Joint Knowledge Online (JKO) Senior Enlisted Joint Professional Military Education (SEJPME) Multi-National Student Instructions

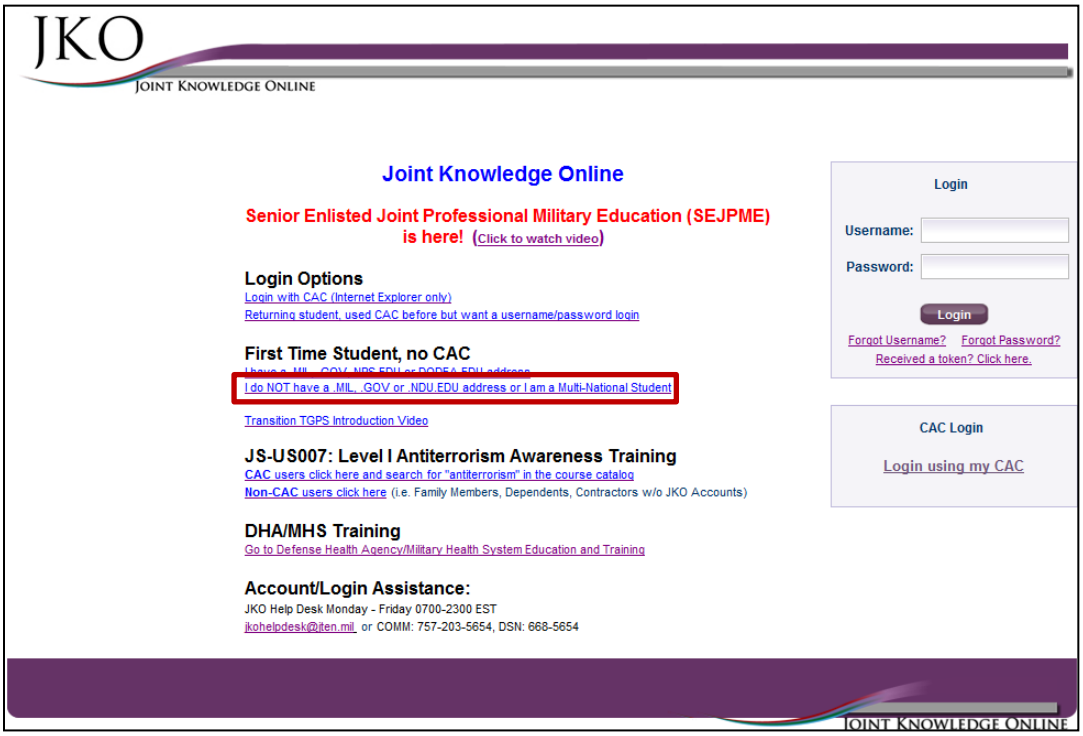
Note: **Multinational students require a United States Military or Federal Government Civilian sponsor to obtain a JKO account. Accounts will take approximately one business day to process after the JKO Help Desk receives your sponsor's endorsement (details below).**

Establishing a JKO Account:

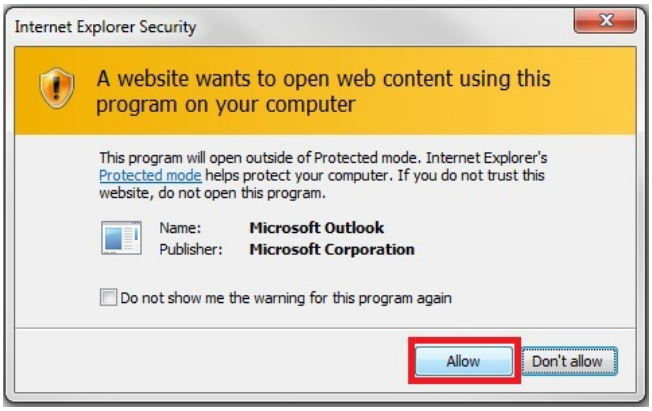
1. Go to the JKO login page at https://jkodirect.jten.mil.

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

3. Under the ***First Time Student, no CAC*** section, click the "I do NOT have a .MIL, .GOV or .NDU address or I am a Multi-National Student" link.



