



**Headquarters U.S. Africa Command  
Joint Individual & Staff Training (JIST) Program**

# TUTORIAL

1. [Add 'Trusted Sites' to your profile](#)
2. [Create a Joint Knowledge Online Account](#)
3. [Register for a course](#)
4. Options:
  - [Accessing JKO from AKO and DKO](#)
  - [Forward the JKO account email](#) to another email account
  - [Register your CAC](#)



**Headquarters U.S. Africa Command  
Joint Individual & Staff Training (JIST) Program**

**STEP 1 – Add Trusted Sites**

**Add 'Trusted Sites' to your profile**

**Open the Internet Explorer browser, go to: TOOLS >> INTERNET OPTIONS**

**Select the second tab from the left, SECURITY**

**Select the green check mark (TRUSTED SITES) then click on SITES button**

**Type in the following: <https://jko.jfcom.mil> and click on ADD**

**Repeat with**  
**<https://jkolms.jfcom.mil>**  
**<https://www.us.army.mil>**  
**<https://akocac.us.army.mil>**

**Make sure the box is checked**

**Select CLOSE and then select OK**

**Close the browser and reopen.**



# Headquarters U.S. Africa Command Joint Individual & Staff Training (JIST) Program

## STEP 2 – Create an Account

To create a Joint Knowledge Online Account –  
Go to <http://jko.jfcom.mil/>

The screenshot shows the Microsoft Internet Explorer browser window displaying the Joint Knowledge Online (JKO) website. The browser's address bar shows the URL <http://jko.jfcom.mil/>. The website's header features the JKO logo and the text "JOINT KNOWLEDGE ONLINE". Below the header, there are four buttons: "Enter JKO", "New User", "USFK", and "JIAT". The main content area is titled "Welcome to Joint Knowledge Online" and includes the tagline "Individually Focused. Globally Shared." A paragraph of text describes the JKO Portal as a single point of entry to comprehensive online joint training and information resources. Below this, it states that course completions are awarded certificates and reported to the Army Training Requirements and Resources System. The website also features a section titled "Recognized For Excellence" with three award logos: AFEI (2008 Government Award for Excellence in Enterprise Integration), USDLA (2008 21st Century Distance Learning Award), and training technology in action (Learning Content Management Project of the Year). At the bottom, there is contact information for the help desk and a link to the Security and Privacy Statement.

Microsoft Internet Explorer provided by Headquarters USEUCOM

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <http://jko.jfcom.mil/> Go Links

# JKO

JOINT KNOWLEDGE ONLINE

**Enter JKO**

**New User**

**USFK**

**JIAT**

## Welcome to Joint Knowledge Online

**Individually Focused. Globally Shared.**

Welcome to the Joint Knowledge Online (JKO) Portal to convenient online joint training and information resources. JKO provides a single point of entry to comprehensive, online courses and learning resources to prepare for joint training exercises and deployment to areas of joint operations.

Course completions via JKO are awarded certificates of completion and are reported to the Army Training Requirements and Resources System for Service-wide joint training recording and reporting.

### Recognized For Excellence

**AFEI**  
2008 Government Award for Excellence in Enterprise Integration

**2008 USDLA**  
21st Century Distance Learning Award

**training technology in action**  
Learning Content Management Project of the Year

Contact the help desk at [JKOHelpDesk@jfcom.mil](mailto:JKOHelpDesk@jfcom.mil) or 757-203-5654/DSN 668-5654

[Security and Privacy Statement](#)

Discussions not available on <http://jko.jfcom.mil/>

Start 7 Microsoft Office Outl... 14 Internet Explorer COMMENTS.doc - Micros... 5:04 PM



# Headquarters U.S. Africa Command Joint Individual & Staff Training (JIST) Program

## STEP 3 – Register for an Account

Welcome to Joint Knowledge Online - Microsoft Internet Explorer provided by Headquarters USEUCOM

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <http://jko.ifcom.mil/new-user.html> Go Links



JOINT KNOWLEDGE ONLINE

### New to JKO? You Need an Account!

All new users must first register for an account via DKO/AKO.

