

Instructions for completing USFK Theater Specific Required Training

Welcome

Welcome to the USFK Theater Specific Required Training website designed to facilitate completion of mandatory training that arriving personnel and units assigned to, rotating to, or in temporary duty status to USFK must complete prior to deployment to the Republic of Korea (ROK). It is imperative this training be completed to facilitate accomplishment of assigned missions or tasks, and at the same time, ensure you understand specific policies and customs that will prepare you to act in a manner that is compatible and respectful of the culture and laws of the ROK and thereby maintain good order and discipline.

“All personnel performing duties in Korea must complete this training by reviewing/reading, understanding and adhering to the video, policy letters and web-based USFK Training Module provided on the Joint Knowledge Online (JKO) website.”

“The training is valid for the entire tour for military and civilian personnel performing duties in Korea on a permanent assignment (completed one time prior to each permanent assignment). It is an annual requirement (completed during the last 12 months) for military and civilian personnel performing duties in Korea on TDY.”

(Section II, Paragraph 5) **USFK Regulation 350-2, 22 January 2008**

Completing the Training Module

The following two steps are required to complete the training:

Step 1: Review the Welcome Video and Command Policy Letters prior to completing the follow-on USFK Theater Specific Training Course. If you have not reviewed the video and command policy letters, return to the previous page titled “Theater Specific Required Training” and click on the “Welcome Video” and review the entire video. After reviewing the video, click on “Command Policy Letters” and review each of the policy letters. Then return to this page and follow the instructions below for completing the course on the Joint Knowledge Online (JKO) Learning Management System (LMS).

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The screenshot shows the USFK Training website. A red box highlights the 'Theater Specific Required Training' section, which includes a video titled 'USFK Welcome Video' featuring GEN Walter L. Sharp. Another red box highlights the 'Command Policy Letters' section, listing various policies such as '02. Command Safety' and '03. Command Values and Principles'. A third red box highlights a list of links including '350-2 Training Instructions', 'USFK Training Module', and 'USFK Regulation 350-2'. A fourth red box highlights a list of links including 'Influence Prevention Program', 'USFK Freedom Guardian 2016', 'Command Sponsorship Program (CSP) Allocation Plan', and 'CANCELLATION OF OUR FEW POLICY'. A text box on the right states 'The Welcome Video is embedded on the page'. Another text box at the bottom right states 'Links for policy letters, regulation and training site'. A URL is provided at the bottom: <http://www.usfk.mil/usfk/content.theater.required.training.52>

Step 2: After viewing the video and reviewing the command policy letters, complete the USFK Theater Specific Training Course on the JKO LMS. The course is available via multiple sources as described below.

- On the NIPRNET domain via [JKO Direct](#) – This path to the LMS is available to a new LMS user with a Common Access Card (CAC) and to existing LMS users.
- On the NIPRNET domain via Army Knowledge Online ([AKO authentication](#)) – This is the traditional path for accessing the JKO LMS. It requires having or creating an AKO account for access.
- On the [Internet Public \(IP\)](#) domain – This source is available for those personnel who do not have a NIPRNET LMS account and do not have a CAC.

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USFK Course Access on NIPRNET via JKO Direct

NOTE: A new LMS user who has an AKO account, and who might access the LMS via AKO and JKO Direct at different times, should use the [AKO login path](#) when first accessing the NIPRNET LMS. Doing so prevents the scenario of having two accounts created that must be merged manually by the JKO Help Desk. If a user creates an account via JKO Direct and then later accesses the LMS via AKO, the LMS creates a second account using AKO credentials. However, first entering the LMS via AKO causes the LMS to capture CAC information from AKO so it knows the user when he enters with CAC login via JKO Direct.

1) Go to <https://jkodirect.jten.mil> and choose CAC login or enter LMS username/password. Either the email or the identity certificate may be selected from your CAC.

New users may create accounts via CAC login. Those new users should complete this entire procedure while users with existing accounts branch in step 2.

JKO JOINT KNOWLEDGE ONLINE Learning Management System

Help
Student Support Tools
About
Login

Welcome!
Welcome to the Joint Knowledge Online Learning Management System (JKO LMS). A Department of Defense resource addressing training needs of individuals with courseware via distance learning.

Take Note! The Multinational Portal is undergoing continuing development. We are expanding capability and migrating to new portal technology that will enhance features as well as continuously adding relevant courseware. Keep posted for continuous developments.

Courses are available now -- click below on 'Take Course' to get started. If you need assistance, contact the HELP DESK at JKOHelpDesk@jfcom.mil, (757)203-5654/DSN 668-5654.

Login to Virtual Campus
Username:
Password:
Login
FORGOT PASSWORD?

CAC Login
Login using my CAC

2) Complete the course as shown in the following section entitled “[Completing the USFK Course on NIPRNET](#)” or continue with step 3 if you are creating a new account via CAC login.

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- 3) Complete and save the user profile. Required fields are marked by an asterisk (*).
- The name should be captured from your CAC. Create a username.
 - While the Account Type, Pay Grade, and Branch of Service fields may not be required, they are highly encouraged for statistical analysis. The Pay Grade field options change depending on the Account Type (e.g. officer, enlisted, government civilian) selected.
 - Leave the organization as Unassigned unless you are part of an organization that uses the JKO LMS to implement its training program.
 - Do not join an audience unless you know you should be part of that audience.
 - Enter or verify the business email address.