Note: Your browser may launch a security window (as seen below). Click **Allow** to proceed.



4. The below auto formatted email will open addressed to the JKO Help Desk. Please fill in **ALL** requested information in sections 1, ***CHANGE the 'To' address*** and send it to your GOV/MIL sponsor.

5. Request your GOV/MIL sponsor verify your information and then forward the email to the JKO Help Desk (jkohelpdesk@jten.mil).

Section to be filled in by requesting multi-national student

Section to be filled in by GOV/MIL sponsor

Send

To... jkohelpdesk@jten.mil

Cc...

Subject: Access Request for Joint Knowledge Online

1. COMPLETE AND SEND TO YOUR SPONSOR

My contact info is:

Country of Citizenship: Your country of citizenship

First Nm: Your first name

Middle Nm: Your middle name

Last Nm: Your last name

Org: The organization you are part of or associated with

Email: Your email address

NON-CAC USERS DO NOT GET ATRRS CREDIT

2. FILL IN BY GOV/MIL SPONSOR

Is the sponsored person:

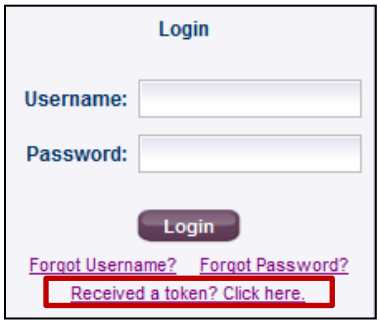
a. US Mil-Reservist?
b. US DoD Contr?
c. Other? In "Other" field, sponsor is to state that requestor is a multi-national requesting student

Sponsor forward this email to JKOHelpDesk@jten.mil from your .GOV, .MIL or .NDU.EDU email.

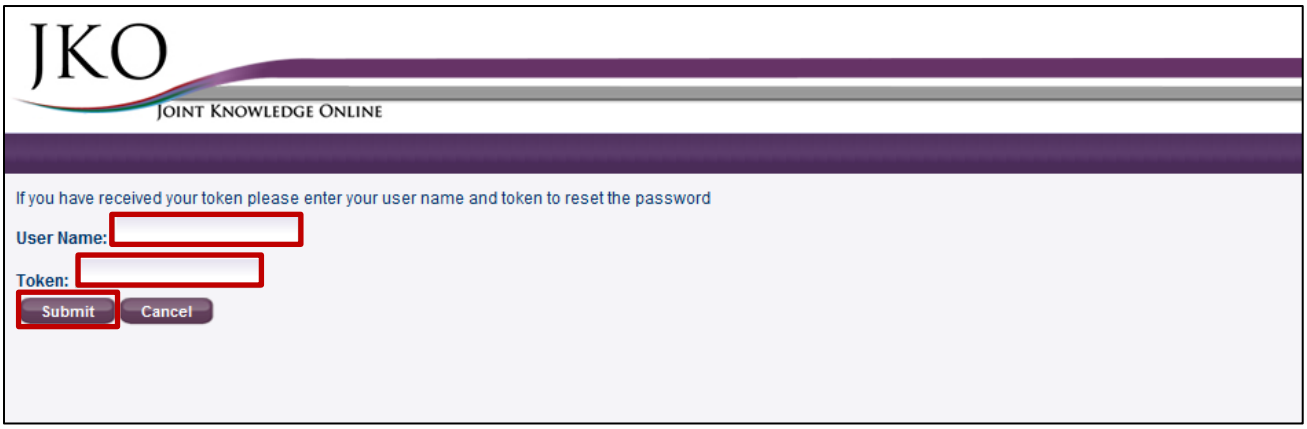
6. When your account request has been processed, you will receive two emails; one will contain your JKO User Name, the other will contain a Token that will allow you to create a login password.