Select your account type below and you will be redirected for account registration.  
Complete the registration form in entirety.  
When you receive email confirmation of your account, go to <http://jko.ifcom.mil> and click "Enter JKO"  
and follow login instructions

<b>Joint Account</b>	<b>Sponsored Account</b>
Active Duty Reserves National Guard Civil Service	DoD/Services' Contractors

Need more information? Check our [Frequently Asked Questions](#) first!  
e-mail [JKO Help Desk](#) or call 757-203-5654/DSN 668-5654

**Privacy Act Statement:** We will not obtain personally identifying information about you when you visit our site unless you choose to provide such information to us. If you choose to send email to the JKO Help Desk, any contact information that you provide will be used to respond to your request and stored in the Help Desk database.

Discussions not available on <http://jko.ifcom.mil/>

Done Internet

Start 7 Microsoft Offi... 14 Internet E... COMMENTS.doc - ... Document2 - Micr... Microsoft PowerP... 5:09 PM



# Headquarters U.S. Africa Command Joint Individual & Staff Training (JIST) Program

Active Duty,  
DOD Civilians,  
National Guard  
and Reserves

Contractors

The screenshot shows a Microsoft Internet Explorer browser window displaying the "Welcome to Joint Knowledge Online" page. The address bar shows "http://jko.jcom.mil/new-user.html". The page content includes a banner for "JKO JOINT KNOWLEDGE ONLINE" and a main heading "New to JKO? You Need an Account!". Below this, instructions state that all new users must register via DKO/AKO and select an account type. Two buttons are visible: "Joint Account" and "Sponsored Account". The "Joint Account" button lists "Active Duty", "Reserves", "National Guard", and "Civil Service". The "Sponsored Account" button lists "DoD/Services' Contractors". At the bottom, there is a "Frequently Asked Questions" link and a "JKO Help Desk" contact option. A "Privacy Act Statement" is also present at the very bottom of the page content.

Discussions not available on http://jko.jcom.mil/

Done

Start | 7 Microsoft Offi... | 14 Internet E... | COMMENTS.doc -... | Document2 - Micr... | Microsoft PowerP... | 5:09 PM



# Headquarters U.S. Africa Command Joint Individual & Staff Training (JIST) Program

Army Knowledge Online - Microsoft Internet Explorer provided by Headquarters USEUCOM

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <https://www.us.army.mil/suite/pages/reg/privacy.ext> Go Links

## Account Registration

### Privacy Act Statement

- **Authority:** 10 U.S.C. Section 3013, Secretary of the Army, Army Regulation 25-1, Army Information Management, Army Regulation 380-19, Information Systems Security, E.O. 9397 (SSN).
- **Principal Purpose:** This information will be used to verify the identity of eligible users of the Army Knowledge Online (AKO) system.
- **Routine Uses:** None. The "Blanket Routine Uses" set forth at the beginning of the Army's Compilation of Systems of Record Notices also applies to this system.
- **Disclosure:** Voluntary. However, failure to provide the requested information will result in denial of access to the AKO system.

### Registration Information

- **Why do we need your Social Security Number?**  
We request your Social Security Number (SSN) and Date of Birth (DoB) during the registration process only to authenticate who you are. The information you provide is compared with your information in the AKO Enterprise Dictionary Database (EDD), and the information is used solely to verify that you are authorized to have an AKO account. This data is already in the EDD and the Secretary of the Army is authorized to use the data for verification purposes. Your SSN will be stored with your account when it is created, but it is not shared with any other agency or organization, it is not part of your user name, and it is used only as a discriminator during multiple identity instances.
- **Is it safe?**  
Security during registration is ensured using a 128-bit Secure Socket Layer (SSL) connection. This is the highest industry standard and establishes an encrypted session between your computer and AKO. We use the same technology that other major companies operating on the World Wide Web (WWW) use to protect personal information and guard against identity theft. Look for the little yellow padlock at the bottom of your browser window to ensure that you have established a secure connection. There are no alternate means of registration as this is the most secure method of protecting your information.