The screenshot shows a web form for creating a user profile. It is divided into several sections, each with a title bar and a collapse icon (⌵). The sections are:

- Personal Data:** Contains input fields for * First Name, Middle Name, * Last Name, and * User Name. It also includes a dropdown for * Role (set to Student) and a "Reset my Password" button. A "Test Email" button is in the top right corner.
- Career Information:** Contains dropdowns for Account Type (Public Civilian), Pay Grade (N/A), and Branch of Service (N/A), along with a text field for Duty Station.
- Organizations:** Shows "Primary Organization: UNASSIGNED" with a link "Select Primary Organization" and "Secondary Organization: None Assigned" with a link "Add Secondary Organization".
- Audience Association:** Features two empty boxes labeled "Available" and "Selected". Between them are four buttons: "Copy all", "Copy", "Remove", and "Remove All".
- Contact Information:** Contains a "Phone / Email Information:" label and a text field for * Business Email.

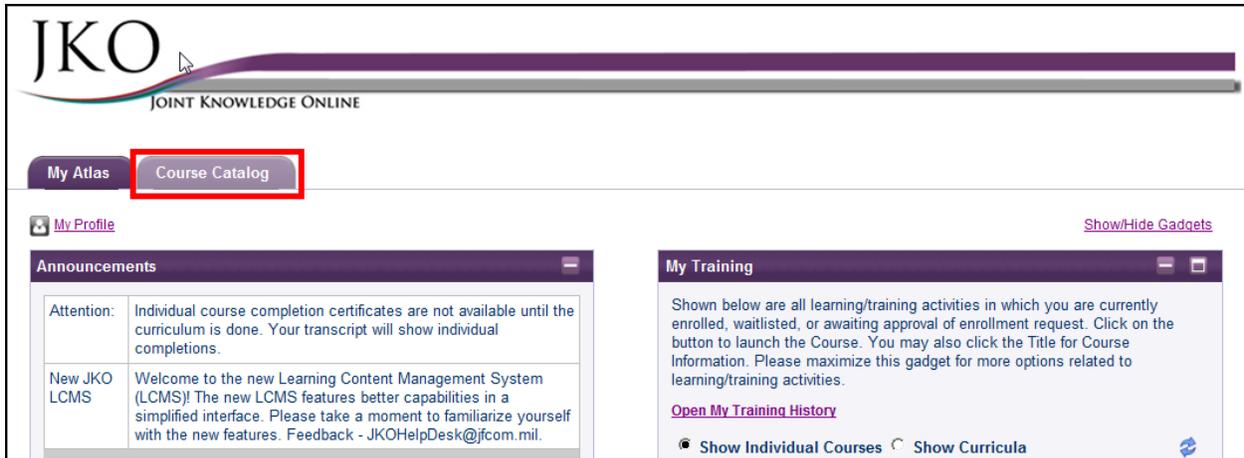
At the bottom of the form are "Save" and "Reset" buttons.

- 4) The system does not automatically create a password for your account. If you desire to use username/password login, log out and use the Forgot Username feature in the Username/Password section of the login screen to have the system send you a password.

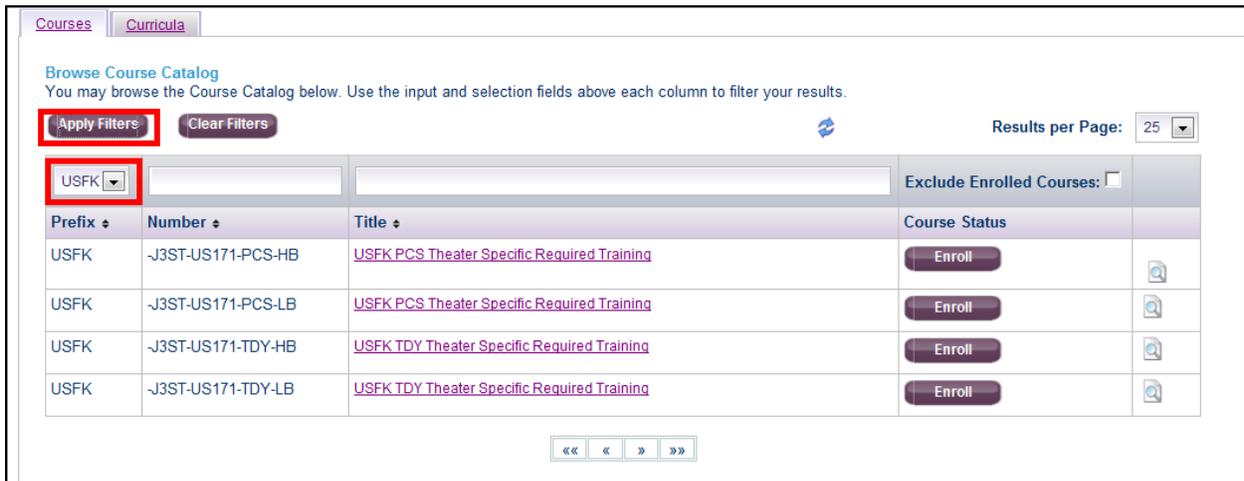
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Completing the USFK Course on NIPRNET

1) Select the **Course Catalog** tab.



2) Filter the course prefix by selecting **USFK** from the drop-down list and then selecting **Apply Filters**.

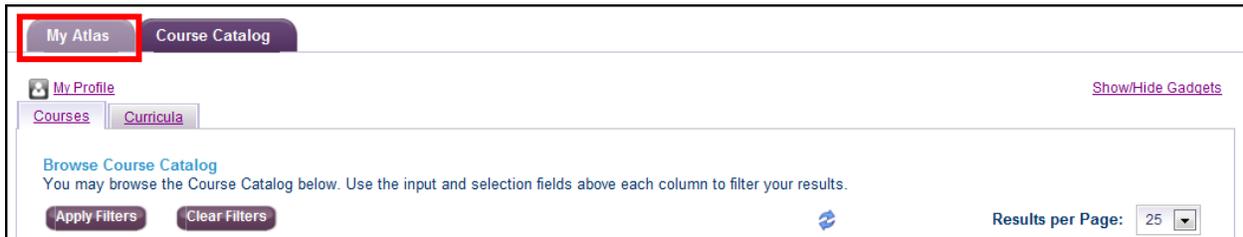


3) Select **Enroll** after deciding on the PCS or TDY course, as appropriate, and either the high bandwidth or low bandwidth version for that course. The high bandwidth version is more media rich than the low bandwidth version.

