

Now Available on Joint Knowledge Online (JKO)

SEJPME I and II Courses

Instructions for Establishing a JKO Account:

1. For CAC holders, login to the JKO Learning Content Management System (LCMS) at: <https://jkodirect.jten.mil>

Note: Non-CAC holders, please follow the instructions on the JKO login page at URL above to obtain a JKO account using the “First Time Student, no CAC” options.

2. You will be prompted to read and acknowledge the DoD Warning Banner. Click the “OK” button.

DoD Warning Banner

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

3. CAC holders, select the “Login using my CAC” link within the “CAC Login” box located on the lower right-hand side of the login screen.

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DHA/MHS Training & Access to HIPAA Training
[Go to Defense Health Agency/Military Health System Education & Training](#)

SEJPME I and II Now Available [\(video\)](#)

JS-US007: Level I Antiterrorism Awareness Training
[CAC users click here & search for 'antiterrorism' in the course catalog](#)
[Non-CAC users click here](#) (i.e. Family Members, Dependents, Contractors w/o JKO Accounts)

Login Options
[Login with CAC](#) (Internet Explorer only)
[Returning students used CAC before but want a username/password login](#)

First Time Student, No CAC
[I have a .MIL, .GOV, .NPS.EDU or .DODEA.EDU address](#)
[I do NOT have a .MIL, .GOV or .NDU.EDU address or I am a Multi-National Student](#)

Account/Login Assistance
JKO Help Desk: Monday - Friday 24 hours a day support.
jkohelpdesk@jten.mil or COMM: 757-203-5654, DSN: 668-5654

Login

Username:

Password:

[Forgot Username?](#) [Forgot Password?](#)
[Received a token? Click here.](#)

CAC Login

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4. You will then be prompted to **“Select a Certificate”** from your CAC (either certificate will work). If you are a first time JKO user, you will be prompted to fill out a student profile. This is a critical step in setting up your account. The fields with **RED** labels are **required** to be completed. When complete, **you must** click the **“Save”** button at the bottom of the profile page.

My Profile [Show/Hide Gadgets](#)

RED label indicates a required field **Test Email**

Personal Data

First Name: FIRST
Middle Name: MIDDLE
Last Name: LAST
User Name: FIRST.M.LAST
Edipi: 1234567890
Country of Citizenship: UNITED STATES

Role: Tech Administrator **Reset my Password**

The system will assign your role as Student. Only an authorized System Administrator can change this field.

This data is retrieved from your CAC card automatically.

Career Information

Account Type: Other
Pay Grade: N/A
Branch of Service: N/A
Duty Station:

Use the Pull-down arrows to select your appropriate Account Type, Pay Grade and Branch of Services.

Organizations

Primary Organization: UNASSIGNED [Select Primary Organization](#)
Secondary Organization: None Assigned [Add Secondary Organization](#)

You can select an organization from the list but this is not a mandatory field.

Audience Association

Available (* locked from joining)

- ARCYBER CIV
- ARNORTH Supervisors
- DD J7 Reserves Newcomers
- DDRCD DA Civilian
- DDRCD Military
- JIOWC-JIOWC-CCA
- Joint Staff / IS/ Contractors (JST)

Selected (* locked from dropping)

Copy all
Copy
Remove
Remove All

Not a mandatory field.

Contact Information

Phone / Email Information:

Business Email: first.m.last.civ@mail.mil

Enter your Email address.
Click Save below!

Save **Reset**

NOTE: Remember to click the **“Save”** button at the bottom of the page to save your profile.

Locating and Enrolling in either the SEJPME I or II Course:

Once your account has been created, you will be taken to the JKO LCMS “My Training” tab. The “My Training” tab is the default landing page for students when entering the JKO LCMS. This page contains all courses a user is Enrolled in or Assigned. A user can re-launch a course they are currently enrolled in without having to search for it in the “Course Catalog” from this tab.