Cancel Next

Discussions not available on <https://www.us.army.mil/>

Done

Start 7 Microsoft Offi... 13 Internet E... COMMENTS.doc... Document2 - Micr... Microsoft PowerP... 5:12 PM

Click Next





# Headquarters U.S. Africa Command Joint Individual & Staff Training (JIST) Program

Fill in SSN & DOB

The screenshot shows a Microsoft Internet Explorer browser window displaying the "Army Knowledge Online" registration page. The address bar shows the URL: <https://www.us.army.mil/suite/pages/req/fullStart.ext>. The page header includes the "AKO ARMY KNOWLEDGE ONLINE" and "DKO DEFENSE KNOWLEDGE ONLINE" logos. The main content area is titled "Account Registration" and contains an "Identification" section with the following fields:

- \* Social Security Number**: A text input field with a red asterisk indicating it is required. Below the field, a note states: "Your SSN is used to identify you in the AKO EDD."
- \* Date of Birth**: A form with three sub-fields: "Select Month" (a dropdown menu), "Select Day" (a dropdown menu), and "YYYY" (a text input field).

Below the fields, a note reads: "Note: Too many erroneous attempts to register will cause the system to lock you out. If you are having difficulty registering, please contact the [AKO Help Desk](#)." At the bottom of the form are "Cancel" and "Next" buttons. A red asterisk and the word "Required" are visible at the bottom left of the page.

The browser's taskbar at the bottom shows several open applications, including "7 Microsoft Off...", "13 Internet E...", "COMMENTS.doc...", "Document2 - Micr...", and "Microsoft PowerP...". The system clock in the bottom right corner displays "5:13 PM".



# Headquarters U.S. Africa Command Joint Individual & Staff Training (JIST) Program

## STEP 4 – LOGON AKO

martinse on KKDL01X1P4H1 UNCLASSIFIED INFOCON 3  
Army Knowledge Online - Microsoft Internet Explorer provided by Headquarters USEUCOM

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <https://www.us.army.mil/suite/login/login.fcc?TYPE=33554433&REALMOID=06-b476a858-73dc-10a1-9a8e-832f882fff3d&GUID=85MAUTHREASON=08METHOD=GET&S> Go Links

**AKO ARMY KNOWLEDGE ONLINE** **DKO DEFENSE KNOWLEDGE ONLINE**

**Login to AKO/DKO**  
Forgot Your Password?

Username  
Password

Low Bandwidth **Login**

**CAC Login to AKO/DKO**

Low Bandwidth **CAC Login**

**New User?**

- Register for AKO  
Eligibility: Active Army, Army Reserve, National Guard, DA Civilian, Retired Army, and Army Guests
- Register for DKO (CAC Required)  
Eligibility for DoD users
- Learn more about DKO

**Help**


- Reset Password
- Help Desk

**FAQs**

- How do I install the DoD Certificate?
- How do I reset my password?
- How do I register for an AKO/DKO Account?
- How do I use my CAC to login to AKO/DKO?
- Search All FAQs

**Other DoD Service Portals**

- Air Force Portal
- Defense Online
- MarineNet
- Navy Enterprise Portal -- Coming Soon



U.S. Marines with the 31st Marine Expeditionary Unit (MEU) rush to prepare an M777 105 mm lightweight howitzer for lift by an MH-53E Sea Stallion helicopter July 19, 2009, during exercise Talisman Sabre 2009 in Shoalwater Bay, Australia. Talisman Sabre is a biennial joint military exercise between the United States and Australia focusing on operational and tactical interoperability. (Photo by Mass Communication Specialist 2nd Class Mark R. Alvarez)