Note: A JKO Token is valid for only 24 hours. Please establish your JKO login password within 24 hours of receiving a token. If your token expires, please contact the JKO Help Desk for assistance at jkohelpdesk@jten.mil**.**

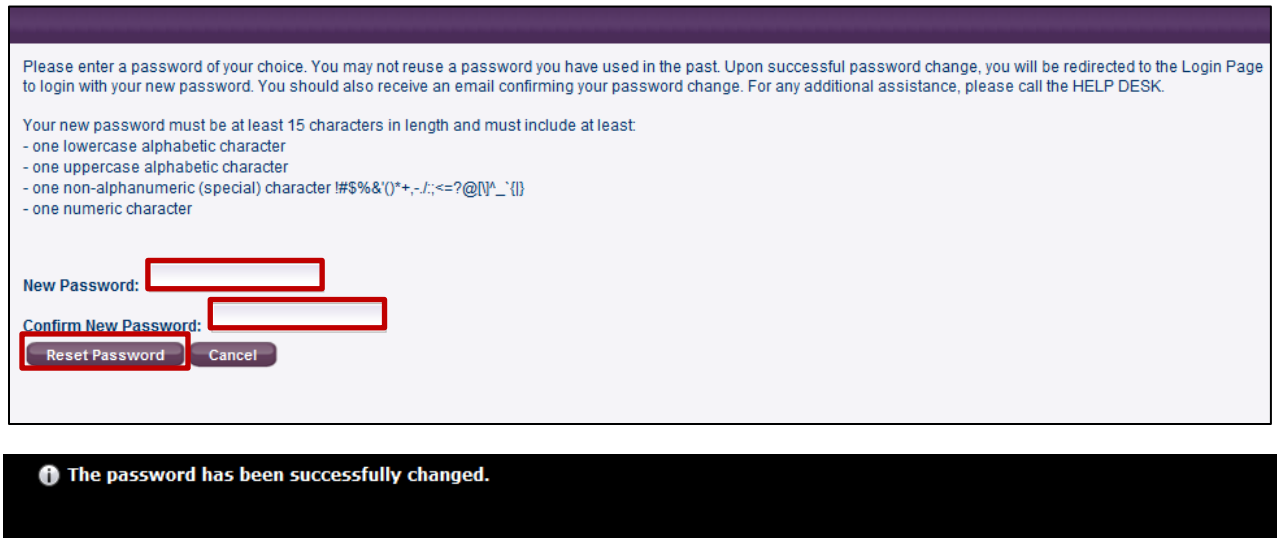
Once you have received your JKO User Name and token, please go to the JKO login page at https://jkodirect.jten.mil and select the link, "Received a token? Click here."



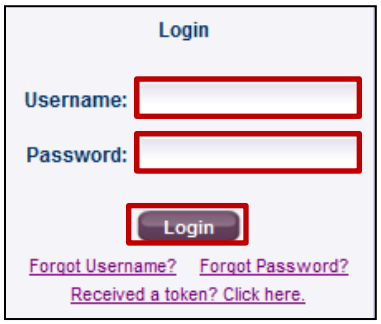
7. Enter your User Name and token in the indicated fields and click the **Submit** button to go to the password creation page.