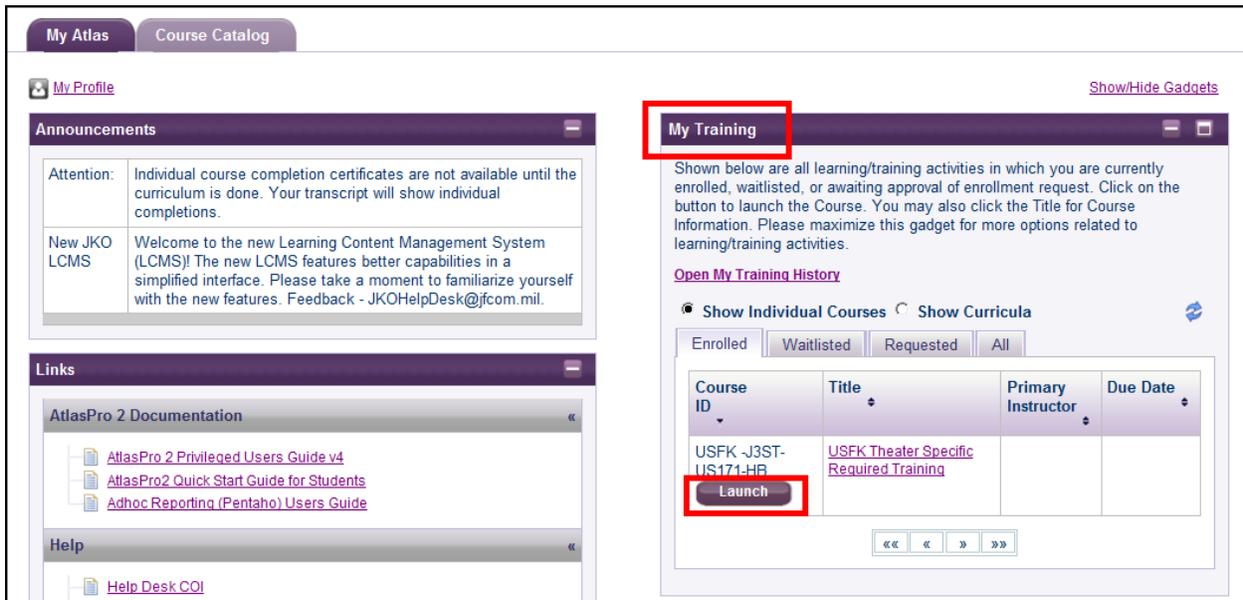
NOTE: Personnel on PCS orders must complete the PCS course regardless of whether they have completed the TDY course previously.

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4) Select the **My Atlas** tab.



5) In the **My Training** gadget, select the **Launch** button to access the course.



Note: To withdraw from the course, maximize the My Training gadget using the Maximize icon in the upper right corner of the gadget and then select the Withdraw button.

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6) Upon completing the course, the course entry should move from the My Training gadget to My Training History. Access the training history by selecting the **Open My Training History** link.

The screenshot shows the 'My Training' gadget interface. On the left, there are sections for 'Announcements' and 'Links'. The 'Announcements' section contains two items: 'Attention: Individual course completion certificates are not available until the curriculum is done...' and 'New JKO LCMS: Welcome to the new Learning Content Management System (LCMS)!...'. The 'Links' section includes 'AtlasPro 2 Documentation' with sub-links for 'AtlasPro 2 Privileged Users Guide v4', 'AtlasPro2 Quick Start Guide for Students', and 'Adhoc Reporting (Pentaho) Users Guide', and a 'Help' section with a 'Help Desk COI' link. The 'My Training' gadget on the right displays a list of learning/training activities. The 'Open My Training History' link is highlighted with a red box. Below the list, there are radio buttons for 'Show Individual Courses' (selected) and 'Show Curricula', and tabs for 'Enrolled', 'Waitlisted', 'Requested', and 'All'. The table below shows one course entry: 'USFK -J3ST-US171-HB' with the title 'USFK Theater Specific Required Training' and a 'Launch' button.

Course ID	Title	Primary Instructor	Due Date
USFK -J3ST-US171-HB	USFK Theater Specific Required Training		

Note: If the course entry does not disappear from **My Training** upon completing the course, select the **Refresh** icon.

This screenshot is identical to the one above, but with the 'Refresh' icon (a circular arrow) in the top right corner of the 'My Training' gadget highlighted with a red box. The rest of the interface, including the 'Open My Training History' link and the course entry table, remains the same.

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7) In the **My Training History** workspace that opens, select the **certificate** for the completed course.

A transcript of all completed courses may be obtained by selecting the Transcript link.

The course may be reviewed by selecting the Course ID link.

The screenshot shows the 'My Training History' workspace. At the top, there are navigation tabs: 'My Atlas', 'Course Catalog', and 'WS_My Training History'. Below the tabs, there is a 'My Profile' link and a 'Show/Hide Gadgets' link. A paragraph of text explains that the list shows learning/training activities and provides instructions on how to view course information and re-enroll. Below the text, there are radio buttons for 'Show Individual Courses' (selected) and 'Show Curricula'. A 'Transcript' link with a red apple icon is highlighted with a red box. Below this, there are filter buttons 'Apply Filters' and 'Clear Filters', and a 'Results Per Page' dropdown set to 10. A table displays the course information:

Course ID	Title	Primary Instructor	Mode	Passed Date	Certificate
USFK-J3ST-US171-HB	USFK Theater Specific Required Training		Web Enabled	6/19/2011	

At the bottom of the table, there are navigation arrows: '<<<', '<', '>', and '>>>'. The 'Course ID' and 'Certificate' columns in the first row are highlighted with red boxes.