Discussions not available on <https://www.us.army.mil/>

Start | Internet Explorer | 9:15 AM

Note:  
User may be directed to AKO Homepage or LOGIN Box





# Headquarters U.S. Africa Command Joint Individual & Staff Training (JIST) Program

## EXAMPLE OF LOGIN BOX

A screenshot of a Microsoft Internet Explorer browser window. The address bar shows "https://jkolms.jfcom.mil/". A modal dialog box titled "Connect to jkolms.jfcom.mil" is displayed in the center. The dialog box contains a key icon and the text "JKOLMS.JFCOM.MIL - Enter AKO Username and Password [04:28:48:2931]". Below this, there are fields for "User name:" and "Password:". The "User name:" field has a dropdown arrow. At the bottom of the dialog box are "OK" and "Cancel" buttons. An arrow points from the "Search" button in the browser's navigation bar to the dialog box. The browser's status bar at the bottom shows "Done" and "Internet". The taskbar at the very bottom shows the Start button and several open applications, including "Inbox - Microsoft...", "RE: Contact - Mes...", "COMMENTS.doc - ...", "4 Internet Expl...", and "Microsoft PowerPoi...". The system clock shows "10:28 AM".



# Headquarters U.S. Africa Command Joint Individual & Staff Training (JIST) Program

**STEP 5 – “JKO Website” → Select “Take Courses”**

A screenshot of the Joint Knowledge Online (JKO) website displayed in a Microsoft Internet Explorer browser window. The browser's address bar shows the URL "https://www.us.army.mil/suite/portal/index.jsp". The website has a purple header with the "JKO" logo and navigation links like "Home", "My Account", "Favorites", "Quick Links", and "Self Service". A search bar is present. Below the header, there are four main navigation buttons: "Joint Content Search", "JKO Communities", "JKO Help Desk", and "Take Courses". An arrow points to the "Take Courses" button. The main content area is divided into several sections: "Looking for Cultural Training?" with a "Cultural Training" button; "For JKO news, visit our ..." with a "JKO Stakeholders COI" button; "What is Joint?" with links to "What is Joint?", "JFCOM as Joint Trainer", and "U.S Joint Forces Command Live"; "Need COCOM Training?" with links to "AFRICOM JKO Training COI", "CEITCOM", "EUCOM", and "JFCOM JKO Training COI"; "JKO Alerts and Announcements" featuring a course titled "Insights and Challenges in Command and Control (C2) Course (OIF-09)" with a detailed description of its purpose and content; "Joint Training Videos"; "Deploying to a JTF?"; "Small Group Training"; and "Planning or Participating in an Exercise?" with links to "JKO Exercise and Events COI", "Introduction to Joint Computer-Assisted Exercise (CAX) Control Course", "Conducting a Computer Assisted Exercise Course", "OEF Exercise Scenarios Course", and "OIF Exercise Scenarios Course". The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock at 5:10 PM.



# Headquarters U.S. Africa Command Joint Individual & Staff Training (JIST) Program

## STEP 6 – Select “Joint Courses”

The screenshot shows a Microsoft Internet Explorer browser window displaying the JKO Learning Management System. The browser's address bar shows the URL: <https://jkolms.jfcom.mil/html/desktop/student/Student.jsp>. The page header includes the text "martinse on KKDL01X1P4H1 UNCLASSIFIED INFOCON 3" and "ATLAS Pro - Microsoft Internet Explorer provided by Headquarters USEUCOM".

The main content area features a navigation menu with the following items: **My Information**, **Enrollment**, **Records**, **My Schedule**, and **Search**. The user is logged in as "SHARI - Student" and is on the "Home" page.

The page content includes a sidebar with links for **Home**, **HELP**, **Student Support Tools**, **Feedback**, **About**, and **System Requirements**. The main content area displays the following information:

- SHARI - Student** (Home)
- Instructions: "To enroll in a course select 'Enrollment' from the top menu. If you are enrolled in a course, click the course link to access the courseware. Joint Knowledge Online Help Desk: JKOHelpDesk@jfcom.mil, (757)203-5654 DSN 668-5654"
- You are enrolled in the following certification(s):**  
[Certification](#)
- You have passed the following courses.**
  - [J3T A-US022](#) SERE 100 Code of Conduct Training Course [\[Official Certificate\]](#) [\[Download Official Certificate\]](#)
  - [J1S N-MN043](#) Introduction to Human Rights Course [\[Official Certificate\]](#) [\[Download Official Certificate\]](#)
- Joint Courses - Browse By Category** | **CoCom/CSA Courses - Browse By Category** | **Curriculum**
- [View courses you completed in Meridian](#)
- Footer: [My Information](#) | [Enrollment](#) | [Records](#) | [My Schedule](#) | [Search](#)

An arrow points from the "Joint Courses - Browse By Category" link to the "STEP 6 – Select 'Joint Courses'" text in the slide.



