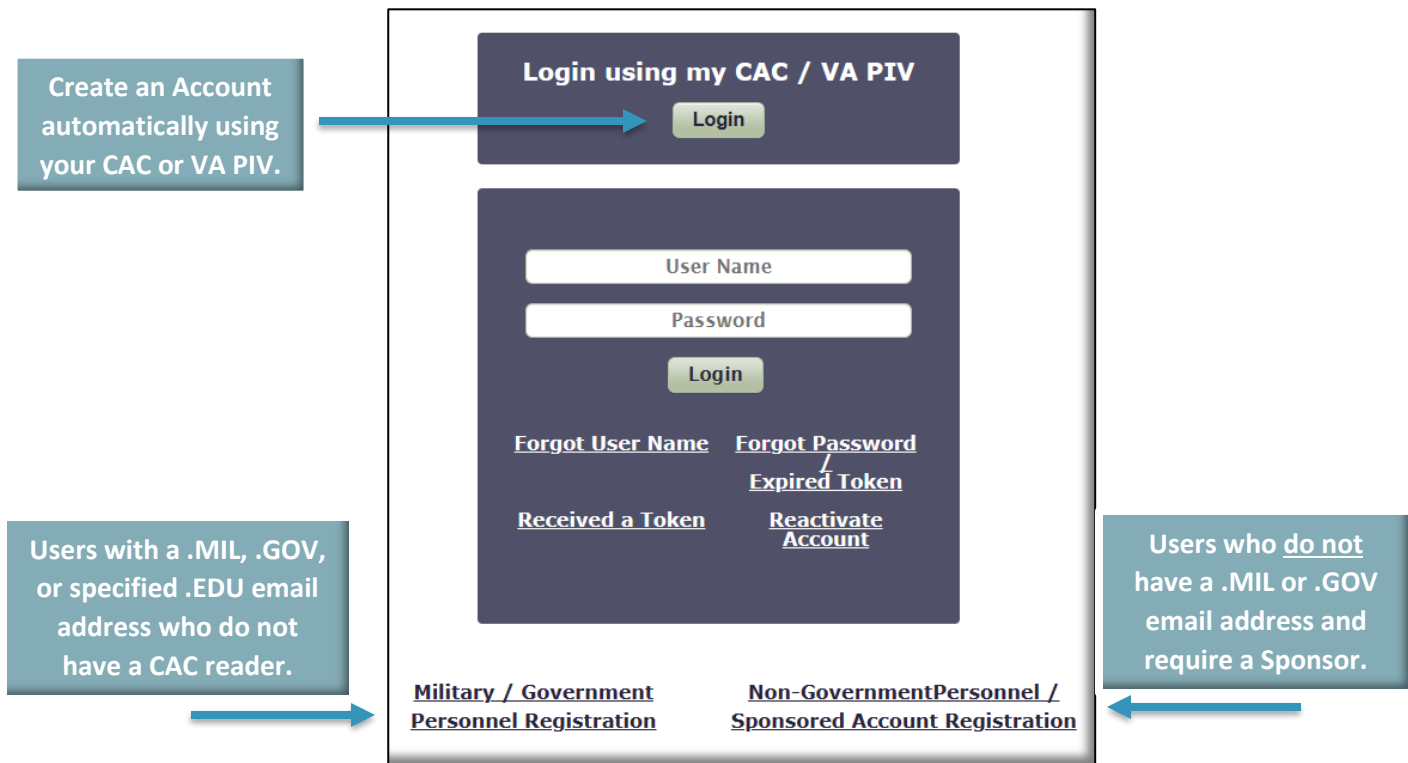
i. **Military / Government Personnel Registration**. Select this link if you have a .MIL, .GOV, or specified .EDU email address, but do not have a CAC reader and are thus unable to create an account on your own. You must have direct access to this email address to complete the account creation process. Authorized email address extensions include: .GOV, .MIL, NPS.EDU, GC.NDU.EDU, NDU.EDU, DODEA.EDU, HQ.DODEA.EDU, AM.DODEA.EDU, EU.DODEA.EDU, PAC.DODEA.EDU, AAFES.COM, USMA.EDU, WESTPOINT.EDU, USNA.EDU, USAFA.EDU, AFACADEMY.AF.EDU, USCGA.EDU, USMMA.EDU, or you are a Foreign Military member. Allow up to 48 hours for JKO to create your account. Entering an alternate email address into the form is highly recommended for recovering important account-related information after your JKO account is created.

          a. Once you fill out and submit the form, JKO will send an automated email to your .MIL, .GOV, or specified .EDU email address that requires you to confirm you have access to that email address. Follow the instructions in the email. This process is in place for security reasons. Skip to Step 5 for your next instruction.

          ii. **Non-Government Personnel / Sponsored Account Registration**. Select this link if you <u>do not</u> have a .MIL, .GOV, or any of the email address extensions in <u>5.B.i</u> above. You are required to have a Sponsor who is a U.S. Military or Federal Government Civilian who has one of the following email address extensions: .MIL, .GOV, NDU.EDU, NPS.EDU, or DODEA.EDU. You will need the Sponsor's Name, Phone Number, and Email Address.

    Note: Contractors may not be Sponsors.

          a. Once you fill out and submit the form, an automated email will be sent to your Sponsor's official email address that you provided, and requires the Sponsor to validate your requirement for a JKO account. Your Sponsor must follow the instructions in the email. This process is in place for security reasons. Once JKO receives your Sponsor's validation of your account request, allow up to 48 hours for JKO to create your account.

Create an Account automatically using your CAC or VA PIV.

Login using my CAC / VA PIV
Login

User Name
Password
Login

Forgot User Name   Forgot Password / Expired Token

Received a Token   Reactivate Account

Users with a .MIL, .GOV, or specified .EDU email address who do not have a CAC reader.

Users who <u>do not</u> have a .MIL or .GOV email address and require a Sponsor.

Military / Government Personnel Registration   Non-GovernmentPersonnel / Sponsored Account Registration

    5. Once JKO creates your account, you will receive two emails. One email includes your **User Name**. You will need to know your User Name in order to create a Password. The second email contains a **Token**. A Token is a string of alpha-numeric letters and numbers that you will use to create your Password. Once you have both your User Name and your Token, you may begin the process of creating a Password, as described in the next section.

        Note: A Token is not a Password. You will use the Token one time to create your Password. Tokens expire after 24 hours. If you have not created your initial Password within 24 hours, you may request another by selecting the **Forgot Password / Expired Token** link on the Login Page.

Note: CAC users are not required to create a Password because they log in to the LMS via their CAC. However, it could be helpful to create a Password if you want to access JKO from home and do not have a CAC reader there. Do not request a new account just so you can log in from home.

Create an Initial Password

1. This is required for users who do not log in via CAC. You will need both your **User Name** and your **Token**. JKO emailed both to you when they created your new account. On the JKO Login page, click **OK** in the *DoD Warning Banner.*

2. In the **Login** area, select the <u>**Received a Token**</u> link.

3. In the workspace that opens, enter your **User Name** and **Token**. To reduce the possibility of errors, we highly recommend you Copy/Paste your Token directly from the email you received rather than type it in. Click the **Submit** button.