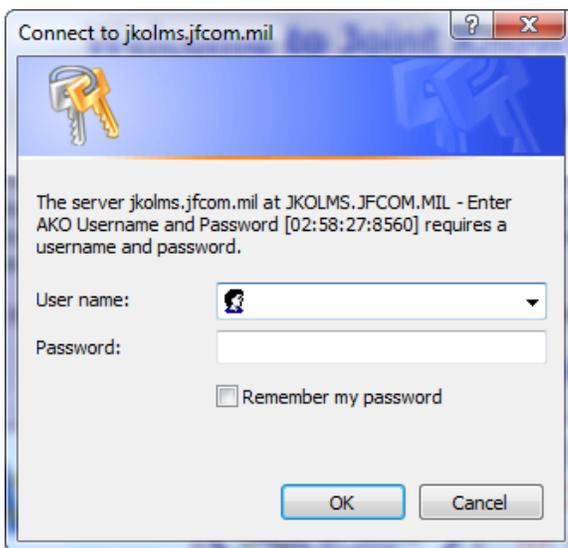
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USFK Course Access on NIPRNET via AKO

Both Defense Knowledge Online (DKO) and JKO web portals are hosted by AKO. AKO users have single sign-on access to JKO. See the section entitled [Getting an AKO Account](#) to create an account for accessing both the JKO portal and LMS.

1) Log into the LMS one of the following ways:

- You may access the LMS directly (i.e. bypassing the JKO portal) by going to <https://jkolms.jten.mil> and entering your **AKO username and password** in the pop-up box. Then, skip to [step 4](#).



- For login via CAC, go to <http://jko.jfcom.mil> and select **Enter JKO**. As part of entering the JKO portal, you will be redirected through the AKO login page and then back to JKO content.



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2) Enter AKO username and password or select **CAC login**.

Using username and password from the AKO login page requires supplemental authentication questions to be answered.

Login to AKO/DKO
Forgot Your Password?

Username
Password

Low Bandwidth **Login**

CAC Login to AKO/DKO

Low Bandwidth **CAC Login**

Access Your Webmail

- ▶ Webmail
- ▶ Webmail Classic
- ▶ Webmail Lite

New User?

- ▶ Register without a CAC
- ▶ Register with a CAC

If you are a DoD customer (non-Army), a CAC is required for registration. Everyone else may choose whether or not to register a CAC at the same time as their account.

Help

- ▶ Reset Password
- ▶ Username Reminder
- ▶ Help Desk

FAQs

- ▶ How do I install the DoD Certificate?
- ▶ How do I reset my password?
- ▶ How do I register for an AKO/DKO Account?
- ▶ How do I use my CAC to login to AKO/DKO?
- ▶ Search All FAQs

**Need a new password?
Forgot your password?
Click here to reset it.**

Other DoD Service Portals

- ▶ Air Force Portal
- ▶ Defense Online
- ▶ MarineNet
- ▶ Navy Enterprise Portal -- Coming Soon

NOTE: The JKO portal also may be accessed from within the AKO/DKO portal (<http://www.us.army.mil>) by selecting the **DoD organization – Training tab – JKO link**, or by selecting the **JKO emblem** on the right side of the page.

DKO DEFENSE KNOWLEDGE ONLINE

Home | My Account | Favorites | Quick Links | Self Service

DoD

Training

JKO - Joint Knowledge Online

My Alerts

MyPay

JKO - Joint Knowledge Online

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3) Select **Courses** from the JKO portal to access the NIPRNET LMS.

The screenshot displays the JKO (Joint Knowledge Online) portal. The top navigation bar includes 'Home', 'My Account', 'Favorites', 'Quick Links', 'Self Service', and a search box. The 'Courses' tab is highlighted in the main navigation bar. The content area is divided into several sections: 'SERE 100.1 SURVIVAL, EVASION, RESISTANCE AND ESCAPE (SERE) 100.1 COURSE', 'JKO Announcements' (with dates Aug 22, 2011 and Aug 16, 2011), 'Downloads (PDF Format)' (listing 'JKO Courseware Catalog', 'Content Design and Development Guide', 'Joint Officer Handbook', and 'Joint Qualification Report'), 'Videos' (with a 'JOINT VIDEO LIBRARY' icon), 'Smartest Warrior' (with a 'SMARTER WARRIOR' logo), and 'Culture and Language' (with a 'CULTURAL AWARENESS AND LANGUAGE' logo). The 'Courses' tab is highlighted in the navigation bar.

4) Fill out a user profile if prompted. Required fields are marked by an asterisk (*).

- The name should be captured from AKO. Verify or create a username.
- While the Account Type, Pay Grade, and Branch of Service fields may not be required, they are highly encouraged for statistical analysis. The Pay Grade field options change depending on the Account Type (e.g. officer, enlisted, government civilian) selected.
- Leave the organization as Unassigned unless you are part of an organization that uses the JKO LMS to implement its training program.
- Do not join an audience unless you know you should be part of that audience.
- Enter or verify the business email address.

