

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 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 arrival in Korea for each permanent assignment). Personnel on continuous extended assignment to Korea must complete the training once each 36 months. It is an annual requirement (completed during the last 12 months) for military and civilian personnel performing duties in Korea on Temporary Duty (TDY).”

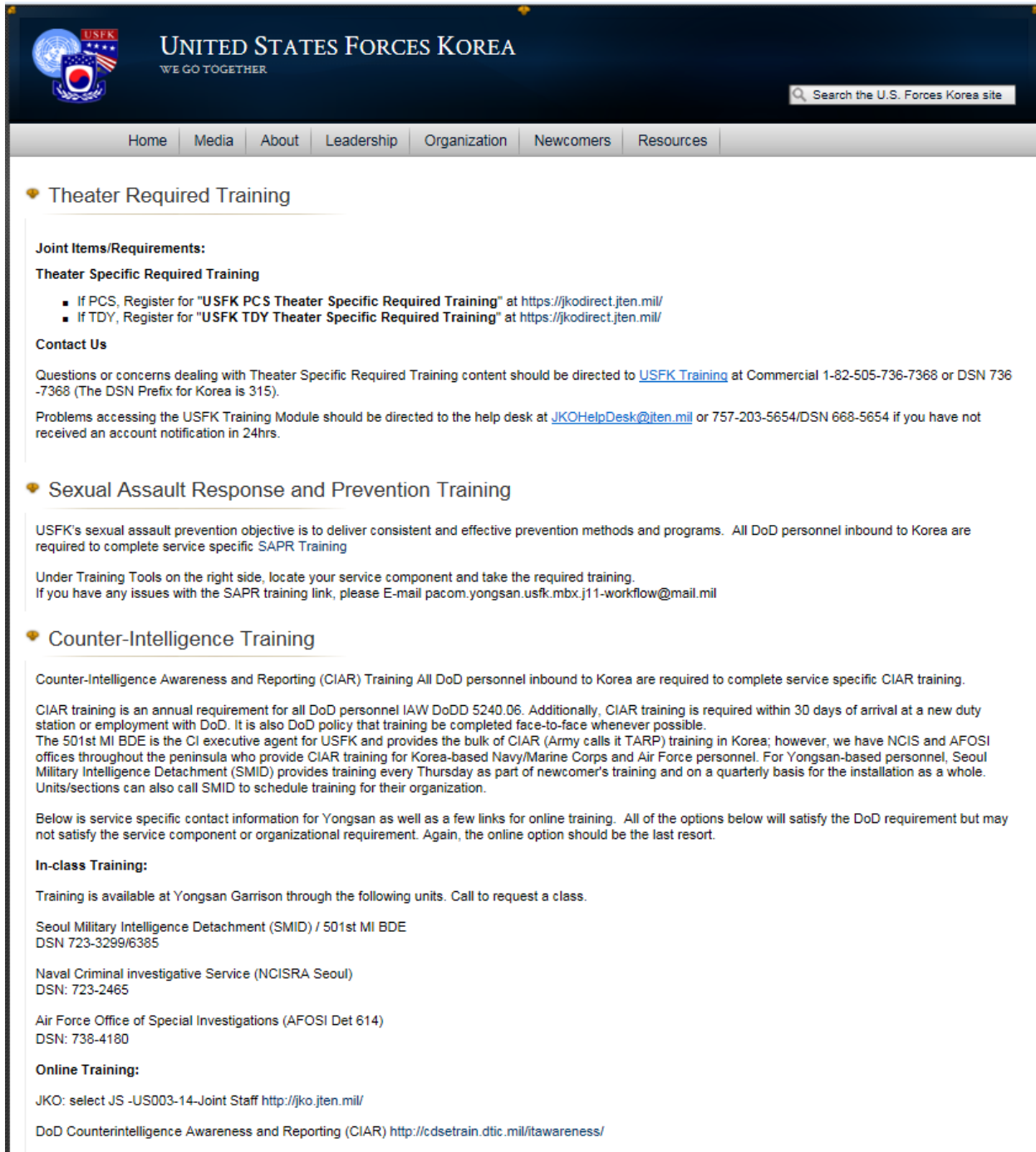
(Chapter 2, Paragraph 2-1) **USFK Regulation 350-2, 9 February 2016**

Completing the Training Module

The following two steps are required to complete the training:

Step 1: Review the Command Policy Letters prior to completing the follow-on USFK Theater Specific Training Course. If you have not reviewed the command policy letters, go to <http://www.usfk.mil/Resources.aspx> 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 website's Theater Required Training page. At the top, there is a navigation bar with links for Home, Media, About, Leadership, Organization, Newcomers, and Resources. Below the navigation bar, the page is titled "Theater Required Training". Under this title, there are three main sections: "Joint Items/Requirements:", "Sexual Assault Response and Prevention Training", and "Counter-Intelligence Training".

