IT IS STRONGLY RECOMMENDED THAT YOU <u>PRINT THESE INSTRUCTIONS</u> AND <u>FOLLOW</u> THEM <u>STEP-BY-STEP</u> TO ENSURE YOU RECEIVE CREDIT FOR THE JOINT STAFF MANDATORY COMBATING TRAFFICKING IN PERSONS COURSE.

Please Note: JKO courses may not work properly on computers using Internet Explorer 9 (IE9) unless you **enable compatibility view**. To enable compatibility view, click on the "compatibility view" icon (broken page image 🖼) in your browser address bar.

Locating and enrolling in the "Combating Trafficking in Persons Course (CTIP):"

☐ 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 have trouble locating and enrolling in the Joint Staff CTIP course.

☐ Step 2: Go to https://jkodirect.jten.mil and select the "Login using my CAC" link.

☐ Step 3: On the JKO Learning Management System (LMS) main page, select the "**Course Catalog**" tab at the top of the page.

☐ Step 4: Enter the CTIP course number "A-US030" (USE CAPS) in the search box above the "**Number"** column and select "**Apply Filters**." The "Combating Trafficking in Persons Course (CTIP) – (1 hr)" will appear.

☐ Step 5: Click the "**Enroll**" button to the right of the course in the "**Course Status**" column.

☐ Step 6: Click the "**Continue**" button when the course enrollment verification pop-up appears.

☐ Step 7: Select the "**My Atlas**" tab at the top of the page to return to the LMS main page.

☐ Step 8: To launch the course, click the "**Launch**" button within the "**My Training**" box where the CTIP course is now available.

☐ Step 9: After launching the course, select the "**Start**" tab at the top left of the page to begin the training.

To access your CTIP training completion certificate:

Please Note: If you have completed the CTIP training and the course is still in the "**My Training**" box, you will need to click on the refresh icon (🔄) in the "**My Training**" box in order to refresh your LMS session.

☐ Step 10: Return to the JKO LMS main page and select the "**Open My Training History**" link inside the "**My Training**" box.

☐ Step 11: Click on the "Certificate" icon (🧑) located to the right of the CTIP course in order to view, save, or print your completion certificate. **It is not necessary to print or send your certificate to JKO.**

Did you take CTIP training on another LMS?

If you took CTIP on the WHS, no action is required. If you took it on another LMS, email a scanned copy of your completion certificate to the JKO Help Desk at jkohelpdesk@jten.mil and the JKO staff will update your student record.