5. Click the “Course Catalog” tab to go to the course catalog to search for the SEJPME course.

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My Training **Course Catalog** Certificates Community

My Profile Help Refresh

Alerts

Start Date	Title	Description	Details
2/13/2015	ARMY AKO Emails Deac ... *	One Week remains until the projected elimination of the Army AKO Emails. JKO Users are asked to review and upd (more)	view
11/17/2014	New LMS Capability! *	Training Coordinators may create alerts for their Organizations. Alerts serve as helpful reminders to users ab (more)	view
11/17/2014	Communities are her ... *	The Community Tab above contains many topic-specific communities where users can go for resources, links, and (more)	view

* Denotes a System Alert

Courses and Curriculum

Shown below are courses and curricula which have been assigned to you by training staff or that you have enrolled in.

Search Clear Search

Course Number	Title	Status	Status Date	Actions	Due Date	Enrollment Expiry Date	Source	Student Tools
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6. From the “Courses” sub tab, type “SEJPME” in the “Title” field and click the “Search” button. The two SEJPME courses will appear in the course catalog. Click the “Enroll” button to enroll in either SEJPME course. Please click the “Continue” button in the “Course Enrollment” confirmation popup that appears.

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My Training Course Catalog Certificates Community

My Profile Help Refresh

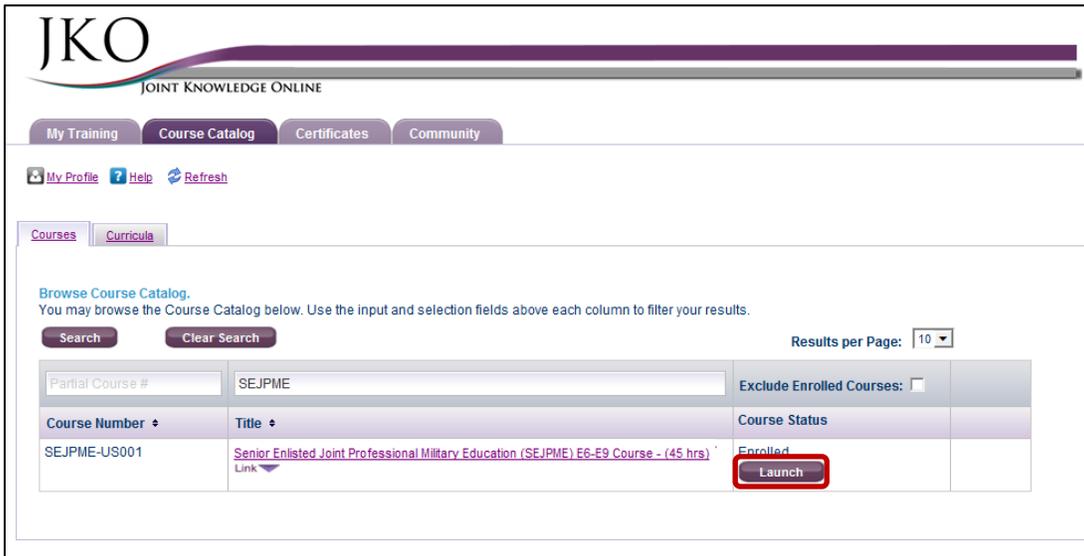
Courses **Curricula**

Browse Course Catalog.
You may browse the Course Catalog below. Use the input and selection fields above each column to filter your results.

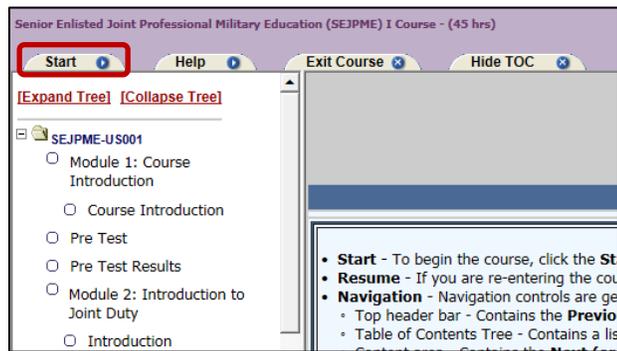
Search Clear Search Results per Page: 10