# Headquarters U.S. Africa Command Joint Individual & Staff Training (JIST) Program

## STEP 7 – Select “J3T” for “SERE 100”

martinse on KKDL01X1P4H1 UNCLASSIFIED INFOCON 3  
ATLAS Pro - Microsoft Internet Explorer provided by Headquarters USEUCOM

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <https://jkolms.jfcom.mil/html/desktop/student/jkddc/BrowseCourses3.jsp?indx=0> Go Links

### JKO JOINT KNOWLEDGE ONLINE

### Learning Management System

My Information Enrollment Records My Schedule Search

SHARI - Student Browse Courses

Home  
HELP  
Student Support Tools  
Feedback  
About  
System Requirements

Select the appropriate tab to search for courses  
Joint Knowledge Online Help Desk: JKOHelpDesk@jfcom.mil, (757)203-5654 DSN 668-5654

Joint Courses Cocom Courses Curriculum

#### Joint Courses List

J10 J1S J20 J30 J3S J3T J40 J4S J50 J5S J60 J6S J70 J7S

ALL

(1 of 1) << first < prev 1 next > last >> Per Page: 10

Enroll	Course Prefix	Course Name
<input type="checkbox"/>	J1OP-MN067	<a href="#">Law of Armed Conflict Course</a> [COLink]
<input type="checkbox"/>	J1OP-MN071	<a href="#">Introduction to Medical Intelligence Course</a> [COLink]

Enroll

Click Enroll

Discussions not available on <https://jkolms.jfcom.mil/>

<https://jkolms.jfcom.mil/html/desktop/student/jkddc/BrowseCourses3.jsp?indx=0#>

Start | Internet | 9:46 AM



# Headquarters U.S. Africa Command Joint Individual & Staff Training (JIST) Program

## STEP 8 – Select “SERE 100 Code of Conduct Course”

martinse on KKDL01X1P4H1 UNCLASSIFIED INFOCON 3  
ATLAS Pro - Microsoft Internet Explorer provided by Headquarters USEUCOM

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <https://kolms.jfcom.mil/html/desktop/student/jkddc/BrowseCourses3.jsp?indx=0> Go Links

HELP  
Student Support Tools  
Feedback  
About  
System Requirements

Select the appropriate tab to search for courses  
Joint Knowledge Online Help Desk: JKOHelpDesk@jfcom.mil, (757)203-5654 DSN 668-5654

Joint Courses Cocom Courses Curriculum

Joint Courses List

J10 J1S J20 J30 J3S J3T J40 J4S J50 J5S J60 J6S J70 J7S  
ALL

(1 of 1) << first < prev 1 next > last >> Per Page: 10

Enroll	Course Prefix	Course Name
<input type="checkbox"/>	J3TA-MN068	<a href="#">Map Reading Course</a> [COI Link]
<input type="checkbox"/>	J3TA-US014	<a href="#">Introduction to Joint Nonlethal Attack Electronic Warfare (EW), and Suppression of Enemy Air Defenses (SEAD) Course</a> [COI Link]
<input type="checkbox"/>	J3TA-US015	<a href="#">Introduction to Battlespace Maneuver with Integrated Firepower Course</a> [COI Link]
<input type="checkbox"/>	J3TA-US016	<a href="#">Introduction to Joint Interdiction Operations Course</a> [COI Link]
<input checked="" type="checkbox"/>	J3TA-US022	<a href="#">SERE 100 Code of Conduct Training Course</a> [COI Link]
<input type="checkbox"/>	J3TA-US030	<a href="#">Combating Trafficking in Persons Course</a> [COI Link]