4. In the appropriate fields, create a **Password** that conforms to the rules outlined on the screen. Click **Reset Password**.
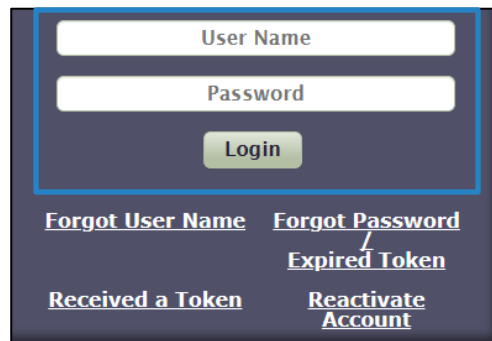
5. When you have successfully created your Password, you will be returned to the main JKO Login Page. Follow the steps in the next section to log in to JKO.

Log in to Joint Knowledge Online

1. On the JKO Login page, click **OK** in the *DoD Warning Banner*.

2. If you have a CAC, select the **Login using my CAC / VA PIV Login** button at the top-right of the page.

Login using my CAC / VA PIV
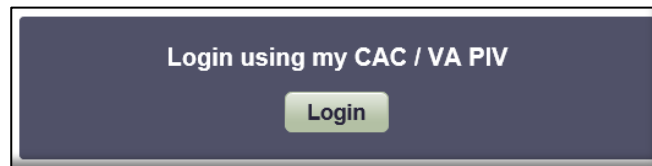
Login

3. If you do not have a CAC, you must log in with your **User Name** and **Password**. Enter both into the appropriate fields, and then select **Login**.

User Name

Password

Login

Forgot User Name   **Forgot Password /
Expired Token**

Received a Token   **Reactivate
Account**

4. If this is your first time logging in to JKO, your **Profile** is the first page you see. Ensure your **Personal Data** and **Career Information** are correct. You may add, correct, or modify information in some fields, but others are Read-only, and the JKO Help Desk must make modifications.

* Required field

Personal Data   −

First Name: *   Middle Name: Last Name: *   User Name: *

JOE   Q   PUBLIK   1234567891011

EDIPI: PIV Common Name: Role: *   Country of Citizenship:

0000000000   Student   UNITED STATES

Career Information   −

Account Type: *   Pay Grade: *   Branch of Service: *   Duty Station:

Enlisted   6   Air Force   Ft. Hood

                Clearance:

                Note: Clearance information is NOT
                authoritative and should NOT be
                used for access determination.

5. **Organization** and **Audience** selections are <u>not</u> required **Profile** entries. Not all Organizations are listed in JKO. However, your Training Coordinator may direct you to join an Organization or Audience so that you receive required training, or so that your training records can be tracked by your Organization. If necessary, follow the steps below to join an Organization and/or an Audience.
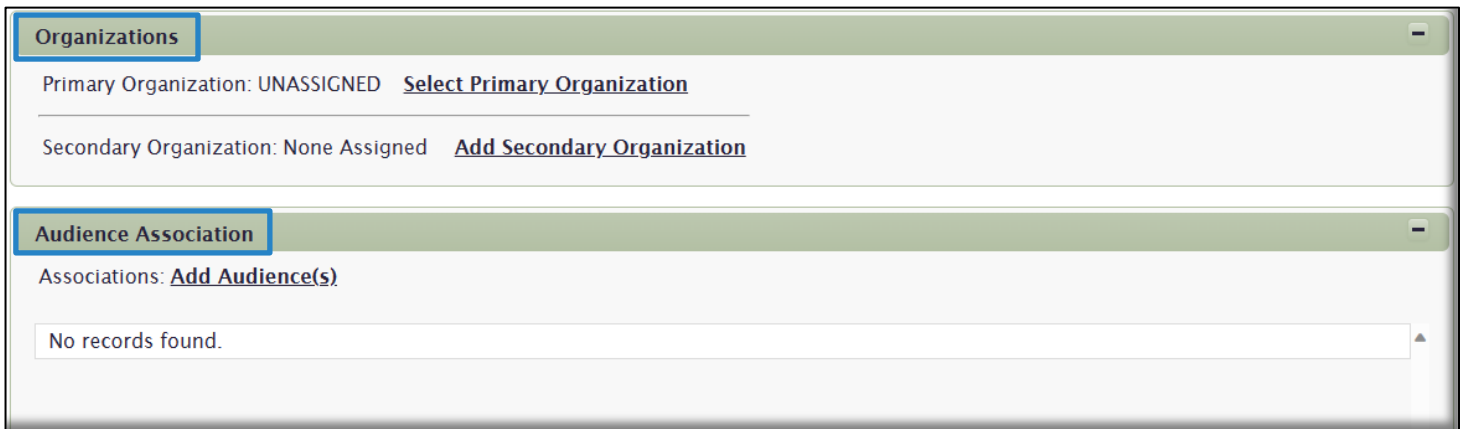
A. **Join an Organization**. To join an Organization, click the **Select Primary Organization** link.

In the window that opens, click on the black triangle ▶ next to the root Organization: **(JKO) – Joint Knowledge Online (LOCKED)**. This will open the entire directory of Organizations in JKO. Use the scroll bar to navigate up and down the list. If an Organization has a Folder icon 📁 next to it, that means there are Sub-Organizations within that Parent Organization. Click on the black triangle ▶ to the left of the Folder to open the Parent Organization.

Organizations with Sub-Organizations are listed in alphabetical order in the directory. Organizations without any Sub-Organizations are listed in alphabetical order below the Organizations with Sub-Organizations.

There is also a Search window you can use to find an Organization. Enter text into the search field and select the **Search** button. Organizations matching your search criteria will display. Select **Clear Search** to erase your search criteria and return to the default view.
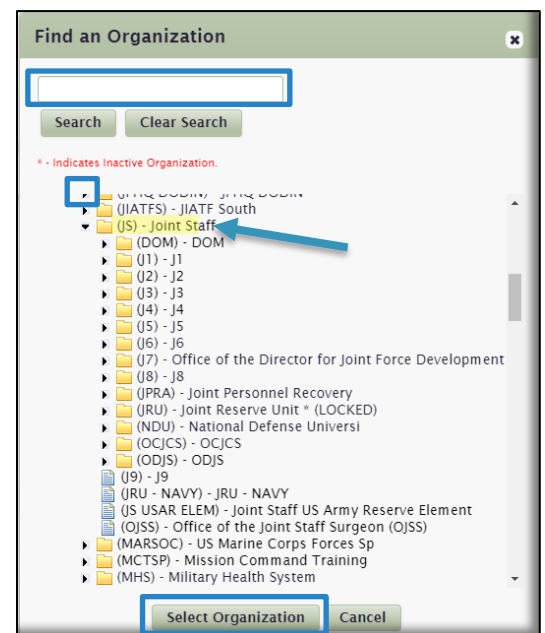
Once you locate your Organization, click on it to highlight it, and then click the **Select Organization** button. Your Organization now appears listed in your Profile. If there are any course assignments assigned to this Organization, you will automatically receive them; you will not have to locate them in the Course Catalog and enroll in them manually.

B. **Join an Audience.** To join an Audience, click the **Add Audience(s)** link in your **Profile**.

In the window that opens, a list of all Audiences displays at the bottom of the window. Use the scroll bar and the pagination buttons at the bottom of the list to navigate. Or, enter text in the **Name** search field and Audiences matching your search criteria will display.