Joint Items/Requirements:
Theater Specific Required Training

- If PCS, Register for "USFK PCS Theater Specific Required Training" at <https://jko.direct.jten.mil/>
- If TDY, Register for "USFK TDY Theater Specific Required Training" at <https://jko.direct.jten.mil/>

Contact Us

Questions or concerns dealing with Theater Specific Required Training content should be directed to [USFK Training](#) at Commercial 1-82-505-736-7368 or DSN 736-7368 (The DSN Prefix for Korea is 315).

Problems accessing the USFK Training Module should be directed to the help desk at JKOHelpDesk@iten.mil or 757-203-5654/DSN 668-5654 if you have not received an account notification in 24hrs.

Sexual Assault Response and Prevention Training

USFK's sexual assault prevention objective is to deliver consistent and effective prevention methods and programs. All DoD personnel inbound to Korea are required to complete service specific SAPR Training

Under Training Tools on the right side, locate your service component and take the required training.
If you have any issues with the SAPR training link, please E-mail pacom.yongsan.usfk.mbx:j11-workflow@mail.mil

Counter-Intelligence Training

Counter-Intelligence Awareness and Reporting (CIAR) Training All DoD personnel inbound to Korea are required to complete service specific CIAR training.

CIAR training is an annual requirement for all DoD personnel IAW DoDD 5240.06. Additionally, CIAR training is required within 30 days of arrival at a new duty station or employment with DoD. It is also DoD policy that training be completed face-to-face whenever possible.

The 501st MI BDE is the CI executive agent for USFK and provides the bulk of CIAR (Army calls it TARP) training in Korea; however, we have NCIS and AFOSI offices throughout the peninsula who provide CIAR training for Korea-based Navy/Marine Corps and Air Force personnel. For Yongsan-based personnel, Seoul Military Intelligence Detachment (SMID) provides training every Thursday as part of newcomer's training and on a quarterly basis for the installation as a whole. Units/sections can also call SMID to schedule training for their organization.

Below is service specific contact information for Yongsan as well as a few links for online training. All of the options below will satisfy the DoD requirement but may not satisfy the service component or organizational requirement. Again, the online option should be the last resort.

In-class Training:

Training is available at Yongsan Garrison through the following units. Call to request a class.

Seoul Military Intelligence Detachment (SMID) / 501st MI BDE
DSN 723-3299/6385

Naval Criminal Investigative Service (NCISRA Seoul)
DSN: 723-2465

Air Force Office of Special Investigations (AFOSI Det 614)
DSN: 738-4180

Online Training:

JKO: select JS -US003-14-Joint Staff <http://jko.jten.mil/>

DoD Counterintelligence Awareness and Reporting (CIAR) <http://cdsetrain.dtic.mil/itawareness/>

<http://www.usfk.mil/Newcomers/Training.aspx>

Step 2: After reviewing the command policy letters, complete the USFK Theater Specific Training Course on the JKO LMS as shown below.

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USFK Course Access on the JKO NIPRNET LMS

1) Go to <https://jkodirect.jten.mil> and choose CAC login or enter your LMS username/password as shown in Figure 1. Either the email or the identity certificate may be selected from your Common Access Card (CAC) when using CAC login.

The screenshot shows the JKO LMS login page. The header includes the JKO logo and 'JOINT KNOWLEDGE ONLINE'. The main content area lists several training opportunities: 'DHA/MHS Training & Access to HIPAA Training', 'SEJPME is here!', and 'JS-US007: Level I Antiterrorism Awareness Training'. Below these are 'Login Options' and 'First Time Student, No CAC' sections. At the bottom left is 'Account/Login Assistance'. On the right side, there are two login boxes. The top one is titled 'Login' and contains fields for 'Username:' and 'Password:', a 'Login' button, and links for 'Forgot Username?', 'Forgot Password?', and 'Received a token? Click here.'. The bottom one is titled 'CAC Login' and contains a 'Login using my CAC' button. Red boxes highlight the 'Username:' and 'Password:' fields in the top login box, and the 'Login using my CAC' button in the bottom login box.

