

JKO Standalone Training for Veterans and Family Members Only Help

Use the following information to help navigate through the standalone courses:

- **Start** - To begin the course, click the **Start** button in the header bar. Some courses may require a subsequent click of the **Next Lesson** button in order to begin.
- **Resume** - If you are re-entering the course, click the **Resume** button to access your previous location in the course.
- **Navigation** - Navigation controls are generally located in the following areas:
 - Top header bar - Contains the **Previous Lesson**, **Next Lesson**, **Suspend**, **Help**, and **Exit Course** buttons.
 - Table of Contents Tree - Contains a listing of all lessons and exams.
 - Content area - Contains the **Next** and **Back** buttons.
 - Icons (Arrows) are sometimes available to navigate within a course.
- **Header Bar** - Use the **Next Lesson** button to access the next required lesson (when available).
- **Pages** - Use the **Next** button in the content area to access each page in the lesson.
- **Outline** - Use the links in the **Table of Contents** Tree to access an item that is active.
 - In-Progress lessons and tests are indicated by half-colored circles, while full completion of lesson and tests are indicated by a green checkmark.
 - Access to some of the completed items, such as tests, might be disabled after completion of the item.
 - After the completion of the course, the course content is accessible to you at any time.
- **Suspend** - Use the **Suspend Lesson** button to bookmark your current progress in the course.
- **Exit** - Use the **Exit Course** button to bookmark your current location and to close the course window.

You can reach the JKO Help Desk by phone, 1-757-203-5654, or email to jkohelpdesk@jten.mil. Please remember that the more information provided the faster and more efficiently we can assist you. When reporting an issue, please tell us:

- The web address of the JKO Portal you are using to access the course
- Your user name
- The course number
- Detailed description of the issue you are experiencing
- And a screen shot capture (MS Word or PowerPoint) as an email attachment is most helpful