When you locate your Audience, click on the **Add** icon ➕ to select that Audience and move it to the top of the screen. When you are ready, select the **Add Audience(s)** button. Your Audience now appears in your Profile. If there are any course assignments assigned to this Audience, you will automatically receive them; you will not have to locate them in the Course Catalog and enroll in them manually.

Your Organization and your Audience now display in your Profile. To remove them, simply click on the **X** icon next to their names.

6. Ensure your **Business and Alternate Email** addresses are correct. The Business email address is where all routine LMS-generated emails are sent; i.e. Enrollment notifications; Graduation emails, New Training Assignments notifications; Profile Changes, etc. The Alternate email address is where important account recovery and reactivation emails can be sent if you do not have access to your Business email address. When your Profile is updated, select the **Save** button at the bottom of the page.

My Training

The **My Training** tab is the landing area each time you log in to the LMS. From here you can access all other LMS products via the links at the top of the page. **My Training** displays up to four Gadgets. Gadgets are separate areas or blocks of information on the page that contain specific training data. The Gadgets available in **My Training** are shown in the blue boxes below, and include:

> A. **Alerts**
> B. **Training Information**
> C. **Assigned Training**
> D. **Elective Training**

1. **Alerts.** Alerts are either system-wide or Organization-level announcements that are usually temporary and are meant to convey something important. System-level Alerts (denoted with an asterisk in the Title) are usually generic and appear to every user in the LMS, regardless of their Organization. Organization-level Alerts are announcements that specifically apply to your Organization. You only see Organization-level Alerts if you belong to that Organization in your **Profile**. Those users not in your Organization will not see your Organization-level Alerts. The **Alerts** gadget only appears if there is either a system-wide or Organization-level Alert. If there is no Alert, the gadget will not appear.

Alerts	−
Joint Staff Annual Training	02/01/2022 - 12/31/2022
Attention JS members: Annual Training is now available in your Assigned Training gadget below. Please complete by the Due Date indicated for each course. <u>view</u>	
Help Desk Assistance *	03/21/2022 - 09/24/2022
Reminder: The JKO Help Desk is available 24/7 to respond to your training questions. Contact us at jkohelpdesk @jten.mil. <u>view</u>	

* Denotes a System Alert

2. **Training Information.** This gadget is specifically tied to your Organization and is meant to display specific information to only your Organization. It is like an Alert, but this gadget can contain much more information within it. You only see the **Training Information** gadget if you belong to that Organization in your **Profile**, <u>and</u> there is information entered into it. Training Coordinators can enter information into this gadget, and only then will it display in the **My Training** tab. If there is no Training Information, the gadget will not appear.

Training Information	−

ATTENTION JOINT STAFF MEMBERS: CY 2022 Mandatory Training is assigned to you, and displays in the Assigned Training gadget below. You do not need to search for these courses in the Course Catalog. You will also get an email to your JKO Profile email address indicating you have new training assignments.

To receive your JS assignments, you MUST be in one of the following Audiences in your JKO Profile. Each Audience has its own unique course assignments:
-- Joint Staff (JS) Government Service Non-Supervisor Civilians
-- Joint Staff (JS) Government Service Supervisor Civilians
-- Joint Staff (JS) Military

If you are not a member of the Joint Staff, go to your JKO Profile and update the Organization and/or Audience Association sections.

3. **Assigned Training.** The **Assigned Training** gadget displays courses that are assigned to you by your Organization or Audience. You must be a member of that Organization or Audience in your **Profile** in order to receive the courses. See <u>here</u> how to join an Organization or an Audience. If you do not belong to any Organization or Audience, or your Organization or Audience has not assigned any courses, this gadget will not appear. Each time your Organization or Audience assigns a new, or another course, the LMS will send an email to the Business email address in your **Profile**.

Assigned Training	−

Search   Sort by: <u>Due Date</u> | <u>Name</u> | <u>Source</u>

Enroll	**JS-US014** **Joint Staff Law of War - (2.5 hrs)**	Status: Assigned Status Date: 03/28/2022 Due Date: 12/31/2022 Source: J1

Source of assignment

Enroll	**DMDC-US1424-TASS** **Trusted Associate Sponsorship System (TASS) Trusted Agent (TA) Certification**	Status: Assigned Status Date: 03/28/2022 Due Date: 5/27/2022 Source: DMDC - TASS TA

Enroll	**DMDC-US1407-TASS** **Trusted Associate Sponsorship System (TASS) Trusted Agent (TA) Training (1 hr)**	Status: Assigned Status Date: 03/28/2022 Due Date: 5/27/2022 Source: DMDC - TASS TA

A. To Enroll in a Course, select the **Enroll** button to the left of each **Course Number** and **Title**. The button will then turn in to a **Launch** button. Click the **Launch** button to open the course.

Note: You do not have the option to withdraw from assigned courses. Assigned courses are generally mandated by your Organization or Audience, so the only option is to enroll in and then complete them.

B. To identify the **Source** of the assigned course and other information such as **Due Date**, see the information on the right side of the screen. From the image above, you can see that one course is assigned by the User's Organization (Joint Staff, J1), and two courses by the User's Audience (DMDC – TASS TA).

C. Courses will remain in the **Assigned Training** gadget until you complete them, even if it is after the **Due Date** identified to the right of the course. Should you enroll in a course and then leave the Organization or Audience (through your **Profile**) that assigned it to you before you have completed it, the course will move down to the **Elective Training** gadget until you complete it or withdraw from it.

4. **Elective Training**. This gadget displays courses that you manually enroll in through the **Course Catalog**. From here, you can begin the course by clicking the **Launch** button, or withdraw from the course by selecting the **Withdraw** button. Courses will remain in this gadget until you complete them, withdraw from them, or you reach the Enrollment Expiry Date. There is no Due Date for courses in this gadget, but they generally expire after one year (Enrollment Expiry Date). This is an administrative function to remove Users who do not intend to complete the course. However, that does not mean that you don't have to complete a course next week if your Organization requires it. Just because it is not an assigned course in the **Assigned Training** gadget does not necessarily mean your Organization does not require you to complete it.

Elective Training		
		Search Sort by: Expiry Date | Name
Launch **Withdraw**	JS-US002 **Joint Staff Privacy Act Awareness (FOUO) - (30 mins)**	Status: Enrolled Status Date: 03/28/2022 Enrollment Expiry Date: 03/28/2023
Student Tools		
Launch **Withdraw**	JS-US008 **Joint Staff Composite Risk Management Operations Course - (1 hr)**	Status: Enrolled Status Date: 03/28/2022 Enrollment Expiry Date: 03/28/2023
Student Tools		
Launch **Withdraw**	JS-US006M **Joint Staff Suicide Awareness and Prevention - Military Only - (1 hr)**	Status: Enrolled Status Date: 03/28/2022 Enrollment Expiry Date: 03/28/2023
Student Tools		

Course Catalog

The **Course Catalog** contains the library of content available to Users. Content in the library consists of two sections: the **Learning Category** gadget, and then a list of all **Individual Courses** and **Curricula**.