Figure 1

NOTE: New users of the JKO LMS may create an account automatically as shown in the section entitled “Creating a New Account on the JKO LMS via CAC”. Personnel not possessing a CAC but needing access to the LMS may request username/password access as shown in the section entitled “Requesting a Username/Password Account on the JKO LMS (non-CAC personnel only)”.

2) Complete either the PCS or TDY version of the course, as appropriate, as shown in the section entitled “Completing the USFK Course on the JKO NIPRNET LMS”. Either the high bandwidth (-HB) or low bandwidth (-LB) version of the course may be completed. The difference is the amount of flash media included in the course. A completion of the TDY version is valid for one year. Personnel transferring into theater on PCS orders must complete the PCS version of the course even though they might have completed the TDY version within the previous year. The reason is that the PCS version contains additional material

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Notes for users who already have JKO LMS accounts created via AKO/DKO:

- a) AKO email accounts migrated from us.army.mil to the mail.mil domain. You must update your LMS user profile **Business Email** address to receive messages from the LMS and to use the Forgot Password or Forgot Username features. Figure 2 shows the link for accessing the user profile from the LMS student desktop.

The screenshot shows the LMS student desktop interface. At the top, there is a header with the USFK logo, the text 'Welcome to Freedom's Frontier United States Forces Korea', and 'Joint Training'. Below the header are navigation tabs: 'My Training', 'Course Catalog', 'Certificates', and 'Community'. A 'My Profile' link is highlighted with a red box. To the right of 'My Profile' are 'Help' and 'Refresh' links. Below the navigation is an 'Alerts' section with a table of alerts. Below the alerts is an 'Elective Training' section with a search bar and a table of enrolled courses.

Start Date	Title	Description	Details
7/22/2015	Headstart2 Module Av ...	Enrollments for all Defense Language Institute Foreign Language Center (DLIFLC) Headstart2 modules are ONLY av (more)	view
6/2/2015	HIPAA Training Acces ...	In order to access and enroll in mandatory HIPAA Training, DHA-US001, you must have MHS (Military Health System) (more)	view

* Denotes a System Alert

Course Number	Title	Status	Status Date	Actions	Enrollment Expiry Date	Student Tools
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Figure 2

- b) You might want to set up username/password login if you intend to access the LMS from a non-CAC enabled computer. See Step 3 of the section entitled "Creating a New Account on the JKO LMS via CAC" for instructions.
- c) If the LMS knows the Electronic Data Interchange Personal Identifier (EDIPI) from your CAC, using CAC Login should access your existing account. The EDIPI field is displayed in your user profile. If the LMS does not know your EDIPI, a new account will be created for you automatically. You must contact the JKO Help Desk (or your training staff if your command uses the LMS to implement its training plan) to have the new and pre-existing accounts merged.

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Completing the USFK Course on the JKO NIPRNET LMS

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



Figure 3

2) Filter the course prefix by selecting **USFK** in the Prefix filter box and then selecting **Search**.

