

## PRINT THIS PAGE!

### Complete “Assigned” JS Mandatory Training on JKO In “3 Easy Steps”

The screenshot displays two main sections: "My Training" and "My Learning Plan".

**My Training Section:**

- Header: My Training
- Text: "Shown below are all learning/training activities in which you are currently enrolled, waitlisted, or awaiting approval of enrollment request. Click on the button to launch the Course. You may also click the Title for Course Information. Please maximize this gadget for more options related to learning/training activities."
- Link: [Open My Training History](#)
- Radio buttons:  Show Individual Courses,  Show Curricula
- Refresh icon:
- Filter tabs: Enrolled, Waitlisted, Requested, All
- Table:

Course	Title	Primary Instructor	Due Date
J3T A-US030	Combating Trafficking in Persons Course (CTIP) - (1 hr)		9/15/2012
JS-US002	Joint Staff Privacy Act Awareness Course - (5 hr)		12/15/2012

**My Learning Plan Section:**

- Header: My Learning Plan
- Text: "My Learning Plan shows all the courses associated to your organization, audience, or job. My Learning Plan is NOT related to your competency assessment."
- Tab: Courses
- Checkbox:  Show Enrolled Courses
- Table:

Course ID	Title	Due Date	Course Status
J3T A-US030	Combating Trafficking in Persons Course (CTIP) - (1 hr)	9/15/2012	Enrolled
JS-US002	Joint Staff Privacy Act Awareness Course - (5 hr)	12/15/2012	Enrolled
JS-US006C	Joint Staff Suicide Awareness and Prevention - Civilians Only - (5 hr)	12/15/2012	Enroll
JS-US007	Joint Staff Anti-Terrorism Force Protection (AT-FP) Level 1 - (3 hrs)	12/15/2012	Enroll
JS-US009	Joint Staff Operations Security (OPSEC) - (1 hr)	12/15/2012	Enroll
JS-US010	Joint Staff DOD Ethics - (1 hr)	12/15/2012	Enroll
JS-US012	Joint Staff No Fear Act Training Course - Civilians Only - (1 hr)	12/15/2012	Enroll
JS-US015	Joint Staff Sexual Harassment - (1 hr)	12/15/2012	Enroll

#### 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.