Joint Deployment Training Center (JDTC)



JDTC Student Account Creation and Course Enrollment Process

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Submitted to:

Joint Deployment Training Center 849 Levy Street Ft Eustis, VA 23604-5363 (PAGE INTENTIONALLY LEFT BLANK)

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1 Introduction

The Joint Deployment Training Center (JDTC) external website,

(http://www.jdtc.eustis.army.mil), also called the *Student Center*, provides students an easily accessible means to complete the user account creation and course enrollment process for JDTC-provided training. The site includes accompanying helpful JDTC essentials such as Mission Statement, Organizational History, Quick Facts, Course Fact sheets, Course Catalog, Driving Directions, Security Requirements, Brochure, Bulletin, Virtual Campus information, and other important news or policy updates. Current contact information and email links are available to capture and route questions or comments to applicable JDTC individuals.

This document outlines the Operating Instructions and procedures currently employed by JDTC to execute this enabling process. The procedures outline how the prospective student completes the user account creation and course enrollment process and how JDTC internally processes the registration and enrollment request. The goal is to provide the governance and knowledge necessary to educate JDTC personnel on the student account creation and course enrollment process.

2 JDTC Student Account

The prospective student falls into one of two categories: **Returning** or **New**. The new student has never registered for a JDTC course and does not have a student account. The returning student has a student account and may or may not have taken a JDTC course.

From the JDTC home page, shown in Figure 2-1, the Student Center menu presents the *Login, New Student, Forgot Password* and *Enrollment Process Help* link options as shown in Figure 2-2. The paragraphs to follow provide instructions for logging into the JDTC Student Center as a new or returning student.

Home - Student	Center 🚽 Virtual Campus 🚽 🛛	Ppcoming Traini	ing - Custome	849 Levy St er Requested 🗸 RSS Fe	reet Ft. Eustis, VA 23604- eds • Contact Us •	S363 About JDTC
Login General 4 No. Co				Dec		
New Stu	dent			Rep		
JCRM and the JOPES and the JOPES and the GCCS-J COP JDTC Mission History FY2013 JDTC Course Cata	assword ant Process	Global Force Mana Joint Deployment Situational Awarer Org. History Course Catalog	igement ness	Published Date 2013-01-29 2013-01-29 2013-01-29 2012-10-31 2012-10-04		
Upcoming Available	e Classes (next 10 on schedule) To View	ALL Upcoming	Classes, click on	Upcoming Training above.	STUDENT CENTER LOGIN	LMS ACCESS How to
Course	Location		Start Date	Currently Available Seets	-	
JCRM	JDTC-Resident-Joint Base Langley-Eustis		2013-02-19	11		
JSPC	ALU-NCOA-R-Fort Eastis		2013-02-24	1		
GCCS-J COP Basic	USPACOM-HQ-Camp Smith		2013-02-24	5		
GCCS-J COP Basic	JDTC-Resident-Joint Base Langley-Eustis		2013-03-03	12	Customer	Requested
JSPC	JDTC-Virtual Campus-Joint Base Langley	-Eustis	2013-03-03	14	Instructio	n/Support
JSPC	JDTC-Resident-Joint Base Langley-Eustis		2013-03-03	5	Instructio	in support
GCCS-J I3	USPACOM-HQ-Camp Smith		2013-03-10	3		
1000	USAF-USAFE-Ramition AD		2013-03-10	8		
Mission 'Need To	Know' Info Directions Security	Requirements	Privacy Act			
MISSION						-
Provide innovative and Execution Comm	nd relevant functional training and educ unity, joint exercises and Professional	ation on Joint Dep Military Education	oloyment, Global F i institutions.	oroe Management and Situational	Awareness applications to	the Joint Planning
JDTC Training, Edu JDTC is the primary JDTC training and ed encompass basic cor the operational enviro	cation and Support functional training, education and supp- ucation provides military and civilian p nmand and control; operations intelliger nment.	ort provider for Do ersonnel with basic toe; planning and	D's joint deployme , intermediate and execution; global f	ent, global force management and I advanced joint functional compe orce management; and their respi	I situational awareness sys tencies and knowledge of t ective communications sys	tems. he processes that tems and tools of
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Figure 2-1. JDTC Home Page



Figure 2-2. Student Center Menu Options

2.1 New Student

From the Student Center main menu option, the <u>New Student</u> link directs the new JDTC student to the New Student Account Creation page as shown in Figure 2-3. The New student accesses the Student Registration form via the <u>Create New Account</u> button. Student accounts will be synchronized to the student's Common Access Card (CAC) upon account creation.

As outlined on the New Student Account Creation screen, upon completion of the account creation process, the student may continue and register for a JDTC class. The student should also note that course enrollment can not be completed until after the student account has been validated (see paragraph 2.1.2).

