



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 Enrollment:

- Step 1: Login to JKO Learning Content Management System (LCMS).** Go to <https://jkodirect.iten.mil> and click “OK” on the DoD Warning Banner. Under “Login Options” click “Login with CAC (Internet Explorer only)” and select your current CAC certificate in the “Select Certificate” pop up box and click “OK.” Non-CAC users follow instructions provided on the login page to submit an account request to the JKO Help Desk.
- Step 2: Select the 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, “Prefix,” “Number” and “Title” and clicking the “Apply Filters” button. If you know the course number, enter that information in the search field above the “Number” column and click “Apply Filters.” 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 “Apply Filters” and it will return a listing of all courses in the JKO database containing that topic in the title.
- Step 3: Enroll in the course.** 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” section.
- Step 4: 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 listed. 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.

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 selecting the “Open My Training History” link in your “My Training” table.