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[Test Email](#)

Personal Data «

* First Name:

Middle Name:

* Last Name:

* User Name:

* Role: [Reset my Password](#)

Career Information «

Account Type:

Pay Grade:

Branch of Service:

Duty Station:

Organizations «

Primary Organization: UNASSIGNED [Select Primary Organization](#)

Secondary Organization: None Assigned [Add Secondary Organization](#)

Audience Association «

Available		Selected
<input type="text"/>	Copy all Copy Remove Remove All	<input type="text"/>

Contact Information «

Phone / Email Information:

* Business Email:

[Save](#) [Reset](#)

5) Complete the course as directed in the section entitled “[Completing the USFK Course on NIPRNET](#).”

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Getting an AKO Account

The AKO system automatically approves account requests for US military personnel and DoD civilians upon validating CAC information with the DoD personnel system. Getting a sponsored AKO account (e.g. contractors, other federal agency members, or military/civilians whose CAC information the system cannot validate for whatever reason) usually involves having an Army sponsor. However, JKO may sponsor users whose reason for getting an AKO account is to access JKO. When requesting a sponsored account, the two most important things to expedite request adjudication are to **enter joint.training as the sponsor** and to **enter a .mil or .gov email address**.

1) Go to <http://jko.jfcom.mil> and select **New User**.

Even though the process is really creating an AKO account, you should contact the JKO Help Desk if problems arise during the account request process.

JKO
JOINT KNOWLEDGE ONLINE

Enter JKO

New User

USFK

JIAT

Welcome to Joint Knowledge Online

Individually Focused. Globally Shared.

JKO is the enterprise portal system providing convenient access to online joint training and information resources. JKO integrates with other DoD systems and uses the latest advanced distributed learning technologies to provide training courses and resources that better prepare warfighters for joint exercises and integrated operations.

Courses are available on any standard browser or operating system worldwide 24/7.

Contact the help desk at JKOHelpDesk@jfcom.mil or 757-203-5654/DSN 668-5654

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2) Choose the appropriate type of account.

JKO
JOINT KNOWLEDGE ONLINE

New to JKO? You Need an Account!

All new users must first register for an account via DKO/AKO.

Select your account type below and you will be redirected for account registration.
Complete the registration form in entirety.

When you receive email confirmation of your account, go to <http://jko.jfcom.mil> and click "Enter JKO" and follow login instructions

Joint Account
Active Duty
Reserves
National Guard
Civil Service

Sponsored Account
DoD/Services' Contractors

3) Enter Social Security Number.

AKO ARMY KNOWLEDGE ONLINE

DKO DEFENSE KNOWLEDGE ONLINE

Account Registration

Users should register accounts ONLY for themselves. Please do not register an account on another user's behalf.

• SSN [?](#)

I don't have an SSN because:

I am a Foreign Officer or a Local National (what's this?)

Note: If you are a Foreign Officer or Local National, but you do have an SSN, please enter it above and do not check this box.

Foreign Identification Number

A Foreign Identification Number is used in verifying a Foreign Officer or Local National. You may still apply for an account without one, however, your account will not be marked as verified. An account that is not verified will need to be approved by your sponsor more frequently than a verified account.
(locate your FIN)

[Eligibility for DoD users / Learn more about DKO](#)

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4) For **sponsored accounts**, choose the account type (typically Contractor or Federal Civilian Agencies).



Account Registration

SSN Not Found

We could not find your information in our personnel system, which means that you are not eligible for an unsponsored account.

- You may go back and double-check your information if you may have entered it incorrectly.
- If you believe this is a mistake, please contact the [Help Desk](#).
- **If you have a sponsor**, you can register for a sponsored account by selecting an Account Type and clicking the "Next" button below.

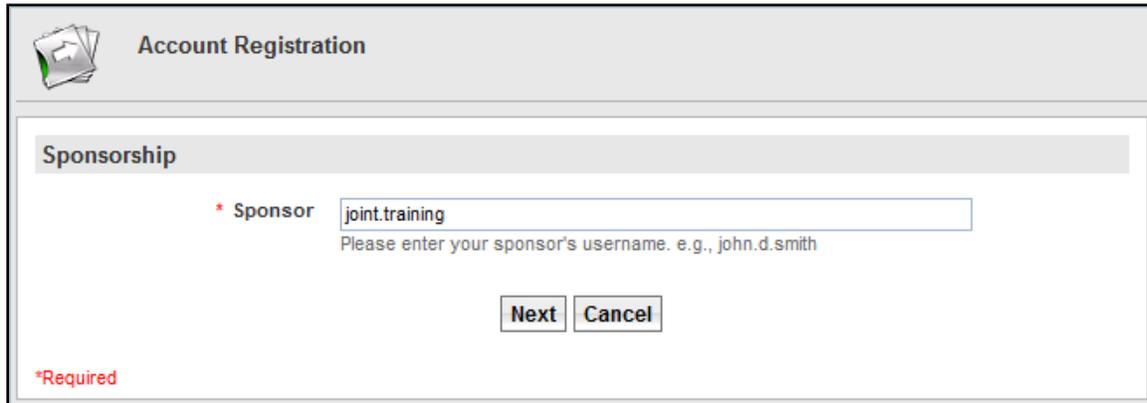
* Account Type

- Contractor
- Family Member
- Army Cadet
Accounts for **Army Cadets** are only available to collegiate cadets.
- National Guard Retired
- Army Volunteer
- Federal Civilian Agencies
- Foreign Officer
- Homeland Security
- Incoming DA Civilian
An **Incoming DA Civilian** is a newly-hired DA Civilian whose data has not yet been made available to AKO by the personnel system. Please be sure to enter your Social Security Number when registering for an Incoming DA Civilian account, and you will be prompted to upgrade your account to a full DA Civilian account as soon as your data is made available to AKO.
- Incoming Future Soldier
- Local National Employee
- Medical Discharged
- Medical Retired
- Military Transition
A **Military Transition** account is for active members of the U.S. Army whose data has not yet been made available to AKO by the personnel system. Please be sure to enter your Social Security Number when registering for a Military Transition account, and we will allow you to upgrade to a full account as soon as your data is made available to AKO.