JOINT DEPLOYMENT TRAINING CENTER 849 Levy Street Ft. Eustis, VA 23604-5363					
Home 🗸 Student Center 🗸 Virtual Campus 🖌 Upcoming Training 🗸 Customer Requested 🖌 🖪 RSS Feeds 🖌 Contact Us 🖌 About JDTC					
New Student					
Account Creation					
You will now be taken through the process for establishing your Student Account and registering for a class.					
If you are not prepared to register for a class at this time; you can stop the process after completing your request for a Student Account and return at a later date to register.					
Your account will be synchronized with your CAC be used as your primary method of accessing our site.					
Create New Account					
Use of this system constitutes consent to monitoring Please Read our Privacy and Security Statement					

Figure 2-3. Student Center - Create New Student Account

2.1.1 New Student Registration Form

The Student Registration form, shown in Figure 2-4, provides the data input fields required to populate the JDTC database.

The directions are as follows: To attend Resident or Mobile Training Team (MTT) training, the Joint Deployment Training Center (JDTC) requires all attendees to create a student profile. Please complete ALL of the fields below. From the selection drop-downs, if an option does not fit; please select 'Not Applicable or I don't know' from the list. For all other fields, if 'unknown' please check first the help for explanation of the field or section by selecting on the ‡ symbol next to the field or section label.

GENERAL INFORMATION			515 AT 11115			
LAST NAME ‡			FIRST NAME ‡		MIDDLE INITIAL ‡	SUFFIX ‡
						None 💌
SSN ‡	SERVICE ‡	_	RANK ‡	CLEARANCE ‡	DUTY ASSIGNMENT ‡	
	Select Service	*	Select Rank	Secret 🗸	Select one	*
NIPR EMAIL ‡				Age ‡	Gender ‡	JKO Account ‡
				Select 🗸	Select 💌	Select 🗸
ORGANIZATION INFORM	ATION					
COMBATANT COMMAND ‡				MAJOR COMMAND ‡		
Select Combatant Comma	nd		*	Select Major Com	imand	~
AGENCY ‡				OTHER ‡		
Select Agency	*					
ORGANIZATION ‡				UIC (If Known) ‡		
DSN ±			COMM PHONE ±			
** 16 84114	M104 6					
Fort/Post/Base/Camp Name †	Military facility			Mobilization Billet Num	ther t	
Organization Mailing Add	dress ‡			Pldg/Suits/Int		
Sileet				Bidg/ Suite/Apt		
City				State		
				Select		*
ZIP/APO/FPO	2			COUNTRY		
LAST NAME			FIRST NAME		MIDDLE INITIAL	SHEERY
						None V
SERVICE	RANK		NIPR EMAIL			COMM PHONE
Select Service	Select Rank	~				
SECURITY MANAGER INF	ORMATION 1					
LAST NAME			FIRST NAME		MIDDLE INITIAL	SUFFIX
						None 💙
SERVICE	RANK		NIPR EMAIL			COMM/DSN PHONE
Select Service	Select Rank	v				
			REGISTER			
	U	se of th	iis system constitutes consen	it to <u>monitoring</u>		
		Please	Read our Privacy and Securit	ty Statement		
						>

Figure 2-4. New Student Registration Form

The new student must populate data fields as appropriate. When the <u>Register</u> button is clicked, data entry errors are indicated with a red asterisk (*) adjacent the affected field and require resolution. After successfully completing the new student registration form, the *Thank you for Registering!* screen (Figure 2-5) will display indicating an email will be sent to the student to validate his/her email address.

Thank you for Registering!
Thank you for creating a JDTC Student Account. You will receive an email for validation of your email address. Please follow the instructions contained within the email. It is very important to validate your email as this is our connection to you.
If you do not receive a "JDTC Online Student Account Verification" email within 24 hours of your account request, email support at jdtc_web@jdtc.jfcom.mil or visit the JDTC home page and use one of the 'Contact Us' links that are available.
If you would like to register for a class at this time, you can do so by clicking the "Enroll Me Now" button below.
Enroll Me Now
Use of this system constitutes consent to <u>monitoring</u> Please Read our <u>Privacy and Security Statement</u>

Figure 2-5. Student Account Registration Complete

New students may continue to course enrollment prior to validating their student accounts by selecting the <u>Enroll Me Now</u> button to enter the Student Center home page. As indicated on the <u>Thank you for Registering</u> page, the Validation process must be completed at a later time.

2.1.2 New Student Account Validation

The *JDTC Online Student Account Verification* email (Figure 2-6) is generated upon successfully completing the student registration form.



Figure 2-6. Student Account Verification Email

The <u>Validate</u> link within the email takes the student to the account validation screen as shown in Figure 2-7, where the student must select the <u>Submit</u> button to complete the validation process.

