




**PRINT THESE INSTRUCTIONS FIRST OR SAVE TO YOUR DESKTOP BEFORE PROCEEDING. FOLLOW INSTRUCTIONS STEP-BY-STEP TO ENSURE YOU RECEIVE CREDIT FOR YOUR TRAINING ON JKO.**

### Steps for Establishing/Updating JKO Accounts:

- ☐ **Step 1: Login to JKO Learning Content Management System (LCMS).** Go to <https://jkodirect.jten.mil> and click “OK” on the DoD Warning Banner. Under **Login Options**, click “Login with CAC (Internet Explorer only)” and select your current CAC certificate in the “Select Certificate” pop up box and click “OK.” Non-CAC users follow instructions provided on the login page to submit an account request to the JKO Help Desk.

First time students are automatically directed to the “My Profile” page to establish a JKO account profile.

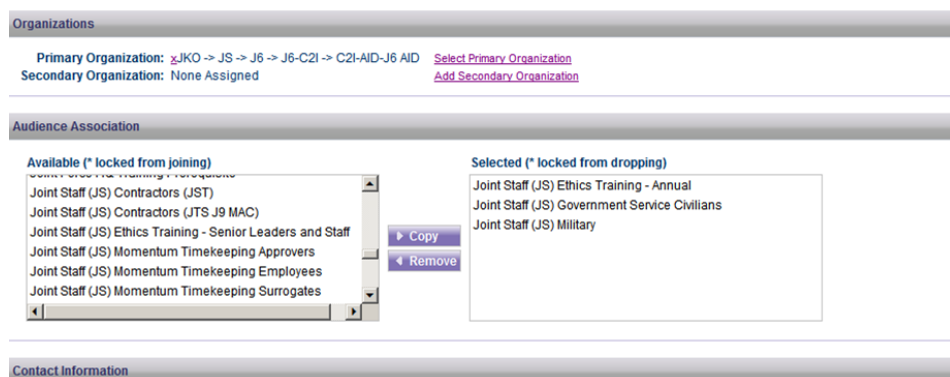
Returning students wanting to update your profile, click the  [My Profile](#) link at the upper left corner of the JKO LCMS page.

- ☐ **Step 2: Create/update your JKO profile.** Complete all required fields (marked by \*) on the “My Profile” page, noting specific guidance below regarding your user name, organization and email. **IMPORTANT:** Pay close attention to the information you provide in your profile because it determines how your training completions are recorded and reported, and how you will receive notification of training requirements.

➡ **User Name** – replace the system-default numeric in the box with an easily recalled user name of your choice.

➡ **Primary Organization** – you must designate the primary organization where you work. Training records are segregated and reported by primary organization. To ensure your training completion records are accurately reported to your organization, you must correctly designate the primary organization in your profile.

In the “Organizations” section, click the “Select Primary Organization” link which will open an organizational tree. Continue clicking the arrow icon ( ▶ ) to the left of the folder to expand the organization structure to the level necessary to identify your primary organization. Once your appropriate organization is highlighted, click “Select Organization” at the bottom of the page to record this selection as your primary organization.



The screenshot shows the 'Organizations' section with a breadcrumb trail: 'JKO -> JS -> J6 -> J6-C2I -> C2I-AID-J6 AID'. It includes links for 'Select Primary Organization' and 'Add Secondary Organization'. Below is the 'Audience Association' section, which contains two lists of organizations. The 'Available (\* locked from joining)' list includes: Joint Staff (JS) Contractors (JST), Joint Staff (JS) Contractors (JTS J9 MAC), Joint Staff (JS) Ethics Training - Senior Leaders and Staff, Joint Staff (JS) Momentum Timekeeping Approvers, Joint Staff (JS) Momentum Timekeeping Employees, and Joint Staff (JS) Momentum Timekeeping Surrogates. The 'Selected (\* locked from dropping)' list includes: Joint Staff (JS) Ethics Training - Annual, Joint Staff (JS) Government Service Civilians, and Joint Staff (JS) Military. Between the lists are 'Copy' and 'Remove' buttons. At the bottom is a 'Contact Information' section.

➡ **Business Email** – enter the email address you want to use to receive JKO notifications of training requirements and mandatory course enrollments.

Click the “Save” button at the bottom of the page to return to the JKO (LCMS) main page to begin taking courses.