1. **Learning Category gadget**. Learning Categories are groups of courses organized by their similarity, generally recognizable by the Title of the Learning Category. Courses within each Learning Category are all individually available in the list of courses in the Course Catalog, but are organized here for easier access if a User is looking to enroll in multiple courses of a similar genre, or recommended by a Command. In the image above, combatant command Learning Categories consist of suggested courses Users can take to prepare for an exercise. You can enroll in a course or a curriculum from a Learning Category the same way you enroll in a course or curriculum from the Course Catalog.

To open a Learning Category, click on its name. Once it is open, there may be more than one path to take to navigate to a collection of courses. See the path in the "breadcrumb" in the blue box below in the image below for an example (SOUTHCOM to PANAMAX 22 to JECG – Exercise Design). The courses available in the Learning Category will display in the Individual Courses and/or Curricula sections below the Learning Category. In the example below, 18 courses are available for the **JECG – Exercise Design** Learning Category.

Course Catalog

All - SOUTHCOM > PANAMAX 22 > 00 - JECG - Exercise Design

Search Catalog —

You are seeing 00 - JECG - Exercise Design learning category and you will only be searching its results unless you click 'All' above to remove the learning category
Note: Search results are displayed in both gadgets below to match the search criteria entered

Course Prefix:	Course Number:	Course or Curriculum Name:	ATRRS:
All ▼	Partial Course #	Title or Name Key Word	ALL ▼

Individual Courses —

Number of Records: 18   5 ▼

Prefix ⇕	Course Number ⇕	Name ⇕	Course Status	ATRRS ⇕
AFR	-US011-ASMT	Exercise Assessment Framework (30 mins) Link	Enroll	
J2O	P-US1142	JFC 100 Module 02: Joint Intelligence (1.5 hrs) Link	Enroll	ATRRS (No DL Points)
J3O	P-US1145	JFC 100 Module 05: Joint Planning Process (2 hrs) Link	Enroll	ATRRS (No DL Points)

To return to the full view of the entire Course Catalog, select the **All** link at the front of the "breadcrumb".

2. **Enroll in a Course or Curriculum**. There are several ways to locate your desired content in the Course Catalog.

In the **Individual Courses** section at the top of the Catalog, a complete list of courses is available. In the **Curricula** section at the bottom of the Catalog all the curricula (a collection of courses grouped into one package) are available to you. Each **Course Name** and **Curricula Name** is selectable and will display a description.

A. Use the pagination functions at the bottom of the **Individual Courses** or **Curricula** lists to advance by one or several pages. Courses are displayed in **Prefix** numerical and then alphabetical order by default. Curricula are displayed in **Name** numerical and then alphabetical order by default.

(1 of 367)   ⏮   ◂◂   **1**   2   3   4   5   6   7   8   9   10   ▸▸   ⏭
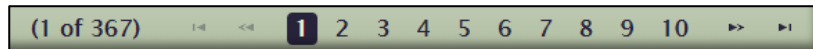
B. To view more courses or curricula per page view, click on the **Results per Page** drop-down menus above the far-right column and choose to view up to 50 courses or curricula to display per page.

5 ▼
5
10
25
50
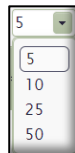
C. You can also use any of the multiple search fields in the **Search Catalog** workspace to locate a course or curricula:

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:	ATRRS:
All	Partial Course #	joint	ALL

i. Use the **Course Prefix** drop-down menu to search by Course Prefix. All courses with the selected Prefix will display in the **Individual Courses** section.

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:	ATRRS:
JS	Partial Course #	Title or Name Key Word	ALL

Individual Courses   −

Number of Records: 55   5

Prefix ⇕	Course Number ⇕	Name ⇕	Course Status	ATRRS ⇕
JS	-JTLS-2001-01-R	**JTLS - Enrollment Application Process** Link	Enroll	
JS	-OT-1000	**OT REQUIRED READING: National Security Strategy (NSS)** Link	Enroll	
JS	-OT-1001	**OT REQUIRED READING: Sustaining U.S. Global Leadership: Priorities for the 21st Century Defense (30 mins)** Link	Enroll	
JS	-OT-1002	**OT REQUIRED READING: National Military Strategy (NMS)** Link	Enroll	
JS	-OT-1003	**OT REQUIRED READING: Capstone Concept for Joint Operations (CCJO) Required Reading** Link	Enroll	

(1 of 11) |◄   ◄◄   **1** 2 3 4 5 6 7 8 9 10   ►►   ►|

Any curricula containing courses with the selected prefix (highlighted in Yellow) will display in the **Curricula** section. Select the Expand Curricula icon ⦿ to view those courses. Click the collapse icon ✖ to hide the curriculum's component courses.

ii. Enter a Partial Course Number in the **Course Number** search field. All courses containing that number (highlighted in Yellow) will display in the **Individual Courses** section.

Any curricula containing courses with that number (highlighted in Yellow) will display in the **Curricula** section. Select the Expand Curricula icon ⊙ to view those courses. Click the collapse icon ✖ to hide the curriculum's component courses.

Curricula   −

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

Number of Records: 11   5 ▾

Expand Curriculum	Name ⇕	Status	ATRRS ⇕
✖	Annual Security Education, Training, and Awarness (SETA) Link	Unavailable	

The courses and subcurricula below are part of the curriculum Annual Security Education, Training, and Awarness (SETA)

Identifier	Title	Status
CNIC-US1363	Training and Readiness - The Active Shooter (1 hr)	Available
DHA-US001	HIPAA and Privacy Act Training (1.5 hrs)	Available
DHA-US427	Insider Threat Awareness (30 mins)	Unavailable
DHA-US436	Operation Security (1 hr)	Unavailable
DOD-US1364-19	Department of Defense (DoD) Cyber Awareness Challenge 2019 (1 hr)	Unavailable
JS-US007	Level I Antiterrorism Awareness Training (2 hrs)	Available

⋯	B CO 1-252 AR MANDATORY TRAINING Link		Enroll
⋯	BN9 USMEPCOM 2Q mil-specific Link		Enroll
⋯	CFE-DM Required Training Link		Enroll
⋯	DO NOT US PER HQ Training Link		Unavailable

(1 of 3) |◄   ◄   **1**   2   3   ►►   ►|

iii. Enter any part of the Course or Curriculum name into the **Course or Curriculum Name** field. All courses with that text in the Course Name (highlighted in Yellow) will display in the **Individual Courses** section.

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:	ATRRS:
All ▾	Partial Course #	joint	ALL ▾

Individual Courses   −

Number of Records: 120   5 ▾

Prefix ⇕	Course Number ⇕	Name ⇕	Course Status	ATRRS ⇕
ARN	J7-US046	Adaptive Battle Staff: Joint Sustainment Center (1 hr) Link	Enroll	
DHA	-US319	DMLSS: Joint Medical Asset Repository (JMAR) Basics (FOUO) (2 hrs) Link	Enroll	
DMRTI	-US002	Joint Medical Operations Course (JMOC) Basic - RESIDENT - 40 Hours Link	Show Availability	ATRRS (No DL Points)
DMRTI	-US002-Survey	Joint Medical Operations - Joint Medical Planning Tool Survey (10 mins) Link	Enroll	
DMRTI	-US002B	Joint Medical Operations Course (JMOC) Advanced - 40 hours Link	Show Availability	

(1 of 24) |◄   ◄   **1**   2   3   4   5   6   7   8   9   10   ►►   ►|

Any curricula containing courses with that name (highlighted in Yellow) will display in the **Curricula** section. Select the Expand Curricula icon ⋯ to view those courses. Click the collapse icon ✖ to hide the curriculum's component courses.