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Home 🗸 Student Center 🗸 Virtual Campus 🖌 Upcoming Training 🖌 Customer Requested 🖌 🔃 RSS Feeds 🗸 Contact Us 🖌 About JDTC
If you received an email from us after creating a new student account, it will be necessary for you to validate your new account.
The email sent to you included a password. Please enter your last name, SSN, and that password below:
Last Name:
SSN - Last 4(xxxx):
Password:
Click Submit to validate your account.
Use of this system constitutes consent to monitoring Please Read our Privacy and Security Statement

Figure 2-7. Student Account Validation

2.2 Returning Student

From the Student Center menu option, returning students select the <u>Login</u> link to display the Student Login box shown in Figure 2-8. Students may login by selecting the <u>Login with</u> <u>my CAC</u> button or by entering their Last Name and last 4 digits of their SSN in the Last Name and Password input fields to access the Student Center home page.

The returning student may use the *Forgot your password* link on the Student Center drop down menu or on the Student Login box to be reminded via email of their username password combination. After a successful login the student is presented with the Student Center home page.

Student Login							
Last Name							
Password							
Login							
Login with my CAC							
Forgot your password?							

Figure 2-8. Student Center - Student Login Box

2.2.1 Returning Student Account Profile Update

The Returning student is periodically required (every 6 months) to update their student profile prior to course enrollment actions. The student is directed to the Student

Registration form to update any changed data. After selecting the <u>Update Account</u> button, the Student Center home page will display.

2.3 Enrollment Process Help

The *Enrollment Process Help* link, when selected, presents the JDTC Student Account Creation and Course Enrollment Process document. This document may be downloaded and/or used as a reference when utilizing the JDTC Student Center.



Figure 2-9. Student Account Creation and Course Enrollment Process Document

3 JDTC Course Enrollment Process

Students who have completed the student account creation process can enroll in JDTC courses. After successfully logging into the Student Center, as shown in Figure 3-1, students are presented course enrollment options displayed under the Student Links quick links.

	I	DEPLOYMENT TRAINING CENTER 849 Levy Street FL Euslis, VA 23604-5363				
Home 🗸 Student Center 🗸 Vir	tual	Campus 🗸 Upcoming Training 🖌 Customer Requested 🖌 🖪 RSS Feeds 🖌 Contact Us 🖌 About JDTC				
Student Center						
Student Links		Welcome to the JDTC Student Center. The Student Center provides access to your student profile, class enrollment, managing				
Register/Enroll in Class		your enrollments, viewing your completed courses, and post course completion surveys.				
Pending Enrollments (Status) No requests currently.		SECURITY REQUIREMENTS				
Withdraw from Class		Please make yourself aware of the security requirements as outline on our Security Requirements page - JDTC Security				
My Transcript		Requirements. If the requirements are not appropriate completed after enrolling for a class, then your enrollment will be cancelle NLT two (2) weeks (14 days) prior to the start of the class.				
Update your Account Profile		PREREQUISTE REQUIREMENTS				
Post-Class Completion Surveys						
Distance Learning Information		Most JDTC courses require the completion of prerequisites prior to enrollment for classroom instruction. Prerequisite training is offered via Distance Learning (DL) on the JDTC SIPRNET website. View instructions for accessing our Distance Learning (DL) Learning Management System (IMS) using the following link _View Campus_How To's				
	_	Leaning wanagement System (LWS) using the following link - virtual campus - now 10's				
Student Center POCs	0	If you are planning to enroll in one of the courses listed below, please first visit our SIPR LMS and complete the required				
		prerequiste beiore stanting your enroinnent process.				
Knowlegde Management		Joint Operation Planning and Execution System (JOPES) Support Personnel Course (JSPC)				
Chief, Scheduling		o Prerequisite - JD 1101 - JOPES Overview				
		Joint Capabilities Requirements Management (JCRM) Course o Prerequisite - GF1101 - Global Force Management (GFM) Overview				
		GCSS-J COP Basic Operator Course				
		 Prerequisite - SA1101 - GCCS-J COP Basic 				
		GCCS-J COP Advanced Operator Course o Prerequisite - SA2102 - GCCS-J COP Advanced Operator Training				
		Global Command and Control System-Joint (GCCS-J) Integrated Imagery and Intelligence (I3) Operator Course O Prerequisite - SA2104 - GCCS-J I3 Operator Course				
		Use of this system constitutes consent to monitoring				
		Please Read our Privacy and Security Statement				

Figure 3-1. Student Center Home Page

3.1 Register/Enroll in Class

Students initiate course enrollment by selecting the <u>Register/Enroll in Class</u> link to display the Course Enrollment initial display screen shown in Figure 3-2. Note: This is also where the New student is led after clicking the *Enroll Me Now* button.

