



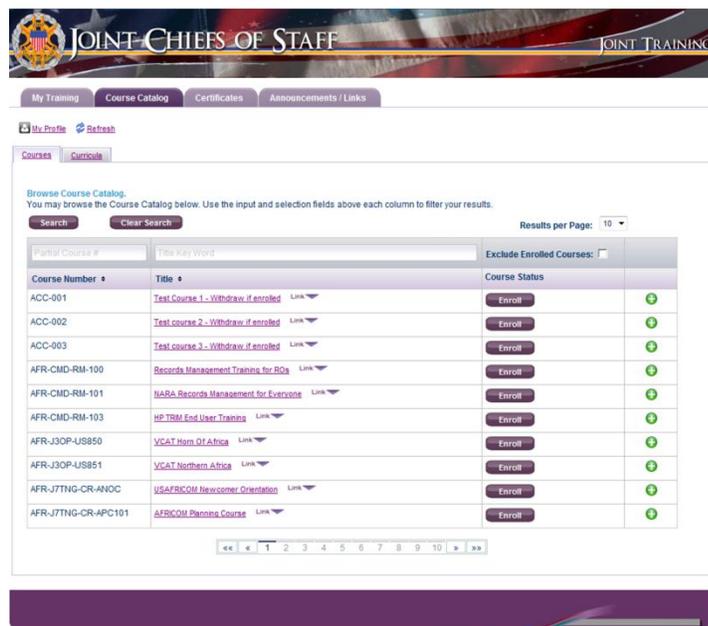
PRINT THESE INSTRUCTIONS FIRST OR SAVE TO YOUR DESKTOP BEFORE PROCEEDING. FOLLOW INSTRUCTIONS STEP-BY-STEP TO ENSURE YOU RECEIVE CREDIT FOR YOUR TRAINING ON JKO.

JKO Course Catalog:

Once logged in to the JKO Learning Content Management System (LCMS) you can browse available courses and curriculums by topic or area of interest, or find a specific course or curriculum by selecting the “**Course Catalog**” tab at the top of the page, and using the filter function entering complete or partial information and clicking the “**Search**” button. **IMPORTANT:** There are two sub-tabs on the “**Course Catalog**” page, a “**Courses**” tab and a “**Curricula**” tab. Use the “**Courses**” tab to browse and select individual courses and the “**Curricula**” tab to browse and select curricula (curriculums link sequenced individual training courses focused on topical training requirements).

Login to JKO Learning Content Management System (LCMS). Go to <https://jkodirect.jten.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.

Find and take a course. Find courses in JKO by clicking the “**Course Catalog**” tab at top of the LCMS page. Search for a specific course, or courses associated with a particular topic or organization, using the search fields above each column, “**Course Number**” and “**Title**” and clicking the “**Search**” button. If you know the course number, enter that information in the search field above the “**Course Number**” column and click “**Search.**” The course identification will load with the “**Enroll**” button in the “**Course Status**” column. You can also browse the catalog using partial information. For example, you can enter a topic such as “**Cultural Awareness**” or “**Joint Planning**” in the search box above the “**Title**” column, click “**Search**” and it will return a listing of all courses in the JKO database containing that topic in the title.



To enroll in a course selection, click the “**Enroll**” button associated with that course in the “**Course Status**” column. When prompted to confirm course enrollment selection, click “**Continue.**” The course will move to your “**My Training**” tab. You can start the course at this time by clicking the “**Launch**” button; otherwise, you can start the course at a later time or resume a course by following the directions to launch a course.

To launch a course, click the **“My Training”** tab at the top of the page and click the **“Launch”** button within the course listing. The course identification and **“Launch”** button will remain in the course listing until you have completed the course. After completing a course, it should transition from the course listing to the **“Certificates”** tab and you will receive a completion notice via email. If the course remains listed in your **“My Training”** tab, click the **Refresh** icon (🔄). To access and print the course completion certificate, click the **“Certificates”** tab and the **“Certificate”** icon in the **“Certificate”** column at the right of the course title. Your course completion certificate will display for printing and saving.

- ❑ **Find and take a curriculum.** Select the **“Curricula”** tab and enter a search topic (e.g., JIAT or JTF) in the open field then click **“Search.”** A list of the curricula containing your search criteria will appear. Select the curriculum of your choice and click the **“Enroll”** button. A **“Curriculum Enrollment”** window will open confirming your enrollment in all the courses of the curriculum. Click **“Continue.”** You will automatically receive a black banner displayed across the top of your screen stating that you've been successfully enrolled in the curriculum.



Select the **“My Training”** tab to return to your student desktop page. You'll now see the curriculum with the list of courses that comprise this certification. Click **“show courses”** to display and **“Launch”** each component course of the curriculum.

IMPORTANT: As each course is completed you may view the course completion certificate in the **“All”** tab within the **“Certificates”** tab. Ensure you select the **“Show Curricula”** button on the page. When all component courses of the curriculum are complete, you will find all completion certificates in the **“Passed”** tab.