Curricula   −

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

Number of Records: 18   5 ▼

Expand Curriculum	Name ⬍	Status	ATRRS ⬍
✖	B CO 1-252 AR MANDATORY TRAINING Link	Enroll	

The courses and subcurricula below are part of the curriculum B CO 1-252 AR MANDATORY TRAINING

Identifier	Title	Status
JS-US006M	Joint Staff Suicide Awareness and Prevention - Military Only - (1 hr)	Available
JS-US007	Level I Antiterrorism Awareness Training (2 hrs)	Available
DOD-US1364-21	Department of Defense (DoD) Cyber Awareness Challenge 2021 (1 hr)	Available
EUC-ECJ6-110-N	Operations Security (OPSEC) Annual Refresher Course - (1 hr)	Available
EUC-ECJ6-120-N	Social Networking Site Awareness Training - (1 hr)	Available
JS-US013	Joint Staff Equal Opportunity Policy Basic Training - (1 hr)	Available
JS-US009	Joint Staff Operations Security (OPSEC) (1 hr)	Available

Expand Curriculum	Name	Status	ATRRS
⋯	BN9 USMEPCOM 2Q mil-specific Link	Enroll	
⋯	CFE-DM Required Training Link	Enroll	
⋯	DO NOT US PER HQ Training Link	Unavailable	
⋯	Employability Level 1 Link	Enroll	

(1 of 4) |◄ ◄ **1** 2 3 4 ►► ►|

iv. Select the **ATRRS** drop-down menu to display ATRRS courses with or without Distance Learning (DL) Points. Only ATRRS courses and curricula with will display in the **Individual Courses** and **Curricula** areas.

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:	ATRRS:
All ▼	Partial Course #	Title or Name Key Word	ATRRS DL Points ▼

			ALL
			ATRRS (No DL Points)
			ATRRS DL Points

Individual Courses   −

Number of Records: 136   5 ▼

Prefix ⬍	Course Number ⬍	Name ⬍	Course Status	ATRRS ⬍
DHA	-US071	Medical Management of Biological Casualties (MMBC) Online (29 hrs) Link	Enroll	ATRRS DL Points
DHA	-US1096	Medical Operational Exposure Guidance (OEG) and Radiation Exposure Status (RES) (5 hrs) Link	Enroll	ATRRS DL Points
DMRTI	-US017	Emergency Preparedness Response Course (EPRC) - Clinician Course (8 hrs) Link	Enroll	ATRRS DL Points
DMRTI	-US018	Emergency Preparedness and Response Course - CBRN for Medical Personnel and First Responders (4 hrs) Link	Enroll	ATRRS DL Points
DMRTI	-US019	Medical Ethics and Detainee Operations Basic Course (5 hrs) Link	Enroll	ATRRS DL Points

(1 of 28) |◄ ◄ **1** 2 3 4 5 6 7 8 9 10 ►► ►|

v. To clear your Search Results, or begin a new search, click on the **Clear Search** icon ✖ .

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:	ATRRS:
JS	007		joint	ALL

D. Once you locate a course in the **Individual Courses** area, select the **Enroll** button to enroll in it.

Individual Courses   −

Number of Records: 136   5

Prefix ⇵	Course Number ⇵	Name ⇵	Course Status	ATRRS ⇵
DHA	-US071	Medical Management of Biological Casualties (MMBC) Online (29 hrs) Link	Enroll	ATRRS DL Points

E. You must acknowledge the **Academic Integrity Notice.**

Academic Integrity Notice   ✖

DHA-US071 Medical Management of Biological Casualties (MMBC) Online (29 hrs)

JKO is committed to establishing and maintaining a high level of academic integrity delivering online training and education. Cheating of any kind will not be tolerated. Suspected integrity violations may result in suspension of JKO account privileges and Chain of Command referral.

Click 'Acknowledge' to confirm understanding of this notice and enroll in the selected course.

Acknowledge   Cancel

F. The Course Status now changes to *Enrolled*. You may start the course directly from the Course Catalog if you wish by selecting the **Launch** button.

Individual Courses   −

ℹ You have successfully enrolled in DHA -US071. This course is now available on the My Training tab

Number of Records: 136   5

Prefix ⇵	Course Number ⇵	Name ⇵	Course Status	ATRRS ⇵
DHA	-US071	Medical Management of Biological Casualties (MMBC) Online (29 hrs) Link	Enrolled Launch	ATRRS DL Points

G. The course is also now available in the **Elective Training** gadget in the **My Training** tab. You may also Launch or resume the course from here.

Elective Training   −

Search   Sort by: **Expiry Date** | **Name**

Launch   **DHA-US071**   Status: Enrolled

Withdraw   **Medical Management of Biological Casualties (MMBC) Online (29 hrs)**   Status Date: 03/28/2022

Student Tools ✖   Enrollment Expiry Date: 03/28/2023

Once you locate a curriculum in the **Curricula** area, select the **Expand** icon ⦿ to view a list of courses in that curriculum. Click the collapse icon ✖ to hide the curriculum's component courses. When ready, select the **Enroll** button.

Curricula   −

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

Number of Records: 51   5 ▾

Expand Curriculum	Name ⇅	Status	ATRRS ⇅
✖	Amharic Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs) Link	Enroll	ATRRS DL Points

The courses and subcurricula below are part of the curriculum Amharic Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)

Identifier	Title	Status
USA-AMHS-00	Amharic Headstart 2 Sound and Script- Defense Language Institute Foreign Language Center (DLIFLC) (20 hrs)	Available
USA-AMHS-01	Amharic Headstart 2 Military Module 01- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-02	Amharic Headstart 2 Military Module 02- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-03	Amharic Headstart 2 Military Module 03- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-04	Amharic Headstart 2 Military Module 04- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-05	Amharic Headstart 2 Military Module 05- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-06	Amharic Headstart 2 Military Module 06- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-07	Amharic Headstart 2 Military Module 07- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-08	Amharic Headstart 2 Military Module 08- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-09	Amharic Headstart 2 Military Module 09- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-10	Amharic Headstart 2 Military Module 10- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available

H. You must acknowledge the **Academic Integrity Notice**.

The curriculum Status is now *Enrolled.* The curriculum displays in the **Elective Training** gadget in the **My Training** tab. You may now begin the component courses of the curriculum by clicking the **Launch** button in the **Actions** column.

Elective Training   −

Search [   ]   Sort by: **Expiry Date** | **Name**

Curriculum Name: Amharic Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)   Withdraw

(Identifier: USA-AMHS)

Show/Hide Courses

Course ID ⇅	Name ⇅	Status ⇅	Status Date ⇅	Actions	Enrollment Expiry Date ⇅	Tools
USA-AMHS-00	Amharic Headstart 2 Sound and Script- Defense Language Institute Foreign Language Center (DLIFLC) (20 hrs)	Enrolled	03/28/2022	Launch	03/28/2023	✖
USA-AMHS-01	Amharic Headstart 2 Military Module 01- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Enrolled	03/28/2022	Launch	03/28/2023	✖
USA-AMHS-02	Amharic Headstart 2 Military Module 02- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Enrolled	03/28/2022	Launch	03/28/2023	✖
USA-AMHS-03	Amharic Headstart 2 Military Module 03- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Enrolled	03/28/2022	Launch	03/28/2023	✖
USA-AMHS-04	Amharic Headstart 2 Military Module 04- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Enrolled	03/28/2022	Launch	03/28/2023	✖

(1 of 3) ⏮ ◀ **1** 2 3 ▶ ⏭   5 ▾

Certificates

The **Certificates** tab is where your course and curriculum Completion Certificates are located. From here, you can view, download, and print your Completion Certificates. You can also access your Transcript, which lists details of all of your completions. The default view of the **Certificates tab** displays completed **Courses** in **Completion Date** order.