JOINT DEPLOYMENT TRAINING CENTER B49 Levy Street Ft. Eustis, VA 23604-5363					
Home 🗸 Student Center 🗸 Virtual Campus 🖌 Upcoming Training 🖌 Customer Requested 🗸 🛛 RSS Feeds 👻 Contact Us 🚽 About JDTC					
Course Enrollment					
If you are planning to enroll in one of the courses listed below, you will be prompted for your Certificate Number during the registration process. If you have not completed the prerequiste and do not have the certificate number available, please first visit our SIPR LMS and complete the required prerequiste before continuing.					
Joint Operation Planning and Execution System (JOPES) Support Personnel Course (JSPC) O Prerequisite - JD1101 - JOPES Overview Joint Capabilities Requirements Management (JCRM) Course					
 o Prerequisite - GF1101 - Global Porce Management (GFM) Overview GCSS-J COP Basic Operator Course o Prerequisite - SA1101 - GCCS-J COP Basic GCCS-J COP Advanced Operator Course o Prerequisite - SA2102 - GCCS-J COP Advanced Operator Training Global Command and Control System-Joint (GCCS-J) Integrated Imagery and Intelligence (I3) Operator Course o Prerequisite - SA2104 - GCCS-J I3 Operator Course					
SECURITY REQUIREMENTS Please make yourself aware of the security requirements as outline on our Security Requirements page - JDTC Security Requirements. If the requirements are not appropriate ompleted after enrolling for a class, then your enrollment will be cancelled NLT two (2) weeks (14 days) prior to the start of the class.					
Use of this system constitutes consent to monitoring Please Read or a Drivacy and Security Statement					

Figure 3-2. Course Enrollment Initial Display

Select the <u>Start Registration Now</u> button to begin the enrollment process. The following paragraphs describe the JDTC course registration process.

3.1.1 Select Course

On the Course Enrollment screen, a pull-down selection of JDTC Courses is provided (see Figure 3-3).

JOINT DEPLOYMENT TRAINING CENTER 849 Levy Street FL Elustis, VA 23604-5363						
Home 🚽	Student Center 🗸 Virtual Campus 🗸 Upcoming Training 🗸 Customer Requested 🗸 📧 Feeds 🖌 Contact Us 🗸 About JDTC					
	Course Enrollment					
Course/L Course:	Course/Location Selection - Select your course and location. Course: Select a Course					
SECURITY	YREQUIREMENTS					
Please make yourself aware of the security requirements as outline on our Security Requirements page - JDTC Security Requirements. If the requirements are not appropriate completed after enrolling for a class, then your enrollment will be cancelled NLT two (2) weeks (14 days) prior to the start of the class.						
	Use of this system constitutes consent to monitoring					
	Please Read our Privacy and Security Statement					

Figure 3-3. Course Enrollment – Select Course DropDown Menu

Figure 3-4 shows the Joint Operation Planning and Execution System (JOPES) Action Officer Course (JAOC) course selected.

JOINT DEPLOYMENT TRAINING CENTER 849 Levy Street Ft. Eustis, VA 23604-5363 Home - Student Center - Virtual Campus - Upcoming Training - Customer Requested RSS Feeds - Contact Us - About JDTC								
	Course Enrollment							
Course/Loc	Course/Location Selection - Select your course and location.							
SECURITY R	Select a Course Joint Operation Planning and Execution System (JOPES) Support Personnel Course (JSPC) Joint Operation Planning and Execution System (JOPES) Action Officer Course (JAOC)							
Please make completed aft	Joint Operation Planning and Execution System (JOPES) Functional Managers' (FM) Course (JOPES FM) JOPES Executive Presentation (JEP) GCCS-J COP Advanced Operator Course (GCCS-J COP Advanced) GCSS-J COP Basic Operator Course (GCCS-J COP Basic)	quirements are not appropriate						
	(Global Command and Control System-Joint (GCCS-J) Integrated Imagery and Intelligence (I3) Operator Course (GCCS-J I3) Situational Awareness Executive Presentation (SAEP) Joint Capabilities Requirements Management (JCRM) Course (JCRM) JCRM Functional Manager Course (JCRM-FM)							

Figure 3-4. Course Enrollment – Select Course

Figure 3-5 represents the Course Enrollment course title and description for the JOPES Action Officer course. If applicable to the selected course, a Prerequisite Notice displays and the student must acknowledge the statement by selecting the checkbox in order to proceed to the next screen display.