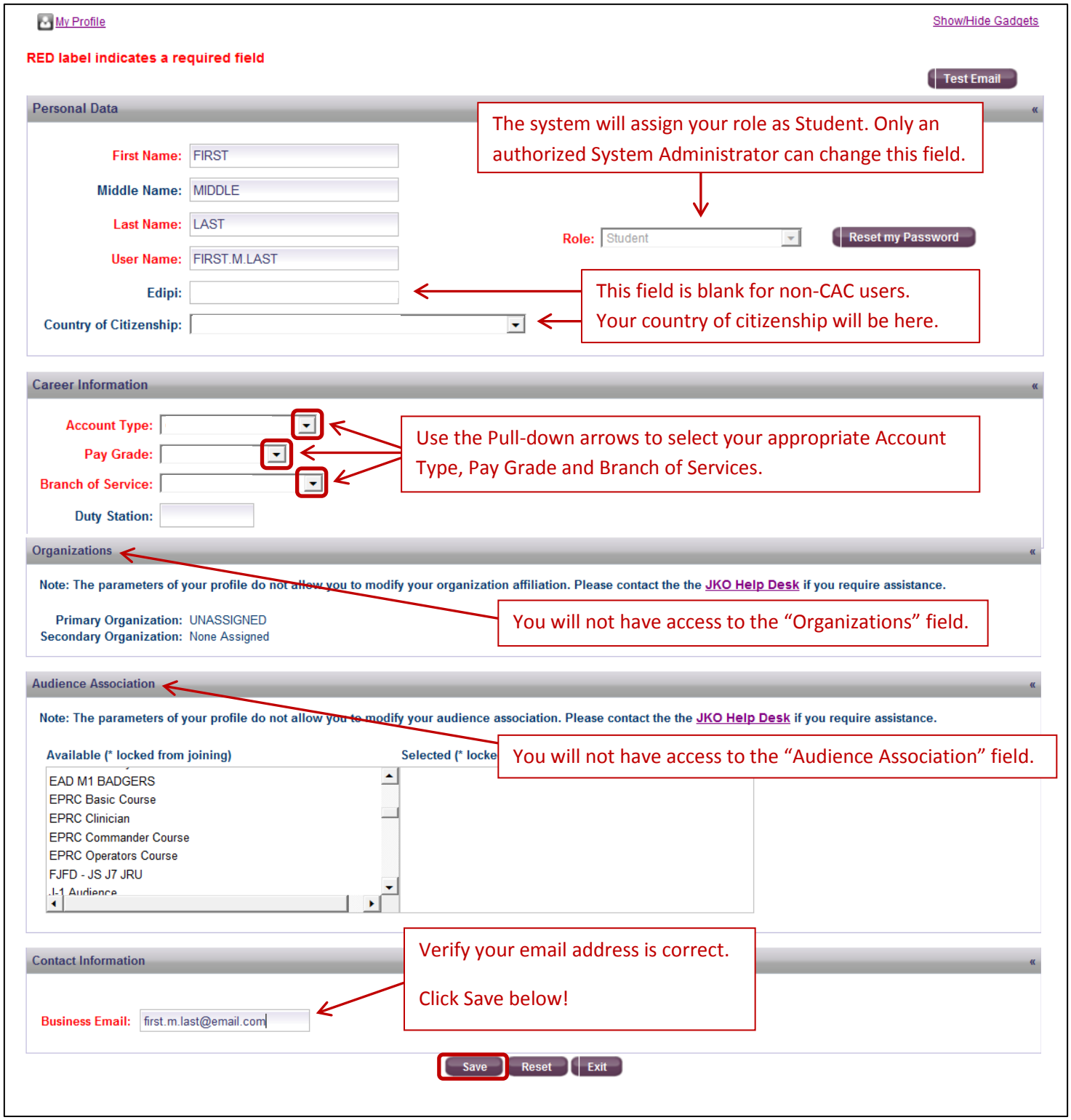
8. Read the information on the password creation page. Type your password in the ***New Password*** field, confirm your password by typing it in the ***Confirm New Password*** field and click the **Reset Password** button. If your password is acceptable, you will be directed back to the JKO login page and see a black banner at the top of the screen that says "The password has been successfully changed."



9. Login to JKO using your username and newly created password. Type your username and password in the indicated fields and click the **Login** button.



10. First time JKO users will be prompted to verify the information on their 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.