Discussions Discussions not available on <https://kolms.jfcom.mil/>

Start Inboxes - Microsoft ... RE: Contact - Mes... COMMENTS.doc - ... 5 Internet Expl... Microsoft PowerPoi... 9:51 AM



# Headquarters U.S. Africa Command Joint Individual & Staff Training (JIST) Program

## STEP 9 – Select “View Course”

The screenshot shows a web browser window displaying the JKO Learning Management System. The browser title is "martinse on KKDL01X1P4H1 UNCLASSIFIED INFOCON 3" and the address bar shows "https://jkolms.jfcom.mil/html/enrollment/ProcessQuickEnrollment2.jsp". The page header includes the JKO logo and "Learning Management System". The navigation menu includes "My Information", "Enrollment", "Records", "My Schedule", and "Search". The user is logged in as "SHARI - Student" and is viewing the "Quick Enrollment" page. A message box contains the following text:

- ▶ This page shows the list of messages sent to you by users of this system.
- ▶ You can send a message to anyone by clicking on 'Send Message'
- ▶ You may reply to a message by clicking on its corresponding '[Read]' link. Also, by clicking on this link the message will automatically be marked as READ
- ▶ Joint Knowledge Online Help Desk: JKOHelpDesk@jfcom.mil, (757)203-5654 DSN 668-5654

Below the message box, the "Enrollment Results" section displays the course ID "J3TA-US022" and the status "▶ Enrollment status: Enrolled". A "View Course" button is located below the enrollment results, with an arrow pointing to it from the right.

The browser's taskbar at the bottom shows several open applications, including "Inbox - Microsoft...", "RE: Contact - Mes...", "COMMENTS.doc...", "5 Internet Expl...", and "Microsoft PowerPoi...". The system clock shows "9:56 AM".





# Headquarters U.S. Africa Command Joint Individual & Staff Training (JIST) Program

## STEP 10 – Select “Launch Course”

The screenshot displays the JKO Learning Management System interface. At the top, the browser title is "martinse on KKDL01X1P4H1 UNCLASSIFIED INFOCON 3" and the address bar shows "https://kolms.jfcom.mil/html/desktop/student/Student.jsp". The main header includes the JKO logo and "Learning Management System". A navigation menu contains "My Information", "Enrollment", "Records", "My Schedule", and "Search". The user is logged in as "SHARI - Student". A sidebar on the left lists "Home", "HELP", "Student Support Tools", "Feedback", "About", and "System Requirements". The main content area shows instructions for enrolling in a course and lists enrolled certifications and courses. A table lists the enrolled course "J3TA-US022 SERE 100 Code of Conduct Training Course Section 001" with details for instructors, start/end dates, and links to view descriptions and gradebooks. Below this, it lists passed courses: "J3T A-US022 SERE 100 Code of Conduct Training Course" and "J1S N-MN043 Introduction to Human Rights Course". An arrow points to the "Launch Course" button in the course list table.

Launch Course	J3TA-US022 SERE 100 Code of Conduct Training Course Section 001
Primary Instructor :	Secondary Instructor :
Classroom Start Date :	07/24/2009 End Date : 07/25/2010
<a href="#">[View Course Description]</a>	<a href="#">[View Gradebook]</a>

You have passed the following courses.

J3T A-US022 SERE 100 Code of Conduct Training Course	<a href="#">[Official Certificate]</a>	<a href="#">[Download Official Certificate]</a>
J1S N-MN043 Introduction to Human Rights Course	<a href="#">[Official Certificate]</a>	<a href="#">[Download Official Certificate]</a>



## Headquarters U.S. Africa Command Joint Individual & Staff Training (JIST) Program

# Print Certificate

- LOGON TO JKO
- TAKE COURSES
- GO TO “YOU HAVE PASSED THE FOLLOWING ONLINE COURSES”
- PRINT CERTIFICATE

**OR**

- LOGON TO JKO
- LAUNCH COURSE AGAIN
- SELECT “RESUME”
- EXIT COURSE
- SELECT HOME (BLACK BOX)
- PRINT CERTIFICATE