*Required

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5) For **sponsored accounts**, enter **joint.training** as the sponsor.



The screenshot shows a web form titled "Account Registration" with a sub-section "Sponsorship". A red asterisk indicates a required field. The "Sponsor" field contains the text "joint.training". Below the field is a placeholder text: "Please enter your sponsor's username. e.g., john.d.smith". At the bottom of the form are two buttons: "Next" and "Cancel". A red asterisk and the word "Required" are located in the bottom left corner of the form area.

6) Enter other required account information fields. A .mil or .gov email account will expedite approval for sponsored accounts.

7) Upon account approval, the AKO system sends email notification to the email address on record.

8) Use the provided login credentials when logging in as described above in the section entitled [“USFK Course Access on NIPRNET via AKO.”](#)

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USFK Course Access on IP Domain

NOTE: While the IP instance of the LMS is unavailable, the course is being made available in stand-alone format from the portal page. Personnel who have an AKO account or CAC should use one of the previous methods to access the course.

1) Go to <http://jko.harmonieweb.org> and click the **HERE** link for the USFK course in the lower middle section of the page.

The screenshot shows the JKO website interface. At the top, there is a logo for 'JKO JOINT KNOWLEDGE ONLINE' and a 'Home' link. A navigation bar includes links for 'Home', 'Communities', 'Products', 'Links', 'About JKO', 'Feedback', and 'Help Desk'. A search bar is located on the right. The main content area is divided into several sections:

- Learn:** Take courses, View catalog
- Share:** Communities, Feedback
- Research:** Products, Related links, About JKO
- USFK Users:** Account Registration Instructions PDF 1.5Mb. Text: "When registering for an account, using your .mil or .gov email address will expedite approval of your account."
- Welcome! JKO is online learning:**
 - for multinational/coalition forces
 - for government/military missions
- Announcements:**
 - New Community of Interest:** Aug 24, 2011. Text: "In the Cyberspace Operations Training Portal you will find a growing collection of cyberspace operations doctrine, policy and guidance documents to enable cyberspace operations training and education."
 - Systems Maintenance Continues:** "Maintenance will continue until further notice. Courses will be unavailable during this time. Please visit this page for updates on the outage. We apologize for any inconvenience."
 - Letter to JKO Stakeholders Affected by Outage:** (PDF 40 Kb)
- Standalone Course Options:**

USFK	Click HERE for a standalone version of the USFK Theater Specific Required training.
Interagency 101	Click HERE for a standalone version of the Interagency 101 courses.
Combatting Trafficking in Persons	Click HERE for a standalone version of the Combatting Trafficking in Persons course.
- Take Courses:**
 - Over 400 hundred courses are available.
 - A sign in is required to take courses ([request an account](#)).
 - Courseware Catalog >view or download PDF 2Mb
- Join a Community:**
 - Forums for working with others on a variety of defence related training topics
 - To actively contribute and see all communities, you will need to sign in ([request an account](#)).
- Review our products:**
 - See videos of online content
 - Develop a course
 - Design a JKO community
- Visit Defence and Government Links:**
 - Links for many international militaries and government agencies
 - Links to defence related news

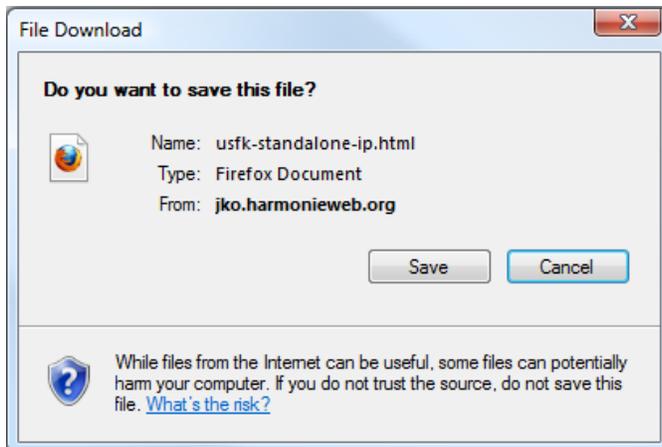
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2) Enter your HARMONIEWeb username and password when prompted.

If you need an account, select **Request an Account** and see the section below entitled “[Getting a HARMONIEWeb Account](#).” Login credentials for the previous versions of the JKO IP portal and LMS (i.e. prior to SEP 2010) will not work for login under HARMONIEWeb.



3) Select **Save** from the file download window that appears. This file contains some instructions and a link to the course itself. You will not need it once the course is downloaded.



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4) Open the downloaded file (**usfk-standalone-ip.html**) and select the appropriate link in step 2 to download either the PCS or TDY version of the course as a .zip file.

USFK Standalone Course

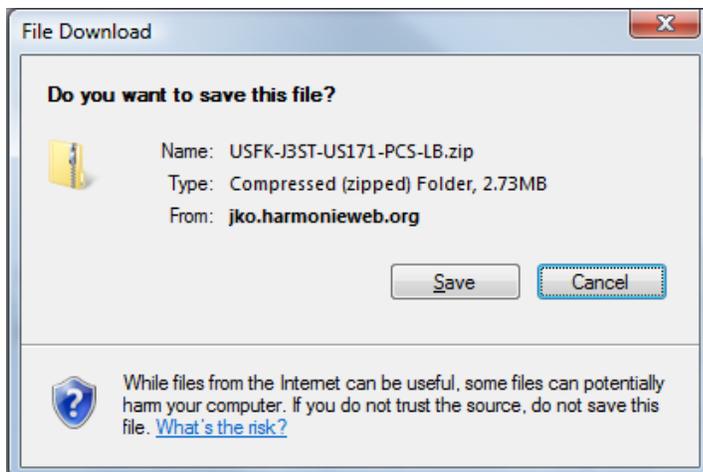
Instructions for using the USFK Standalone Course