1. To view a course Completion Certificate, select the **Certificate** icon 🎖 in the **Certificate** column on the right side of the page. Use your browser options available to download, save, or print the certificate.

2. To view your **Transcript**, select the **Transcript** icon 🍎 on the right side of the page. Use your browser options available to download, save, or print the Transcript.

3. If you have many completion certificates and would like to search for a specific certificate, you may use any of the search or sort functions available to quickly locate it.

4. To view a list of all courses; including **Passed** and **Dropped** courses, select the **All** tab. Completion Certificates for **Passed** courses are also available under the **All** tab. You can toggle between Passed and Dropped courses by changing your selection in the **Status** drop-down menu.

Certificates

Shown below are all learning/training activities in which you have been enrolled in the past.

⦿ Show Individual Courses   ◯ Show Curricula

🍎 Transcript

| Passed | **All** |

Clear Search ✖

Results per Page: 10 ▾

Prefix - Course Number ⬍	Title ⬍	Primary Instructor ⬍	Mode ⬍	Status ⬍	Status Date ⬍	Certificate
			All ▾	All ▾	All ▾	
JS-OT-1000	OT REQUIRED READING: National Security Strategy (NSS)		Web Enabled	Dropped	03/28/2022	
JS-US007	Level I Antiterrorism Awareness Training (2 hrs)		Web Enabled	Passed	03/28/2022	🎗
J3TA-US1329	SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct (FOUO) (4 hrs)		Web Enabled	Passed	03/28/2022	🎗
J3TA-US1328-A	Combating Trafficking in Persons (CTIP) General Awareness (30 mins)		Web Enabled	Passed	03/28/2022	🎗
JMESI-US077	Medical Liability (1 hr)		Web Enabled	Dropped	03/28/2022	
SEJPME-US001-06	Multinational Operations (3 hrs)		Web Enabled	Passed	03/28/2022	🎗
SEJPME-US001-05	Range of Military Operations (4 hrs)		Web Enabled	Passed	03/28/2022	🎗
SEJPME-US001-10	Joint Force Leadership (5 hrs)		Web Enabled	Passed	03/28/2022	🎗
SEJPME-US001-01	Course Introduction (30 mins)		Web Enabled	Passed	03/28/2022	🎗
SEJPME-US001-11	Course Conclusion (30 mins)		Web Enabled	Passed	03/28/2022	🎗

(1 of 2) ⏮ ◂ **1** 2 ▸ ⏭

5. To view **Curriculum** Completion Certificates, select the **Show Curricula** radio button. The default view will display **Passed** curricula. An overall curriculum completion certificate is available by selecting the **Certificate** icon 🎗 in the **Certificate** column on the right side of the page. Select the **Expand** icon ⬤⬤⬤ to display a list of the curriculum's component courses and view those individual course completion certificates.

◯ Show Individual Courses   ⦿ Show Curricula

🍎 Transcript

| Passed | All |
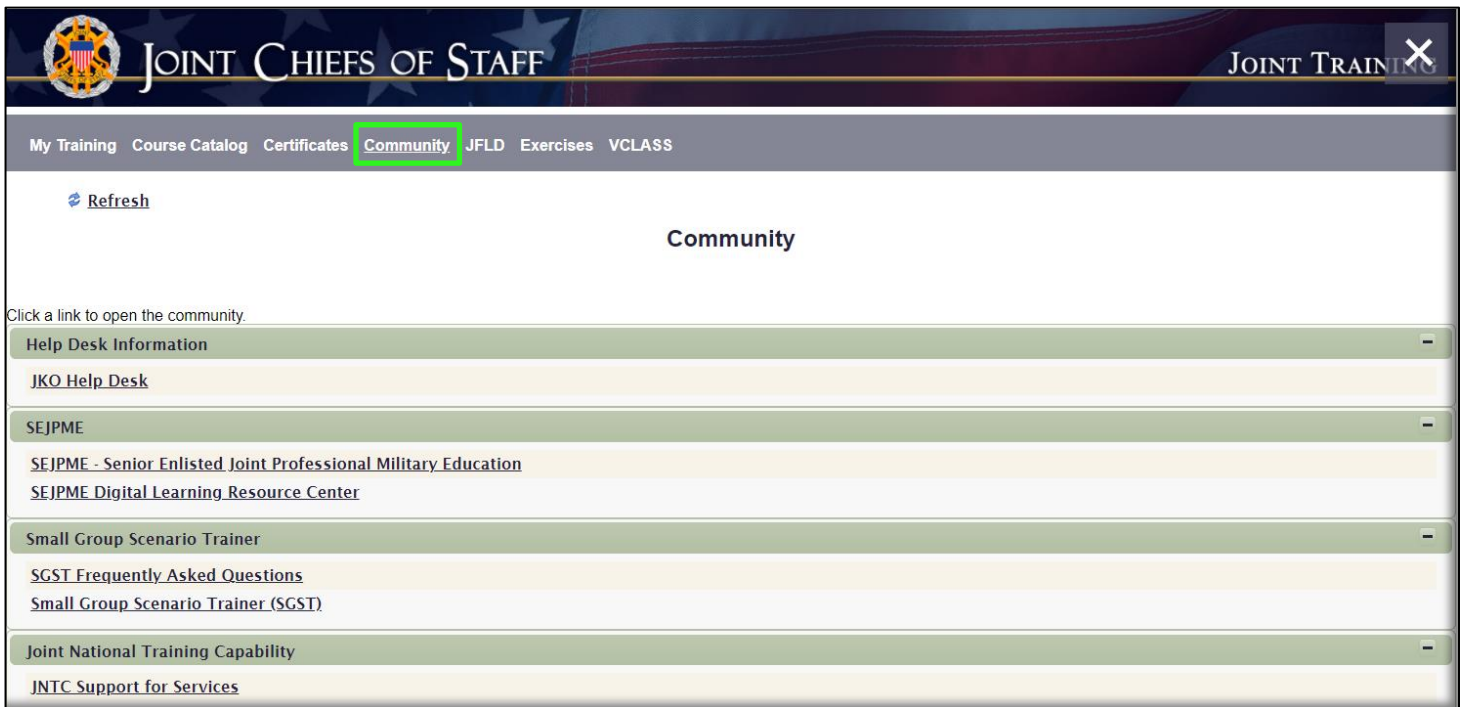
Results per Page: 5 ▾

Expand Curriculum	Title ⬍	Completed Date ⬍	Certificate
		All ▾	
⬤⬤⬤	Spanish Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs) (version 1)	02/11/2020	🎗

6. To view a list of all curricula; including **Passed**, **Dropped**, and **Enrolled**, select the **All** tab. Completion Certificates for **Passed** curricula are also available under the **All** tab.