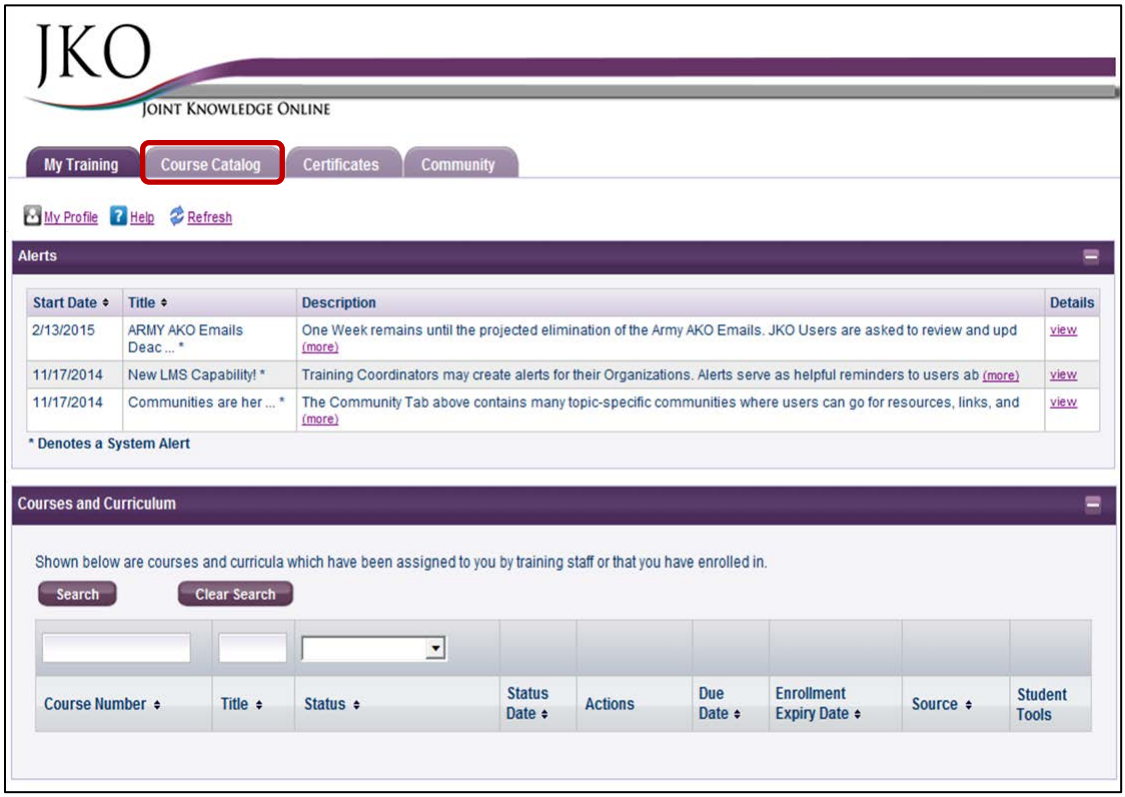


Note: *Remember to click the* **Save** *button at the bottom of the page to save your profile.*

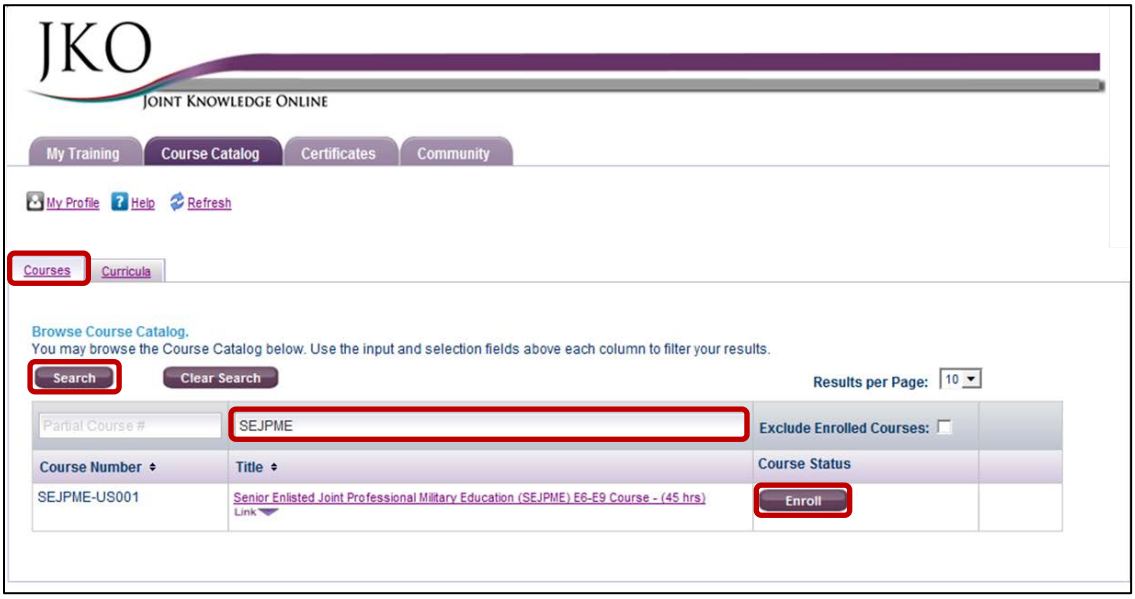
Locating and Enrolling in the SEJPME (E6-E9) Course:

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

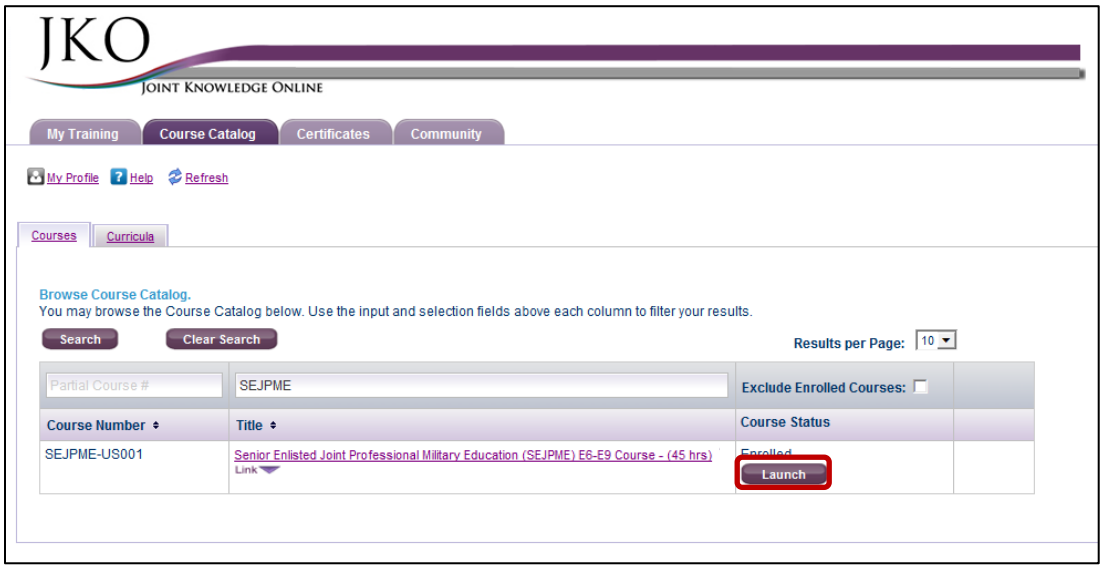
11. Click the ***Course Catalog*** tab to search for the SEJPME course.



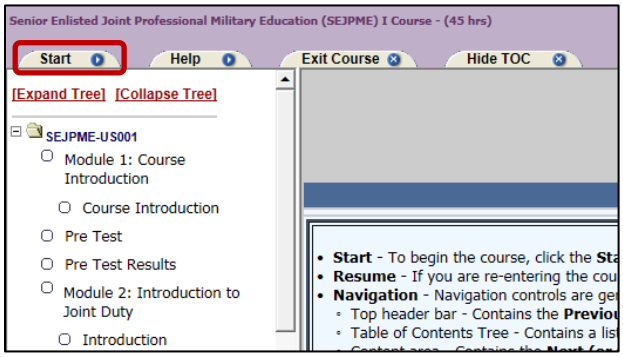
12. From the ***Courses*** sub tab, type "SEJPME" in the ***Title*** field and click the **Search** button. Two SEJPME course options will appear in the course catalog. Click the **Enroll** button to enroll in one of the SEJPME courses. Please click the **Continue** button in the ***Course Enrollment*** confirmation popup that appears.