1. Create a folder on a local hard drive on your computer to save the course to (for example: D:\USFK)
2. Select the appropriate course:
 - o If you are a **Permanent Change of Station (PCS)** to USFK [CLICK HERE](#) (ZIP format, 3 Mb) to download the **Permanent Change of Station (PCS)** USFK standalone course to the folder created above
 - o If you are a **Temporary Duty (TDY)** to USFK [CLICK HERE](#) (ZIP format, 3 Mb) to download the **Temporary Duty (TDY)** USFK standalone course to the folder created above
3. After the file is saved, select **Close**.
4. Select the .ZIP file saved above, right click and select **Extract All...**
5. Allow the Extraction Wizard to transfer the course files into the same directory (for example: D:\USFK)
6. Read and follow the instructions** in either [PDF format](#) or [TEXT format](#) before starting the course
**There are settings that need to be made within your internet browser in order for the course to work
7. Begin the course by double clicking the "launch.html" file
 - o If you receive a browser message regarding "blocked content" please right click and allow blocked content. You should then be able to start the course.
8. A printable certificate is available upon course completion

Standalone Version Limitations

- Help Desk is unable to pass you through any part of the course
- Your completion will not be recorded in the LCMS and previous completions are not available in the standalone version
 - o If you require an updated certificate, the course must be retaken via the standalone version at this time
 - o If you previously started this course on the LCMS, you will have to start over
 - o Your progress will NOT be recognized on any other computer other than the one you are taking the course on
 - o If you delete your browser cookies after starting the course, your course progress will be lost

5) Save the course file to a desired location.



6) Extract the contents of the .zip file.

7) Before beginning the course, verify the following browser setting (for Internet Explorer). In **Internet Options -> Security tab -> Internet zone -> Custom Level, under the Scripting section, set "Allow websites to prompt for information using scripted windows" to enabled.** Save and apply the settings. This will enable the prompt for entering the student's name on the certificate at the end of the course.

8) From within the course folder, execute **launch.html** to start the course.

9) Enter your name when prompted at the end of the course. If no prompt occurs, then a browser setting as described in step 7 above is preventing the prompt. In this case, the certificate will

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show NULL for the name. If no certificate appears, regardless of whether a name prompt appeared, then the browser pop-up blocker needs to be disabled for the course.

NOTE: If the security configuration of the computer on which you are taking the course does not allow you to change the browser setting, send a copy of the NULL certificate (either as a saved web page or a screen capture) to either:

usarmy.yongsan.usfk.mbx.usfk-training-help-desk@mail.mil or JKOHelpDesk@jten.mil.

The personnel there will return a named certificate to you.

10) When attempting to print the certificate, hover over either the name or the date, right-click, and select Print. Hovering over any other part of the certificate will not allow printing as an option.

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Getting a HARMONIEWeb Account

Note: These instructions apply after selecting **Request an Account** on either the JKO IP portal front page or the login page.

Note: USAF email systems tend to filter email from harmonieweb.org. USAF personnel should access the course using the [JKO Direct](#) server.

1) Enter the required information, any desired additional information, and select **Continue**.
Recommended: **Enter a .mil email address so the system automatically approves the account** and sends login information to that email address. Entering a commercial email address causes JKO staff to validate the account request with the listed approval POC prior to approving the account.

The screenshot shows the JKO (Joint Knowledge Online) registration page. At the top, there is a navigation bar with links for Home, Take Courses, Communities, Products, Links, About JKO, Feedback, and Help Desk. A search bar is also present. The page title is "Home > Register". Below the title, there are three steps: "1. Enter User Info", "2. Approval Information", and "3. Verify and Submit". The "Required information" section includes fields for First name, Last name, E-mail, Reenter e-mail, and User name, along with a "check name" button. The "Additional information" section includes fields for Title, Position/Role, Department, Work Address, City, State, Zip code, Phone, and Country/Region, along with a "continue" button.

JKO Home
JOINT KNOWLEDGE ONLINE Preferred Language: English

Home Take Courses Communities Products Links About JKO Feedback Help Desk Search

Home > Register

1. Enter User Info > 2. Approval Information > 3. Verify and Submit

Required information

First name:

Last name:

E-mail:

Reenter e-mail:

User name:

Organization:

Additional information

Title:

Position/Role:

Department:

Work Address:

City:

State:

Zip code:

Phone:

Country/Region:

Instructions for completing USFK Theater Specific Required Training

2) Enter contact information to be used by JKO staff if the account request has to be validated prior to approval, then select **Continue**.

Ignore the Approval Code field. It is a special case field used only when working directly with a USFK or JKO staff member in the application process.

