



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.

Joint Staff personnel training requirements:

- All Joint Staff personnel (military, civilians, contractors) require an active JKO account and are required to complete annual training requirements on JKO in the calendar year.
- The JKO system will automatically assign, suspense, and track completion of required training courses in your JKO account. Military members completing the required training through their Service training systems will receive credit by sending completion certificates to the JKO Help Desk, JKOHelpDesk@jten.mil.
- Assignment of courses will vary based on military, government civilian, or contractor status. The Office of Primary Responsibility (OPR) for a course will ensure accuracy and pertinence of the training requirement.
- For information regarding JKO accounts, access and course content, click the JKO tab at the top of the JS Portal home page at <https://portal.js.mil/default.aspx>, or go to the JKO entry page at <http://jko.jten.mil>.

Quick start guidance for training on JKO:

- Step 1: Login to JKO.** Go to login page at <https://jkodirect.jten.mil> and click “OK” on the DoD Warning Banner. Click “Login using my CAC” in the grey “CAC Login” box to right of page. Your “My Learning Plan” table will be populated with your assigned courses.
- Step 2: Enroll in the course.** To enroll in a course, 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” table.
- Step 3: Launch the course.** To launch the course, click the “My Atlas” tab at the top of the page and click the “Launch” button within the “My Training” table where the course is now available. The course identification and “Launch” button will remain in the “My Training” table until you have completed the course. Ensure that upon completion of the final lesson of a course, you click the “Next Lesson” button to successfully complete 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” section, click the refresh icon (↻).

IMPORTANT: You *must* follow the steps above to “Enroll” in and “Launch” a course from the “My Training” table in order to receive credit for course completion. **DO NOT** take a course in “Preview” mode by clicking on it in the “My Learning Plan” table – you *will not* receive course completion certification. You can access your completion certificates and student transcripts by clicking the “Open My Training History” link in your “My Training” table.

Joint Staff required training courses:

JS-US001 Joint Staff Information Assurance (IA) Training (1hr) – military/civilians/contractors, OPR: JSSO (Mr. Robert Lee)

JS-US006C Joint Staff Suicide Awareness and Prevention (.5hr) – civilians only, OPR: J1 (Lt Col Reginald Hairston)

JS-US006M Joint Staff Suicide Awareness and Prevention (.5hr) – military only, OPR: J1 (Lt Col Reginald Hairston)

JS-US002 Joint Staff Privacy Act Awareness (.5hr) – military/civilians/contractors, OPR: JSSO (Mr. Robert Lee)

JS-US007 Joint Staff Antiterrorism Force Protection Level 1 (3hrs) – military/civilians/contractors, OPR: JSSO (Mr. Robert Lee)

J3TA-US030 Combating Trafficking in Persons (1hr) – military/civilians, OPR: J1 (Lt Col Reginald Hairston)

JS-US009 Joint Staff Operations Security (1hr) – military/civilians/contractors, OPR: JSSO (Mr. Robert Lee)

JS-US010 Joint Staff DoD Ethics Training (1hr) – military/civilians OPR: LC (Ms Melissa Daines)

JS-US011 Joint Staff Alcohol and Substance Abuse Prevention (1hr) – military only, OPR: J1 (Lt Col Reginald Hairston)

JS-US012 Joint Staff No Fear Act Training (1hr) – civilians only, OPR: J1 (Lt Col Reginald Hairston)

JS-US013 Joint Staff Equal Opportunity Policy Basic Training (3hrs) – military/civilians, OPR: J1 (Lt Col Reginald Hairston)

JS-US014 Joint Staff Law of Armed Conflict (.5hr) – military only, OPR: LC (Lt Col Matthew McCormack)

JS-US015 Joint Staff Sexual Harassment (1hr) – military/civilians, OPR: J1 (Lt Col Reginald Hairston)

JS-US003 Joint Staff Counterintelligence Awareness and Reporting (CIAR) (.5hr) – military/civilians, OPR: J2 (Mr. Joshua Johnson)

NEW COURSE STARTING 2013: JS-US054 Joint Staff Derivative Classification Training (1hr biennial) – military/civilians/contractors, OPR JSSO (Mr. Robert Lee)

NEW COURSE STARTING 2013: JS-US055 Joint Staff SCI Security Education and Awareness Training (1hr) – military/civilians/contractors with SCI access, OPR JSSO (Mr. Robert Lee)