Prefix	Course Number	Title	Course Status	ATRRS
SEJPME	-US001	Senior Enlisted Joint Professional Military Education (SEJPME) I Course - (40 hrs) Link	Enroll	ATRRS (No DL Points)
SEJPME	-US002	Senior Enlisted Joint Professional Military Education (SEJPME) II Course - (45 hrs) Link	Enroll	ATRRS (No DL Points)

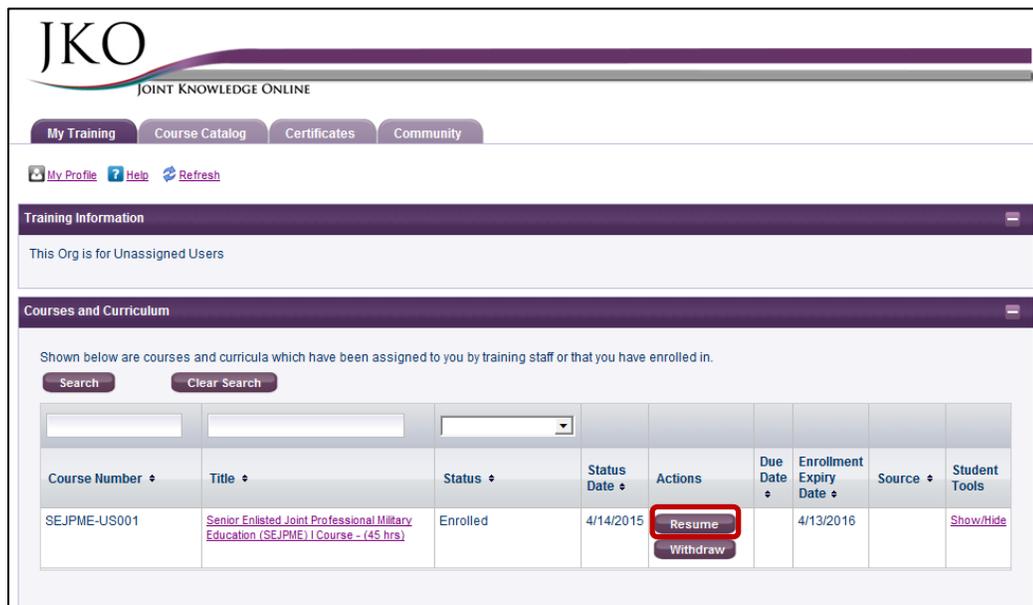
- Click the **“Launch”** button to open the course. The course player will open in a new browser tab



- Click the **“Start”** tab at the top left of the screen to begin the course.



- When you return to JKO, login and click the **“Resume”** button from the **“My Training”** tab to re-launch the course.



10. When you have completed the course, you may view or print out your completion certificate by clicking on the **“Certificates”** tab at the top of the page. On the certificates page, locate the course of interest and click on the certificate icon in the **“Certificate”** column to access your certificate.

My Training Course Catalog **Certificates** Announcements / Links

[My Profile](#) [Refresh](#) [Show/Hide Gadgets](#)

Shown below are all learning/training activities in which you have been enrolled in the past.

Show Individual Courses Show Curricula [Transcript](#)

Passed All

Apply Filters Clear Filters Results Per Page: 10

Course ID	Title	Primary Instructor	Mode	Passed Date	Certificate
SEJPME -US001	Senior Enlisted Joint Professional Military Education (SEJPME) E6-E9 Course - (45 hrs)		Web Enabled	4/17/2015	

Help Desk Information:

For assistance accessing JKO, enrolling in a course, printing a certificate, or if you have general questions, contact the JKO Help Desk, Monday - Friday from 0700-2300 EST at: jkohelpdesk@jten.mil; COMM: 757-203-5654; DSN: 668-5654.