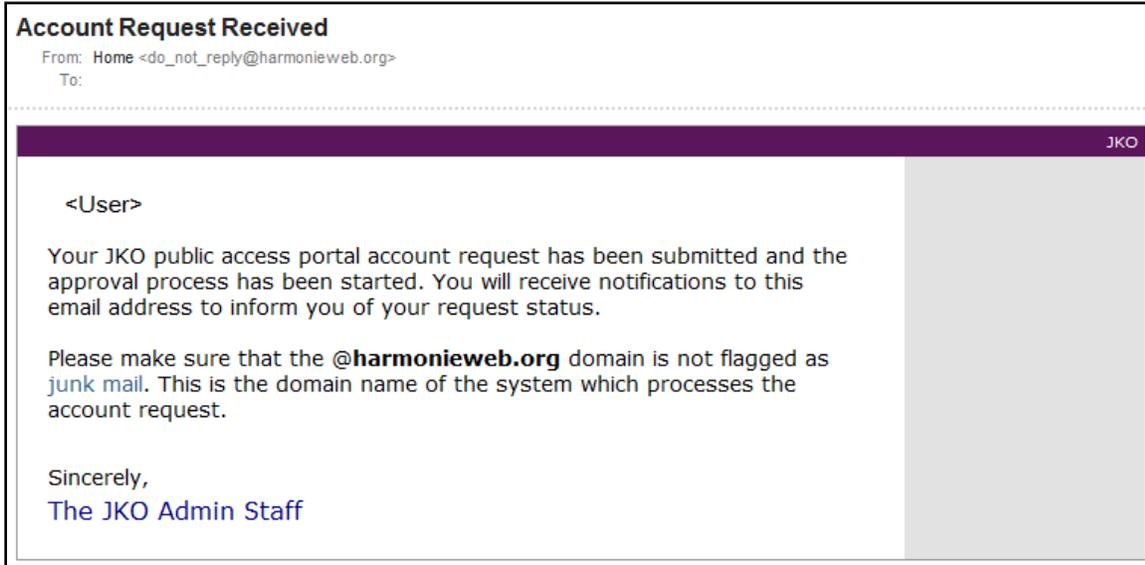
The screenshot shows the JKO (Joint Knowledge Online) registration process. The page title is 'Home > Register'. A progress bar indicates three steps: 1. Enter User Info, 2. Approval Information (current step), and 3. Verify and Submit. Below the progress bar, there is a blue instruction: 'Please supply point of contact information for an individual that can verify your access request.' The form contains several input fields: 'Contact First name:', 'Contact Last name:', 'Contact E-mail:', 'Contact Phone:', and 'Contact Organization:'. Below these is an 'Approval Code' field. At the bottom of the form are two buttons: 'previous' and 'continue'.

3) Verify the information entered and then select **Submit**.

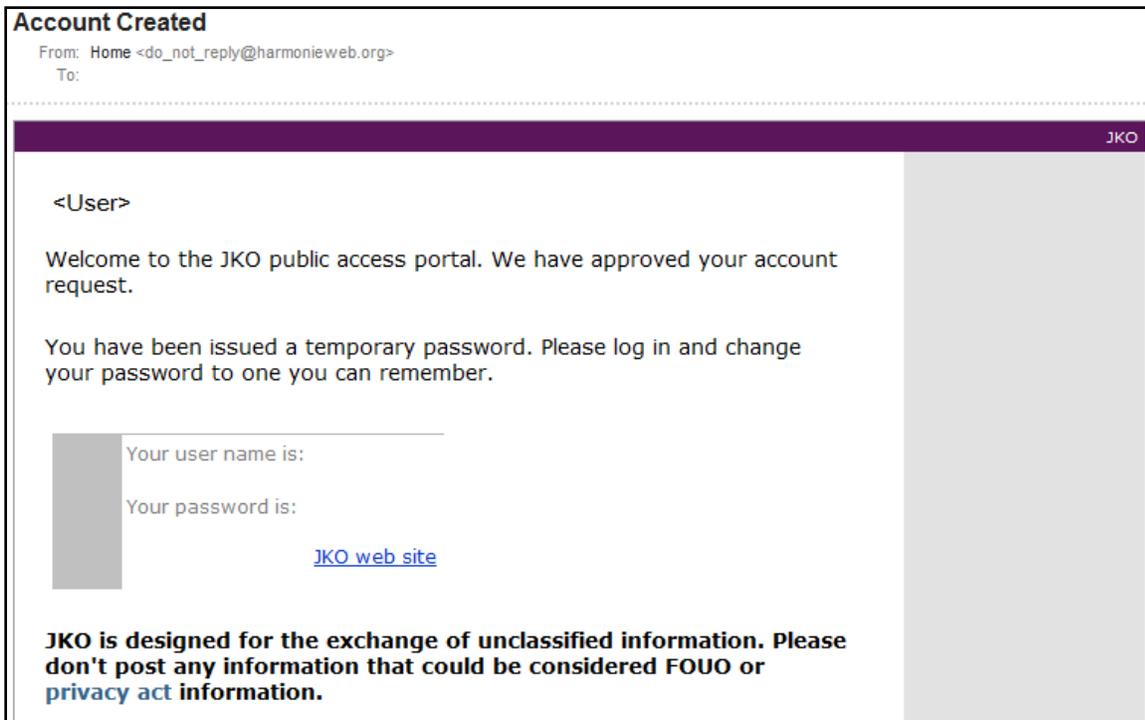
The screenshot shows the JKO registration process at the 'Verify and Submit' step. The page title is 'Home > Register'. The progress bar now shows: 1. Enter User Info, 2. Approval Information, and 3. Verify and Submit (current step). Below the progress bar, there is a section titled 'User Information' with the following details: First name: test, Last name: user, E-mail: test.user@jfcom.mil, User name: test.user, Organization: JKDDC, Contact First name: test, Contact Last name: supv, Contact E-mail: test.supv@jfcom.mil, Contact Phone: 757-555-1212, and Contact Organization: JKDDC. A yellow highlighted box contains the text: 'Please verify the information above for accuracy. Click the submit button below to create an account request using the information you have provided.' At the bottom of the form are two buttons: 'previous' and 'submit'.

Instructions for completing USFK Theater Specific Required Training

4) You will receive an immediate email notification acknowledging the request.



5) You will receive an email containing your login credentials when the account has been created.



6) Use the provided login credentials when logging into the JKO LMS as described above in the section entitled [USFK Course Access on IP Domain](#).