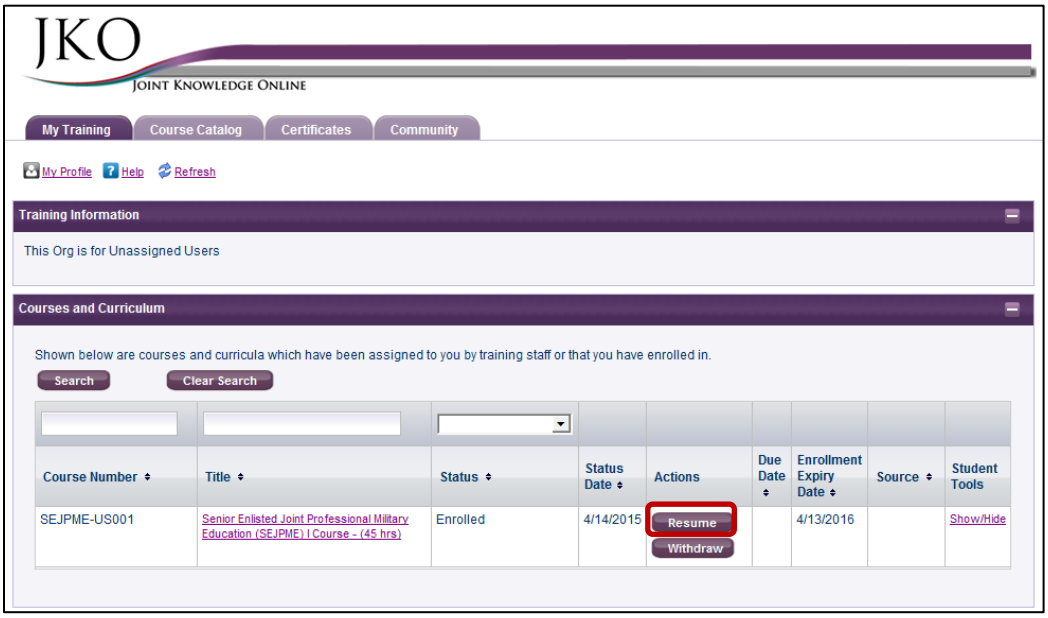
13. Click the **Launch** button to open the SEJPME course. The course player will open in a new browser tab.



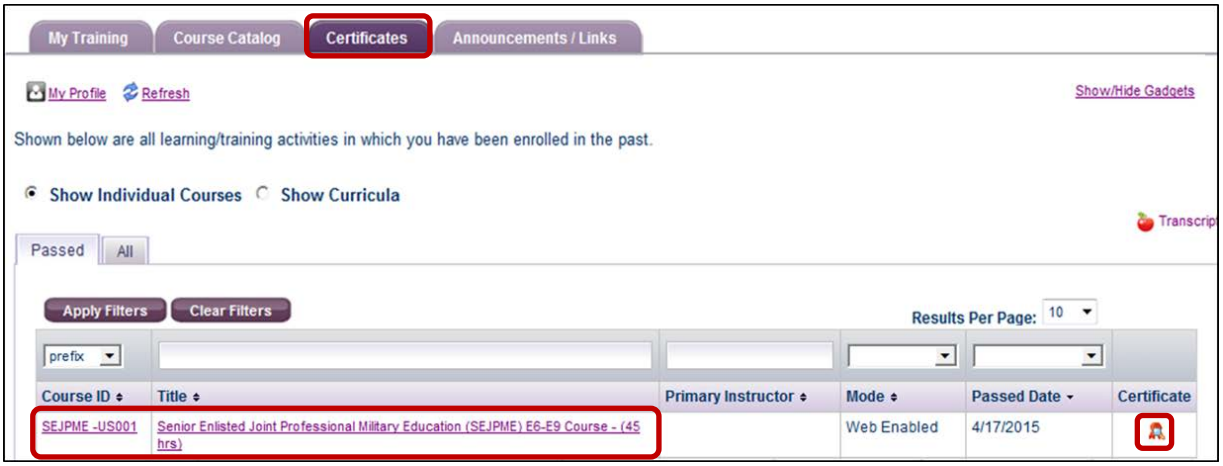
14. Click the ***Start*** tab at the top left of the screen to begin the course.



15. When you return to JKO, login and click the **Resume** button from the ***My Training*** tab to launch the course again.



16. 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.



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 24/7 at: jkohelpdesk@jten.mil; COMM: 757-203-5654; DSN: 668-5654.