Communities

The **Community** tab contains topical information on a variety of subjects. JKO Users create Communities to convey additional information to members of that Community, or to the enterprise as a whole. Communities can be limited to specific organizations, as determined by the Community Manager, or open to all Users. Click on a **Community Name** to enter the Community and view content such as videos, documents, links, and much more. The content available in a Community is limited only by the imagination of the Community Manager.
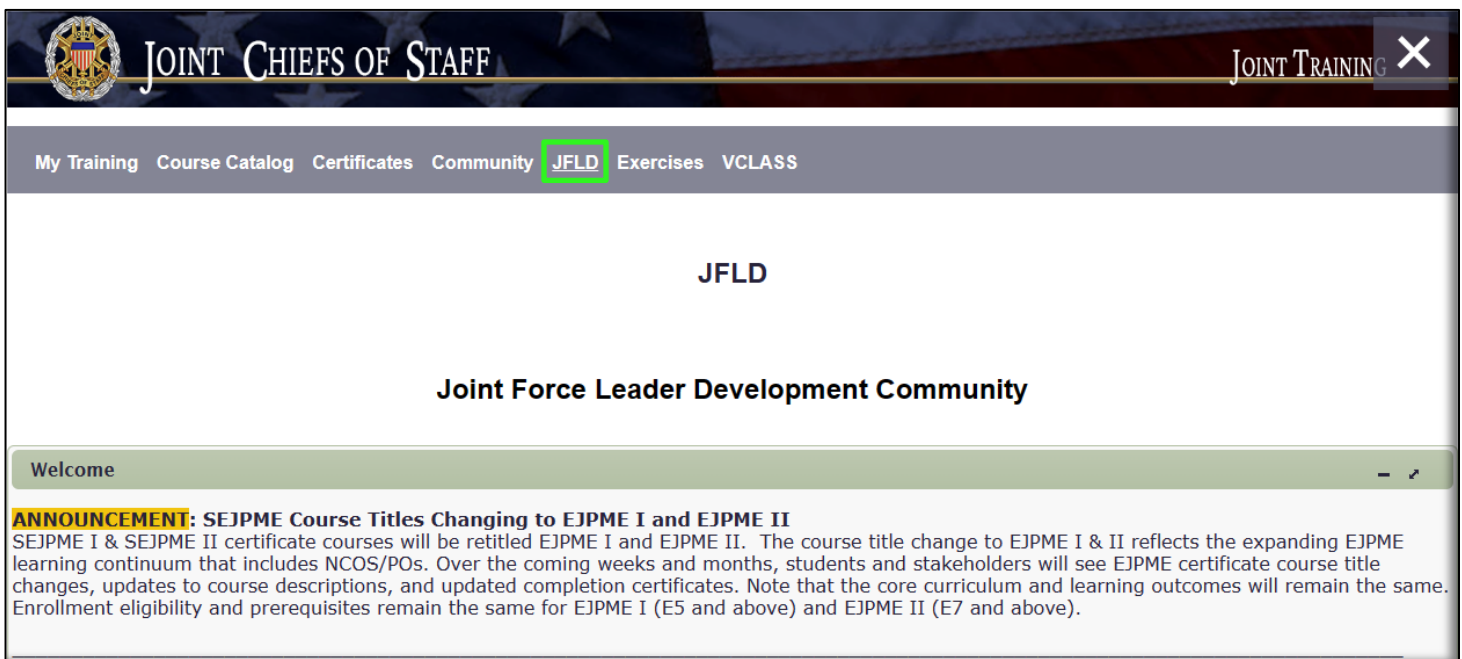
For additional information on creating a Community, contact the JKO Help Desk at JS.JKO.HelpDesk@mail.mil

JFLD

JFLD is an abbreviation for **Joint Force Leader Development**. This tab contains links to the enlisted joint professional military education curricula, contact information for the EJPME staff at JKO, and helpful links and documents related to the EJPME program. Enrollment in EJPME curricula is rank-restricted, and therefore not available to all users searching for this content. Ensure your Branch of Service and Pay Grade information are correct in your Profile.

Exercises

This tab contains content available to support the Joint force, to include **JETS** (JKO Exercise Training Support). The combatant command links in JETS map to a Learning Category in the Catalog which includes Exercise-specific courses to support that exercise.

This area is also the gateway into **SGST** (Small Group Scenario Trainer). SGST is a web-based collaborative work environment for staff and small-team training. SGST provides tailored scenarios where participants must form as a team to solve the problem as well as practice techniques and procedures along the way. SGST participation is by <u>assignment only</u>. If you are not assigned to an exercise or event, no information is available to you in the tool.

For additional information on SGST, contact the JKO Help Desk at JS.JKO.HelpDesk@mail.mil

VCLASS

VCLASS stands for the JKO **Virtual Classroom.** VCLASS provides an interactive online classroom environment for instructors and students. Courses are typically composed of a series of modules scheduled over a period of days or weeks. The classroom mirrors the classroom learning environment at most academic institutions. Courses may be linked to JKO LMS courses at the Instructor's discretion to track course completions in the student's training history.

For additional information on VCLASS, contact the JKO Help Desk at JS.JKO.HelpDesk@mail.mil

Forgot User Name

If you forgot your User Name and are unable to log in to JKO, you can request it from the JKO Login Page.

1. Log in to JKO at https://jkodirect.jten.mil

2. Select **OK** in the ***DoD Warning Banner***. If you do not select **OK**, you will not be able to access the JKO LMS.

3. From the **Login Page**, select the **Forgot User Name** Link.

4. Enter either the Business or Alternate Email address associated with your JKO Account. Click the **Submit** button. JKO will send your User Name to that address. The email address you specify must be in your JKO Profile.

Forgot Password

If you forget your Password, you may reset it by following these steps.

1. From the **Login Page**, select the **Forgot Password / Expired Token** Link.

Login using my CAC / VA PIV

Login

User Name

Password

Login

Forgot User Name   **Forgot Password / Expired Token**

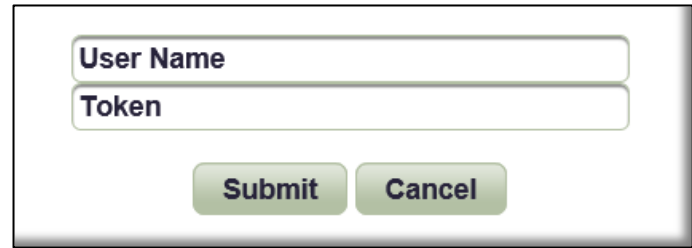**Received a Token**   **Reactivate Account**

2. Enter your JKO User Name and either the Business or Alternate Email address associated with your JKO Account. Select **Submit**. A temporary Token will be emailed to that address. The email address you specify must be in your JKO Profile.

Welcome to Joint Knowledge Online

To reset your password, enter your JKO username and email address in the fields below. The email address you enter on this form must match either the Business Email or Alternate Email address in your JKO profile.

Once you click submit, we will email you a Token with instructions to update your Password.