Joint Operation Planning and Execution System (JOPES) Action Officer Course (JAOC)
Provides the Joint Force with extensive hands-on instruction designed for action officers/olanners and senior personnel that are involved in
the planning and execution of joint operations and exercises. This course covers Command Relationships, Joint Operational Planning, Adaptive Planning, Global Force Management (GFM), the roles and responsibilities of AOs/Planners and JOPES guidance. The AOs/Planners will use the JOPES Editing Tool (JET) and the Rapid Query Tool (RQT) for performing TPFDD Analysis, Error Checking, Validation, Force Movement Tracking, and a lesson on In-Transit Visibility (ITV).
Course Prerequisite Notice
To achieve maximum training benefit, the JDTC suggests taking the Joint Operation Planning and Execution System (JOPES) Support Personnel Course (JSPC) prior to attending this course. The JOPES Action Officer Course (JAOC) is designed as the second or advanced course for DoD Joint Deployment professionals at any grade or tenure after JSPC completion and some practical experience. Students will gain the most benefit from completions [Islewing Plancing]
Since individual competencies, experience and responsibilities can differ, there is an alternative path for selected professionals who responsibilities do not require knowledge of the JOPES applications. In JDTC staffs experience, we find JSPC completion is always beneficial, but we will consider granting a waiver to the JSPC prerequisite.
Considerations:
In some case, experienced staff officers and NCOs (O4 and above / E5 and above) may find JAOC sufficient without completing JSPC or OJT if their duties do not include direct or detailed interaction with JOPES applications.
Likewise comprehensive experience with similar applications, e.g. DCAPES, maybe substituted for JSPC completion and OJT with JET/RQT.
JDTC instructors cannot provide individualized remedial instruction to waivered students if it jeopardizes instruction to the remainder of the class.
Prior to requesting a waiver to attend the JAOC course, you must successfully pass the JD2201 JAOC Entrance Exam (JAOC-EE) that is available on the JDTC Learning Management System (LMS). For information on accessing the JDTC LMS - Click Here
Check to a knowledge that you understand the pre-requiste requirements for this course.
curity requirements as outline on our Security Requirements page - JDTC Security Requirements. If the requirements are not appropriate then your enrollment will be cancelled NLT two (2) weeks (14 days) prior to the start of the class.

Figure 3-5. Course Enrollment – Course Description/Prerequisite

3.1.2 Required Course Prerequisites

Some JDTC courses require completion of a Distance Learning (DL) prerequisite course. If so, those specific DL requirements will be shown in the prerequisite box and additional dialog, depicted in Figure 3-6, will be appended within the summary screen.

JDTC	JOINT DEPLOYMENT TRAINING CENTER 849 Levy Street FL Elustis, VA 23604-5363
Home - Student	Center 🗸 Virtual Campus 🖌 Upcoming Training 🖌 Customer Requested 🖌 🛛 RSS Feeds 🖌 Contact Us 🖌 About JDTC
	Course Enrollment
Course/Location Sel	ection - Select your course and location.
Course:	Joint Operation Planning and Execution System (JOPES) Support Personnel Course (JSPC)
Course Description:	Provides the Joint Force with extensive hands-on instruction; designed for personnel who support the joint deployment process. This course covers procedures, applications, Time-Phased Force Deployment Data (TPFDD) guidance, development, and validation, and deployment execution utilizing the JOPES Editing Tool (JET) and the Rapid Query Tool (RQT).
This course requires t instructions for acces	that you have completed the DL course prerequisite. If you have not completed the prerequisite , please return to the Student Center main page for sing the prerequistes. If you have completed the DL lessons, please enter your DL Certificate Number below to continue the enrollment process.
Prerequisite: Comp versio	Netion online pre-requisite training, JD1101, JOPES Overview on the JDTC SIPRNET website at http://www.jdtc.eustis.army.smil.mil or the NIPRNET n at http://jko.jfcom.mil, J50P-US351, JOPES Overview.
DL Certificate Num	Der: Validate
SECURITY REQUIREM	IENTS
Please make yourself a completed after enrollin	aware of the security requirements as outline on our Security Requirements page - JDTC Security Requirements. If the requirements are not appropriate ig for a class, then your enrollment will be cancelled NLT two (2) weeks (14 days) prior to the start of the class.
	Use of this system constitutes consent to monitoring Please Pead our Privacy and Sen with Statement
	and the second se

Figure 3-6. Course Enrollment – Required Course Prerequisites

3.1.3 Select Course Location

The course Location must be selected. In Figure 3-7, the Location dropdown provides location options for the JOPES Action Office course.

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	Course Enrollment								
Course/Location Selection - Selection	Course/Location Selection - Select your course and location.								
Course:	Joint Operation Planning and Execution System (JOPES) Action Officer Course (JAOC)								
Course Description:	Durse Description: Provides the Joint Force with extensive hands-on instruction designed for action officers/planners and senior personnel that are involved in the planning and execution of joint operations and exercises. This course covers Command Relationships, Joint Operational Planning, Adaptive Planning, Global Force Management (GFM), the roles and responsibilities of AOs/Planners and JOPES guidance. The AOs/Planners will use the JOPES Editing Tool (JET) and the Rapid Query Tool (RQT) for performing TPFDD Analysis, Error Checking, Validation, Force Movement Tracking, and a lesson on In-Transit Visibility (ITV).								
Prerequisite Acknowledgement:	JAOC Course Prerequisite Acknowledged								
Location: * Select JDTC unless directed othe	Select Location Select Location PNQ - USTRANSCOM-HQ-Scott AFB								
SECURITY REQUIREMENTS	HQ - USNORTHCOM-HQ-Peterson AFB Resident - JDTC-Resident-Joint Base Langley-Eustis USAFE - USAF-USAFE-Ramstein AB								
Please make yourself aware of the security requirements as outline on our Security Requirements page - JDTC Security Requirements. If the requirements are not appropriate completed after enrolling for a class, then your enrollment will be cancelled NLT two (2) weeks (14 days) prior to the start of the class.									
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Figure 3-7. Course Enrollment – Course Location

After selecting the Location, additional summary information may be presented to the Student , as shown in Figure 3-8. Select the <u>Next</u> button to continue the enrollment process.

