

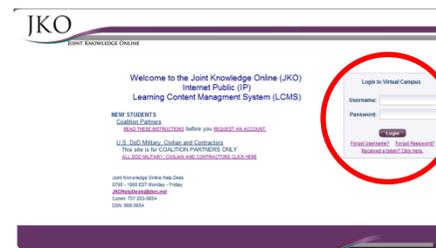


**PRINT THESE INSTRUCTIONS FIRST OR SAVE TO YOUR DESKTOP BEFORE PROCEEDING. FOLLOW INSTRUCTIONS STEP-BY-STEP TO ENSURE YOU RECEIVE CREDIT FOR YOUR TRAINING ON JKO.**

**JKO Internet Public (IP) Course Catalog:**

**NOTE:** You need a JKO IP account to login to the JKO IP Learning Content Management System (LCMS) to take courses. If you have not established a JKO IP account, return to the JKO Entry Page at <http://jko.jten.mil> and click "I need a JKO Internet Public Account."

With a JKO IP LCMS account, you can browse available courses and curriculums by topic, area of interest, or find a specific course or curriculum. To browse the JKO IP LCMS course catalog, select the "Course Catalog" tab at the top of the page, use the filter function to enter complete or partial information and then click the "Apply Filters" 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 the JKO IP LCMS.** Go to <https://jkolmsip.jten.mil> and click "OK" on the DoD Warning Banner. Enter your username and password in the "Login to Virtual Campus" box to the right of the page and click the "Login" button.

- Find and take a course.** Find courses 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, and click "Apply Filters" and it will return a listing of all courses in the JKO database containing that topic in the title. **NOTE:** the "Number" field is case sensitive, while the "Prefix" and "Title" fields are not case sensitive.



To enroll in a course, click the "Enroll" button associated with your selection in the "Course Status" column. When prompted to confirm enrollment selection, click "Continue." The course will move to your "My Training" table. To launch a 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 (🔄).

- Access and print a course completion certificate.** To access and print a course completion certificate, click the "Open My Training History" link within the "My Training" table. 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.