



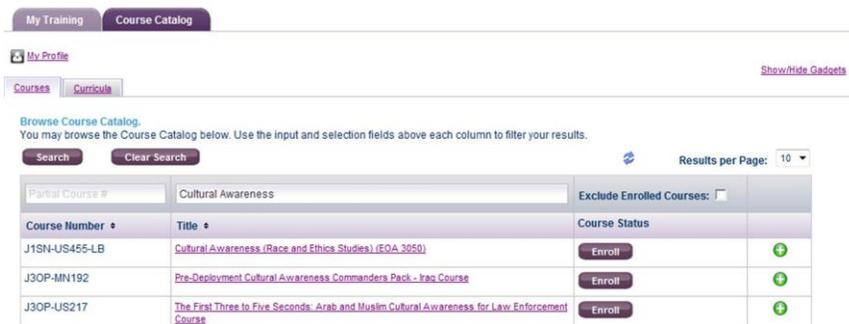
**PRINT THESE INSTRUCTIONS FIRST OR SAVE TO YOUR DESKTOP BEFORE PROCEEDING. FOLLOW INSTRUCTIONS STEP-BY-STEP TO ENSURE YOU RECEIVE CREDIT FOR YOUR TRAINING ON JKO.**

**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 **“Courses I am Enrolled In”** table. 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 **“Courses I am Enrolled In”** table where the course is now listed. The course identification and **“Launch”** button will remain in the **“Courses I am Enrolled In”** table until you have completed the course. After completing a

course, it should transition from “**Courses I am Enrolled In**” to “**My Training History**” and you will receive a completion notice via email. If the course remains listed in your “**Courses I am Enrolled In**” 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.

- ☐ **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. In your “**Courses I am Enrolled In**” table of the page, click the button to “**Show Curricula**” (if it's not already selected). You'll now see the curriculum with the list of courses that comprise this certification. Click the “**Launch**” button to start a course.

**IMPORTANT:** You will not receive a course completion certificate for each course until all courses within the curriculum are completed, at which time you will also receive an overall curriculum certificate. To check course completion progress, click the “**Open My Training History**” link located on the “**Courses I am Enrolled In**” table of the page. Locate the apple (🍏) icon on the far right margin. Click the “**Transcript**” link. You will see a list of all passed courses.

When you have completed all courses within the curriculum, you can retrieve all course completion certificates as well as the overall certificate from the “**Courses I am Enrolled In**” table. Click the “**Open My Training History**” link within that table. Ensure the “**Show Curricula**” button is selected. Click the certificate icon at the end of the row for the overall certificate. You can retrieve all individual certificates for the courses that comprise this certification in the same way. Note, however, that the only document you need is the overall curriculum completion certificate. All completion records are retained online in your student account on JKO.