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	Course Enrollment							
Course/Location Selection - Se	ect your course and location.							
Course:	Joint Operation Planning and Execution System (JOPES) Action Officer Course (JAOC)							
Course Description:	Description: Provides the Joint Force with extensive hands-on instruction designed for action officers/planners and senior personnel that are involved in the planning and execution of joint operations and exercises. This course covers Command Relationships, Joint Operational Planning, Adaptive Planning, Global Force Management (GFM), the roles and responsibilities of AOs/Planners and JOPES guidance. The AOs/Planners will use the JOPES Editing Tool (JET) and the Rapid Query Tool (RQT) for performing TPFDD Analysis, Error Checking, Validation, Force Movement Tracking, and a lesson on In-Transit Visibility (ITV).							
Prerequisite Acknowledgement:	JAOC Course Prerequisite Acknowledged							
Location:	Resident - JDTC-Resident-Joint Base Langley-Eustis 💌							
* Select JDTC unless directed other	erwise by your Command or Organization.							
	NEXT							
SECURITY REQUIREMENTS								
Please make yourself aware of the completed after enrolling for a class	security requirements as outline on our Security Requirements page - JDTC Security Requirements. If the requirements are not appropriate , then your enrollment will be cancelled NLT two (2) weeks (14 days) prior to the start of the class.							
	Use of this system constitutes consent to monitoring Please Read our Privacy and Security Statement							

Figure 3-8. Course Enrollment - Summary Screen

3.1.4 Enroll in Course Session

The student must select a course offering by clicking on the corresponding <u>*Enroll*</u> button within the *Select* column. Figure 3-9 shows five offerings for the selected course.

			Course Enrollment					
urse Session Selection - Select one of the classes scheduled below to register. Int Operation Planning and Execution System (JOPES) Action Officer Course at JDTC-Resident-Joint Base Langley-Eustis								
Select	CourselD	Class Number	Location	Begin Date	End Date	Open Seat		
Enroll	JD2101	XT13-0143	Bldg: 849 Room # 11	2-04-2013	2-08-2013	12		
Enroll	JD2101	XT13-0086	Bldg: 849 Room # 11	3-25-2013	3-29-2013	4		
Enroll	JD2101	XT13-0107	Bldg: 849 Room # 11	4-15-2013	4-19-2013	13		
Enroll	JD2101	XT13-0126	Bldg: 849 Room # 13	5-20-2013	5-24-2013	18		
Enroll	JD2101	XT13-0140	Bldg: 849 Room # 11	6-17-2013	6-21-2013	18		



When the student clicks *Enroll*, the Enrollment Confirmation summary screen appears (Figure 3-10). The student should review the course data (course name, class dates, location, amplifying information if entered) and select the <u>*Confirm*</u> button.

Note: The *Comments* box is for JDTC use to provide as needed course elaboration.

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	Enrollment Confirmation							
You are requesting enrollment for the following class:								
Course: JD2101 - Joint Operation Planning and Execution System	m (JOPES) Action Officer Course (JAOC)							
Class #: XT13-0063	Class dates: 2/11/2013 to 2/15/2013							
Location: USMC-1st Marine Expeditionary Force-Camp Pendleto	on Bldg: Room:							
Comments:								
	Confirm							
SECURITY REQUIREMENTS								
Please make yourself aware of the security requirements as outline on our Security Requirements page - JDTC Security Requirements. If the requirements are not appropriate completed after enrolling for a class, then your enrollment will be cancelled NLT two (2) weeks (14 days) prior to the start of the class.								
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Figure 3-10. Course Enrollment – Confirm Course Request

3.1.5 Submit Course Request

On the Confirm Enrollment Request screen, Figure 3-11, the student must check all acknowledgement statements and enter their O6 or above information. The student will not be able to proceed until this information is complete. After selecting the <u>Submit</u> button, the course enrollment process is complete.

