



**PRINT THESE INSTRUCTIONS FIRST OR SAVE TO YOUR DESKTOP BEFORE PROCEEDING. FOLLOW INSTRUCTIONS STEP-BY-STEP TO ENSURE YOU RECEIVE CREDIT FOR YOUR TRAINING ON JKO.**

### About CTIP in JKO:

- The purpose of this course is to describe the realities of trafficking in persons (TIP), which capitalizes on human misery and exploitation. The course is intended to increase awareness of TIP and to help serve to end it.
- The Department of Defense Instruction, Combating Trafficking in Persons (CTIP) establishes DoD policy on CTIP and assigns responsibilities. The instruction requires heads of all DoD components to conduct an annual CTIP awareness training program for all Component members and provide data to OSD (P&R) needed to compile its annual CTIP report. Trafficking in Persons (TIP) general Awareness training is mandatory for all DoD military members and civilian employees.

### Getting started in JKO:

- Login to JKO Learning Content Management System (LCMS).** Go to <https://jkodirect.iten.mil> and click “OK” on the DoD Warning Banner. In the “CAC Login” box click the “Login using my CAC” link and select your current CAC certificate in the “Select Certificate” pop up box and click “OK.” Non-CAC users follow the instructions provided under the “Login Options” section on the login page to submit an account request to the JKO Help Desk.

First time students are automatically directed to the “My Profile” page to establish a JKO account profile.

Returning students wanting to update your profile, click the  [My Profile](#) link at the upper left corner of the JKO LCMS page.

- Create/update your JKO profile.** Complete all required fields (marked by \*) on the “My Profile” page, noting specific guidance below regarding your user name, organization and email. **IMPORTANT:** Pay close attention to the information you provide in your profile because it determines how your training completions are recorded and reported, and how you will receive notification of training requirements.

➡ **User Name** – replace the system-default numeric in the box with an easily recalled user name of your choice.

➡ **Primary Organization** – you must designate the primary organization where you work. Training records are segregated and reported by primary organization. To ensure your training completion records are accurately reported to your organization, you must correctly designate the primary organization in your profile.

In the “Organizations” section, click the “Select Primary Organization” link which will open an organizational tree. Continue clicking the arrow button (▶) to the left of the folder to expand the organization structure to the level necessary to identify your primary organization. Once your appropriate organization is highlighted, click “Select Organization” at the bottom of the page to record this selection as your primary organization.

➡ **Business Email** – enter the email address you want to use to receive JKO notifications of training requirements and mandatory course enrollments.

Click the “Save” button at the bottom of the page to return to the JKO (LCMS) main page to begin taking courses.

□ The student desktop page is the first display when you login to JKO (once you’ve established an account). At the top of the page are two tabs: “**My Atlas**” and “**Course Catalog**.” To find and enroll in a course or curriculum, you need to be in the “**Course Catalog**” tab. To launch a course once enrolled, you need to be in the “**My Atlas**” tab.

➔ Be sure you launch your courses from your “**My Training**” table in order to receive credit. You will **NOT RECEIVE CREDIT** if you start any course using the “**Preview**” icon. To return to your student desktop page click the “**My Atlas**” tab.

➔ Ensure that upon completion of the final lesson of a course, you select the “**Next Lesson**” button to successfully complete the course.



➔ **To cancel or withdraw from an enrolled course** click the “**My Atlas**” tab. Fully display your “**My Training**” table by clicking the “**maximize**” icon in the top right corner of the “**My Training**” table. Find the course you wish to cancel or withdraw from and click the “**Withdraw**” button. You will be asked to confirm that you want to withdraw from the course selected. You can restore the “**My Training**” table to its original size by clicking on the “**minimize**” button in the upper right corner of the table.



➔ **JKO course completions** are recorded and tracked in your “**My Training History**” table. To get there, you need to be on the “**My Atlas**” tab. Click the “**Open My Training History**” link in your “**My Training**” table. All of your JKO course completions are displayed in the table. To open and print a copy of a completion certificate, click on the certificate icon in the “**Certificate**” column to the right of the course name. If a certificate icon is not in the “**Certificate**” column, your completion transaction may not have cycled successfully. To fix this, click the “**My Atlas**” tab and check your “**My Training**” table to see if the course is still listed there. If so, “**Launch**” the course and check that all lessons have been completed and are marked with a green check mark. “**Resume**” the course and you should see a congratulations statement. Now, “**Exit**” the course and refresh the “**My Training**” table by clicking on the blue arrows (↻) refresh icon. The course completion will now be recorded and displayed in your “**My Training History**” table.

## CTIP ENROLLMENT:

From JKO LCMS student desktop page:

1. Select the “**Course Catalog**” tab.
2. Type “**CTIP**” in the open field above the title column then click “**Apply Filters**.” The “**Combating Trafficking in Persons Course (CTIP) - (1 hr)**” title will appear in the course table.
3. Click the “**Enroll**” button.
4. A “**Course Enrollment**” window will open confirming your intent to enroll in the course.
5. Click “**Continue**.”

6. You will automatically receive a black banner displayed across the top of your screen stating that you've been successfully enrolled in the course.
7. Select the **"My Atlas"** tab to return to your student desktop page.
8. In your **"My Training"** table of the page you'll now see the **"Combating Trafficking in Persons Course (CTIP) - (1 hr)"** available.
9. Click the **"Launch"** button to start the course. Be sure you launch your courses from the **"My Training"** table in order to receive credit. You will not receive credit if you only preview the course. To return to your student desktop page at any time, click the **"My Atlas"** tab.

**IMPORTANT:** The course identification and **"Launch"** button will remain in the **"My Training"** table until you have completed the course. After completing a course, it should transition from **"My Training"** to **"My Training History"** and you will receive a completion notice via email. If the course remains listed in your **"My Training"** table, click the **Refresh** icon (🔄). To access and print the course completion certificate, click the **"Open My Training History"** link. In the **"My Training History"** table, click the **"Certificate"** icon (📄) in the **"Certificate"** column at the right of the course title. Your course completion certificate will display for printing and saving.

You can download your complete online training transcript located within the **"My Training"** table; click the **"Open My Training History"** link and locate the apple icon (🍏) on the far right hand margin of the page. Click the transcript link. Your JKO **"Online Training Transcript"** will open in a separate window, allowing you to print and/or download your complete transcript.