* indicates required fields

* Username:

* Email Address:

Submit   Cancel   Reset

3. Once you receive your Token, return to the JKO **Login** window, and select the **Received a Token** link.
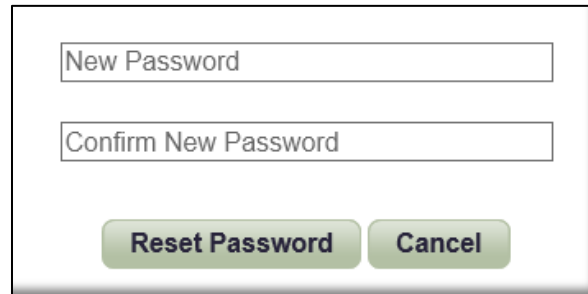
Login using my CAC / VA PIV

Login

User Name

Password

Login

Forgot User Name   **Forgot Password / Expired Token**

Received a Token   **Reactivate Account**

4. In the workspace that opens, enter your **User Name** and **Token**. To reduce possibility of errors, we highly recommend you copy/paste your Token directly from the email you received rather than type it in. Click the **Submit** button.

5. In the appropriate fields, create a new **Password** that conforms to the rules outlined on the screen. Click **Reset Password**.

6. When you have successfully set a new Password, you will be returned to the main JKO Page. Follow the steps detailed here to log in to JKO.

Reactivate Account

Users can reactivate their accounts without having to call the JKO Help Desk under certain conditions. Using the **Reactivate Account** link on the **Login Page**, Users will receive instructions to reactivate their account if User Name and Email Address information match their JKO Profile. Users must then create a new Password to reactivate their account. The most common reason for deactivated accounts is three incorrect User Name/Password login attempts, or account inactivity.

Notes: a. Some accounts are not eligible for reactivation using this link. Contact the JKO Help Desk for assistance.

b. CAC users can reactivate an account due to inactivity by simply logging back in to the LMS with their CAC.

1. Select the **Reactivate Account** link on the **Login Page**.

2. In the *Identity Verification* window, enter your User Name and either the Business or Alternate Email address associated with your JKO Account. If you do not know your User Name, click the **here** link and follow the prompts. Return to this window once you have obtained your User Name. Click **Submit**.

3. You received an email to create a new Password. Follow the prompts. Once you create a new Password, your account is reactivated and available for immediate use.

Request to Reactivate My Account ➤ Inbox ✕

DoNotReplyQA@jten.mil   10:47 AM (1 minute ago) ☆ ↩ ⋮
to me ▾

Dear Joe Publik:

In order to reactivate your account, you must create a new password. Once you successfully create a new password, your account will be reactivated and available immediately. Click the link below to create a new password. xx js JKT

Create a New Password

Student Information:
Joe Publik

Help Desk Information:
js.jko.helpdesk@mail.mil
(757)203-5654
668-5654(DSN)
24 hours a day, 7 days a week, except Federal Holidays.

JKO Help Desk Information

The JKO Help Desk is available to assist 24 hours a day, seven days a week, except Federal Holidays.

Email us at JS.JKO.HelpDesk@mail.mil, or call Commercial: (757)203-5654.

Frequently Asked Questions

Q: How do I log in to JKO from home? I don't have a CAC reader at home.
A: To log in at home, you can use your JKO User Name and Password. If you don't know your User Name, review the **Forgot User Name** section above. If you don't know your Password, review the **Forgot Password** section above. You must have access to the Email Address associated with your JKO Account.

Q: I have a family member who is required to take the Antiterrorism Awareness Training. Does he/she need a JKO account?
A: No, he or she can take the Antiterrorism Awareness Training without a JKO account directly from the main JKO page. Click the link called Standalone Anti-Terrorism Level I Training. Upon completion, the system will generate a completion certificate, however the system will not keep a record of the completion. Ensure you Save or Print a copy of the certificate for your records when you finish the course.

Q: I have requested several Tokens, but every time I enter it in the Password field I am unable to create or change my Password. What am I doing wrong?
A: A Token **is not** a Password and should never be entered into the Password field. Click the **Forgot Password** link to request a Token, which is used to create or change your Password. As soon as you receive your Token, return to the JKO Login Page, and click on the **Received a Token** link. From there, follow the instructions to create a Password. Entering an incorrect Password three times will result in your account being deactivated. Contact the JKO Help Desk for assistance.

Q: I entered my email address into the field to request a Token. I still haven't received it? Why won't it send me a Token?

A: The Token is sent to either the Business or Alternate Email Address in your JKO Profile. For security reasons, you cannot enter any other email address into the Email field when requesting a Token.

Q: I can't find my Organization in the list in my Profile. What do I do?
A: First, Organization is not a required entry to complete your Profile. Second, not all Organizations are loaded into JKO. If you know your Organization is in JKO, try entering a smaller amount of text into the Organization search field, which increases the number of results. You may now see your Organization. Or, contact your Training Coordinator to verify the exact nomenclature of your Organization in the list. If you are still having problems, contact the JKO Help Desk for assistance.

Q: All the tabs disappeared at the top of the LMS. How do I get them back so I can navigate back to where I was?
A: At the top right of the page, you will see three stacked horizontal lines. Click on that icon and your tabs will return. Once you click it, the three stacked lines turn into an X. You can toggle that icon back and forth to show or hide the tabs.

Q: I am in the Course Catalog and clicked on a Learning Category. I only see a handful of courses displayed. What happened, and how do I get back to the full view of the Course Catalog to see all the courses?
A: When you click on any of the Learning Categories, only courses that belong to that Learning Category will display. To get back to the full view of all the courses in the Catalog, click on the **All** link at the front of the "breadcrumbs" path as shown in the Learning Category gadget.

Q: My buddies and I must take several of the same courses, but I can't find them in the Catalog while they can. Why?
A: Access to any course in the Catalog is tied to your settings and selections in your Profile. Courses can be restricted to certain organizations, countries of citizenship, and even Service and Rank. Check your Profile to ensure your settings are correct, including your Organization and Career Information. If you are still having a problem finding the course(s), contact the JKO Help Desk for assistance.

Q: My account was deactivated. How can I reactivate it?
A: Accounts can be deactivated in two ways: 15 months of Inactivity, or entering an incorrect User Name and/or Password three times. If you have a CAC, you can log in with your CAC and your account will be reactivated automatically. If you do not have a CAC and only log in with User Name and Password, you can reactivate your account by following the steps in this Guide in the **Reactivate Account** section.

Q: I got a Suspicious Activity message and email. What does that mean?
A: To maintain the integrity of the learning process, JKO has embedded controls monitoring time spent in the course, as well as ensuring the learner is not using any developer tools or other unacceptable means to progress through a course, bypass content, manipulate tests, or otherwise circumvent the normal functioning and requirements of each course. When the LMS determines that such activity has occurred, the record is flagged and the learner receives an automated email message indicating Suspicious Activity occurred. The LMS automatically drops the user from the course. The User may launch the course but will start at the beginning of the course.

Q: The Next Page or Next Lesson button is unresponsive.   What can I do?
A: This can happen for several reasons, but is primarily due to a cache buildup, inactivity, or compatibility with older or non-supportive browsers. When a page or content becomes unresponsive, we recommend you log out of the LMS (do not simply close your browser's window) and clear the cache and cookies of your browser. Once complete, log back into the LMS, launch the course, and select the Resume button.