IT IS STRONGLY RECOMMENDED THAT YOU <u>PRINT THESE INSTRUCTIONS</u> AND <u>FOLLOW</u> THEM <u>STEP-BY-STEP</u> OR YOU WILL <u>*NOT GET CREDIT*</u> FOR   JOINT STAFF MANDATORY TRAINING! <u>*ALL ACCOUNTS,*</u> NEW or ESTABLISHED <u>MUST</u> BE UPDATED USING THE BELOW INSTRUCTIONS.

Steps for Establishing/Updating JKO Accounts:

☐ Step 1: *Print out this document* or have it easily accessible on your computer for reference. If you have chosen NOT to print this document, you may not complete the steps properly and are AT RISK of not receiving or updating your account! Just remember that you <u>MUST</u> follow the <u>BELOW INSTRUCTIONS STEP-BY-STEP </u>in order to <u>receive credit </u>for Joint Staff Mandatory Training!

☐ Step 2: *Establish/update your JKO account* by entering https://jkodirect.jten.mil in your browser and selecting the "Login using my CAC" link. Click on the **"My Profile"** link (My Profile) in the upper left corner of the page.

☐ Step 3: *Create/update your user profile* by completing all required fields (**IMPORTANT** – pay close attention to the below steps).

    ☐ Username – enter a username of your choice (the system defaults to provide numeric username).

    ☐ Primary Organization – **THIS IS A MUST OR YOU WILL NOT RECEIVE CREDIT FOR JOINT STAFF MANDATORY TRAINING.** Your JKO User Profile must correctly reflect the primary organization where you work. Under the "Organizations" section, click on the **"Select Primary Organization"** link, then click on the black arrow (▸) to the left of the "(JKO-root)-Joint Knowledge Online *" folder to reveal organization. Open the **"(JS)-Joint Staff"** folder by clicking the black arrow to the left of the folder and continue expanding the organization structure as necessary to select your appropriate organization. Once your appropriate organization is highlighted, select the "Select Organization" button at the bottom of the page to record your organization.

    ☐ Email Address – enter your "Joint Staff" email address.

    ☐ Click the "Save" button at the bottom of the page to return to the JKO Learning Managements System (LMS) main page to begin taking courses.