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Enrollment Confirmation
Understanding Acknowledgments
□ I understand that IAW DJSM 30603-09 all students taking Joint Deployment Training Center (JDTC) Certificate Granting Courses will be evaluated on a PASS/FAIL basis with a minimum end-of-course examination score of 80%. Read More
□ I understand that as part of the PASS/FAIL remediation process OR a 'No Show' status for the selected course above the following O-6 or higher in my chain-of-command will be notified by the JDTC as to my training status. Service:
Select Location
Email Address: Commericial Phone:
I understand, the Joint Deployment Training Center (JDTC) does not prepare or supply any military/travel orders or correspondence for attending my requested training event. My Service, Combatant Command, Agency, or company will provide the travel and per diem costs to attend the requested training. Click Submit to confirm your correliment request for this course.
Click Submit to confirm your enrollment request for this course.
Submit
SECURITY REQUIREMENTS
Please make yourself aware of the security requirements as outline on our Security Requirements page - JDTC Security Requirements. If the requirements are not appropriate completed after enrolling for a class, then your enrollment will be cancelled NLT two (2) weeks (14 days) prior to the start of the class.
Use of this system constitutes consent to monitoring Please Read our Privacy and Security Statement

Figure 3-11. Course Enrollment – Confirm Enrollment Request

The last dialog screen, Course Enrollment Confirmation (Figure 3-12), provides concluding instructions and links the student back to the Student Center home page.

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Enrollment Confirmation
Thank you for your request.
Your enrollment for JD2101 - Joint Operation Planning and Execution System (JOPES) Action Officer Course (JAOC) is complete. For JDTC to approve your enrollment, please ensure you complete the security requirements as outline on our Security Requirements page - JDTC Security Requirements
If you just created your student account, prior to registering; you should receive a "JDTC Online Student Account Verification" email within 24 hours. If you you do not receive the email, you can email our support using one of the 'Contact Us' links that are available through out the site.
Again, PLEASE ensure you complete the security requirements as outline on our Security Requirements page - JDTC Security Requirements in order to avoid delays in approving your enrollment request.
Thank you and we look forward to having you attend JD2101 - Joint Operation Planning and Execution System (JOPES) Action Officer Course (JAOC).
Training Site Availablity Notice - MTT POC
Use the mail link to the left to contact the JDTC Registrar for availability and attendance approval information.
Return To Student Center SECURITY REQUIREMENTS Please make yourself aware of the security requirements as outline on our Security Requirements page - JDTC Security Requirements. If the requirements are not appropriate completed after enrolling for a class, then your enrollment will be cancelled NLT two (2) weeks (14 days) prior to the start of the class.
Use of this system constitutes consent to monitoring

Figure 3-12. Course Enrollment – Enrollment Confirmation

3.2 Pending Enrollments – Status

The <u>Pending Enrollments (Status)</u> link displays the Pending Enrollments screen, Figure 3-13, and enables the student to review status(es) of course enrollment selections made and provides amplifying course and JDTC information as necessary.

	JDTC	Join	T DEPLOYMENT	TRA	NII	NG C	ENT	ER		
Home 🚽	Student C	Center 🚽 Vii	tual Campus 🚽 Upcoming Training 🚽 Custo	mer Requested .	🚽 🖪	SS Feeds -	Contact U	5604-5363 5 🚽 Aboi	ut JDTC	
name here are the upcoming courses you have requested.										
Course	Course ID	Class ID	Location	Bidg	Room	Begin Date	End Date	Status	Comments	
JAOC	JD2101	XT13-0063	USMC-1st Marine Expeditionary Force-Camp Pendleton			2-11-2013	2-15-2013	Pending		
For any q	uestions call t in SupPendin	the Registrar at g status, you n	DSN: 826-4944 or Commercial: 757-878-4944. nay resend the Supervisor Verification email to your s	upervisor by clickir	ng on "Re	send Email" ir	n red below.			
No curre	it enroinnents	an Supervisor	rending status.							
Students to the JD1	attending cou C at least five	rses at the JDT a days prior to o	C require a Final US Secret clearance. Interim Secre class.	t clearances are no	ot sufficie	nt. Your Secu	rity Clearance	information	must be provided	
Students	attending trair	ning at location	s other than Ft. Eustis will submit security clearance	information confirm	nation in a	accordance wi	th instructions	provided b	y that site.	
If you are attending a class located at Ft. Eustis, please address clearance confirmations to the Joint Deployment Training Center (Attn: Visitor Control), Ft. Eustis VA 23604. Fax Security Clearance information to the Registrar, at Comm 757.878.6542 or DSN 826.6542. If a visit request is not approved by the JDTC, the prospective students or their POC will be notified.										
Back to	Main Menu.									
			Use of this system constitutes	consent to monitoring						
			Please Read our Privacy and	d Security Statement						

Figure 3-13. Student Center – Pending Enrollments

3.3 Withdraw from an Upcoming Class

The <u>Withdraw from an Upcoming Class</u> link enables the student to withdraw from any previously made Class Enrollments. The Course Enrollment Withdrawal screen, Figure 3-14, displays all course enrollments for the student.

