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Complete "Assigned" JS Mandatory Training on JKO In "3 Easy Steps"

THE FOLLOWING INSTRUCTIONS APPLY AFTER AUGUST 31, 2012

STEP #1: Log into (https://jkodirect.jten.mil) your student desktop on JKO (reference picture above for all steps). Your **My Learning Plan** section will be populated with your assigned courses.

STEP #2: Select the "**Enroll**" button and then select "**Continue**" for a given course to enroll in it. The course will move to your **My Training** section.

STEP #3: Select the **"Launch"** button in your **My Training** section to open the course. After completing a course, it should disappear and you will receive a completion notice via email. If the course remains listed in your **My Training** section, select the **Refresh** icon **(🔁)**.

NOTE: You must complete the courses as shown above to receive credit. DO NOT open a course in preview mode by selecting the "**Course ID**" link in the **My Learning Plan** section. You can access your completion certificates and student transcripts by selecting the "**Open My Training History**" link within your **My Training** section.