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Home 🚽	Home 🗸 Student Center 🗸 Virtual Campus 🖌 Upcoming Training 🖌 Customer Requested 🖌 🗷 RSSS Feeds 🖌 Contact Us 🚽 About JDTC								
name Select a co	name here are the courses you have requested. Select a course below by clicking the "Select", then click the "Submit" button.								
Select	Course Title	Course ID	Class ID	Begin Date	End Date	Approved	Comments		
Select	JAOC	JD2101	XT13-0063	2-11-2013	2-15-2013	Pending			
Click Submit to initiate the Withdraw Request. Back to Main Menu . Use of this system constitutes consent to monitoring									
			Please Read our	Privacy and Security Sta	tement				

Figure 3-14. Student Center – Withdraw from Enrolled Course

To withdraw from a course, the student must FIRST click the <u>Select</u> link to highlight the course as shown in Figure 3-15. When highlighted, the course information will display with a pink background. Click the <u>Submit</u> button to withdraw from the course and return to the Student Center home page.

Home Student Center Virtual Campus Upcoming Training Customer Requested R55 Feeds Contact Us About JDTC									
name here are the courses you have requested.									
Potent	Course Title	Course ID	Class ID	Begin Date	End Date	Approved	Comments		
Select	JAOC	JD2101	XT13-0063	2-11-2013	2-15-2013	Pending			
Select JAOC JD2101 XT13-0063 2-11-2013 2-15-2013 Pending Click Submit to initiate the Withdraw Request. Back to Main Menu .									

Figure 3-15. Student Center – Withdrawal Course Selected

3.4 My Transcript

The <u>My Transcript</u> link enables returning students to view their JDTC completed class history. As shown in Figure 3-16, students may view upcoming course registrations, completed courses (Graduated Courses) and courses in which the student did not attend the class.

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				Transcript					
Graduated	Graduated Courses (Student name)								
You have not Gra	duated from any class	ses at this time.							
Registered/	Approved								
Course Title	Course ID	Class Number	Event ID	Location	Begin Date	End Date			
JAOC	JD2101	130211-M2	XT13-0063	USMC-1st Marine Expeditionary Force-Camp Pendleton	2-11-2013	2-15-2013			
Other [Cano	Other [Canceled/NoShow]								
You have attende	d all registered classe	S.							
			ί	ise of this system constitutes consent to monitoring					
				Please Read our Privacy and Security Statement					

Figure 3-16. Student Center – Student Transcript

3.5 Update Your Account Profile

The <u>Update Your Account Profile</u> link allows students to update their student account information. The Student Account Information Update page, which is the populated Student Registration form, displays. Students may update fields as appropriate and select the <u>UPDATE ACCOUNT</u> button to save changes to profile data.

3.6 Distance Learning Information

The <u>Distance Learning Information</u> link displays the Distance Learning Courses screen, Figure 3-17, and provides the latest information on JDTC Distance Learning courses and activities. Inquiries into Distance Learning programs should be directed to the Interactive Multimedia Instruction (IMI) team. For additional information, the IMI team may be contacted via the link provided at the bottom of the Distance Learning page.

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Distance Learning Courses		
Most JDTC courses require the completion of prerequisites prior to enrollment for classroom instruction. Prerequisite training is offered via Distance Learning (DL) on the JDTC SIPRNET website (http://www.jdtc.eustis.army.smil.mil). Listed below are the prerequisite courses. • JSPC Prerequisite - JD1101 - JOPES Overview • JCRM Prerequisite - GF1101 - Global Force Management (GFM) Overview • GCCS-J COP Basic Prerequisite - SA1101 - GCCS-J COP Basic • GCCS-J COP Advanced Prerequisite - SA2102 - GCCS-J COP Advanced Operator Training • GCCS-J I3 Prerequisite - SA2104 - GCCS-J I3 Operator Course		
Jpon completion of the prerequisite a Certificate Number is provided and used during the process of registering for the class.		
n addition to course prerequisites, JDTC offers a number of self-paced DL courses from the JDTC SIPRNet site (http://www.jdtc.eustis.army.smil.mil): • AD1000 - Virtual Campus-Welcome • GF1201 - JCRM Requirements Training • GF1202 - JCRM Force Provider • GF1203 - JCRM Force Provider • GF1203 - JCRM Force Provider (FP) and Requirements Training (RT) Reference Tool • JD1000-QRT - JSPC Quick Reference Tool • JD2201 - JOPES Action Officer Course Entrance Exam • SA1201 - GCCS-J COP Reachback Tool		
From Joint Knowledge Online (http://jko.jten.mil/): • J3SN-US605 - Situational Awareness Executive Presentation (SAEP) • J50P-US002 - JPOC • J50P-US351 - JOPES Overview • J50P-US352 - JOPES Executive Presentation (JEP) f you have any questions please contact (email) our IMI team at (757) 878-4936.		
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Figure 3-17. Distance Learning Courses and Information

ACRONYMS

CAC	Common Access Card
DL	Distance Learning
IMI	Interactive Multimedia Instruction
JDTC	Joint Deployment Training Center
JOPES	Joint Operation Planning and Execution System
POC	Point of Contact
SSN	Social Security Number