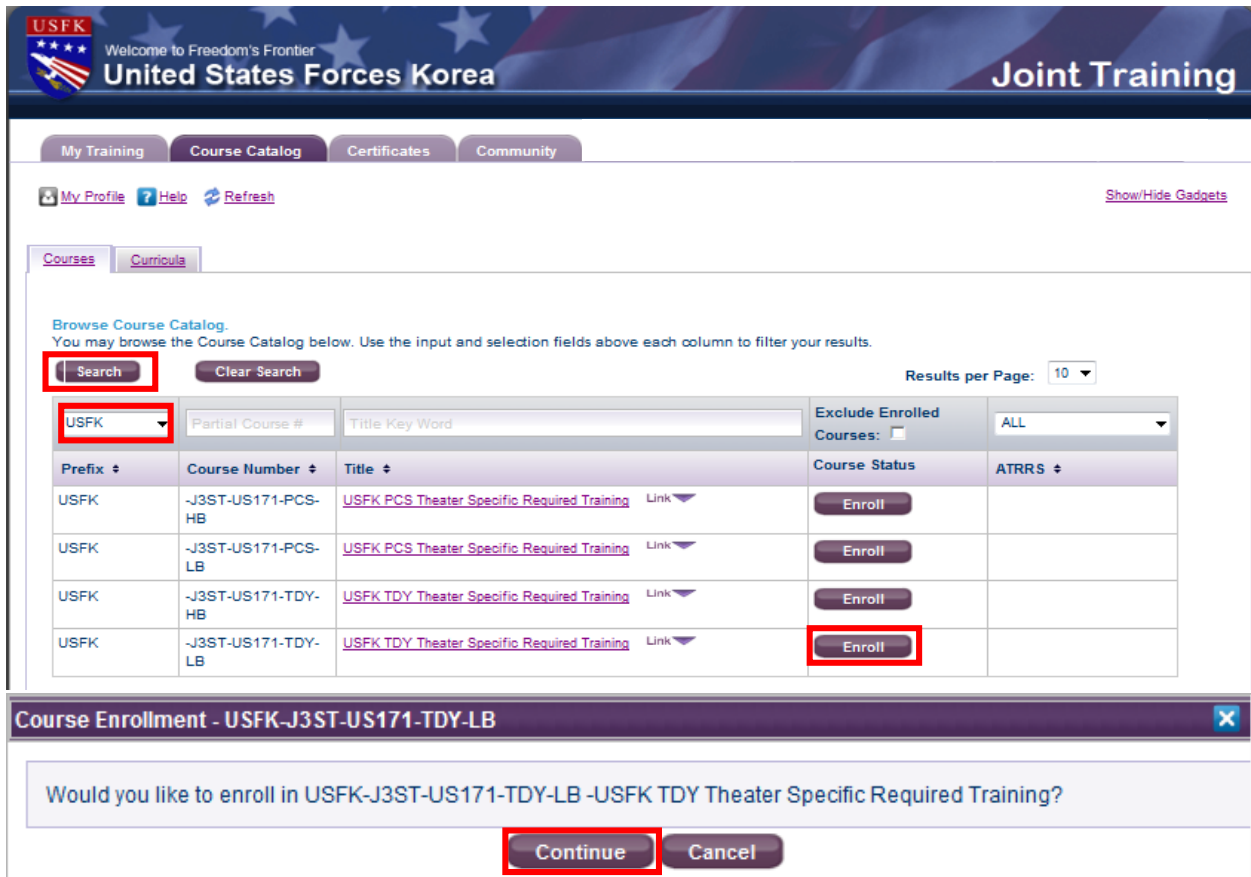


Figure 4

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3) Select **Enroll** (see Figure 4) 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. Select **Continue** when prompted.

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

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

The screenshot shows the USFK Joint Training portal. At the top, there is a banner with the USFK logo and the text "Welcome to Freedom's Frontier United States Forces Korea Joint Training". Below the banner is a navigation menu with "My Training" (highlighted with a red box), "Course Catalog", "Certificates", and "Community". Under "My Training", there are links for "My Profile", "Help", and "Refresh", and a "Show/Hide Gadgets" link. The "Alerts" section contains a table with two rows of alerts. The "Elective Training" section shows a search bar and a table of enrolled courses. The table has columns for Course Number, Title, Status, Status Date, Actions, Enrollment Expiry Date, and Student Tools. The first row in the table is for "USFK TDY Theater Specific Required Training" with a status of "Enrolled" and a status date of "8/20/2015". The "Actions" column for this row contains a "Launch" button (highlighted with a red box) and a "Withdraw" button. The "Enrollment Expiry Date" is "8/19/2016" and the "Student Tools" column contains a "Show/Hide" link.

Start Date	Title	Description	Details
7/22/2015	Headstart2 Module Av ...	Enrollments for all Defense Language Institute Foreign Language Center (DLIFLC) Headstart2 modules are ONLY av (more)	view
8/2/2015	HIPAA Training Acces ...	In order to access and enroll in mandatory HIPAA Training, DHA-US001, you must have MHS (Military Health System) (more)	view

* Denotes a System Alert

Course Number	Title	Status	Status Date	Actions	Enrollment Expiry Date	Student Tools
USFK-J3ST-US171-TDY-LB	USFK TDY Theater Specific Required Training	Enrolled	8/20/2015	Launch Withdraw	8/19/2016	Show/Hide

Figure 5

Note: To withdraw from the course select the Withdraw button.

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5) Upon completing the course access the training history by selecting the **Certificates** gadget.

USFK Welcome to Freedom's Frontier
United States Forces Korea Joint Training

My Training Course Catalog **Certificates** Community

My Profile Help 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

Passed All

Apply Filters Clear Filters Results Per Page: 10

Course ID	Title	Primary Instructor	Mode	Passed Date	Certificate
USFK -J3ST-US171-TDY-LB	USFK TDY Theater Specific Required Training		Web Enabled	11/19/2012	

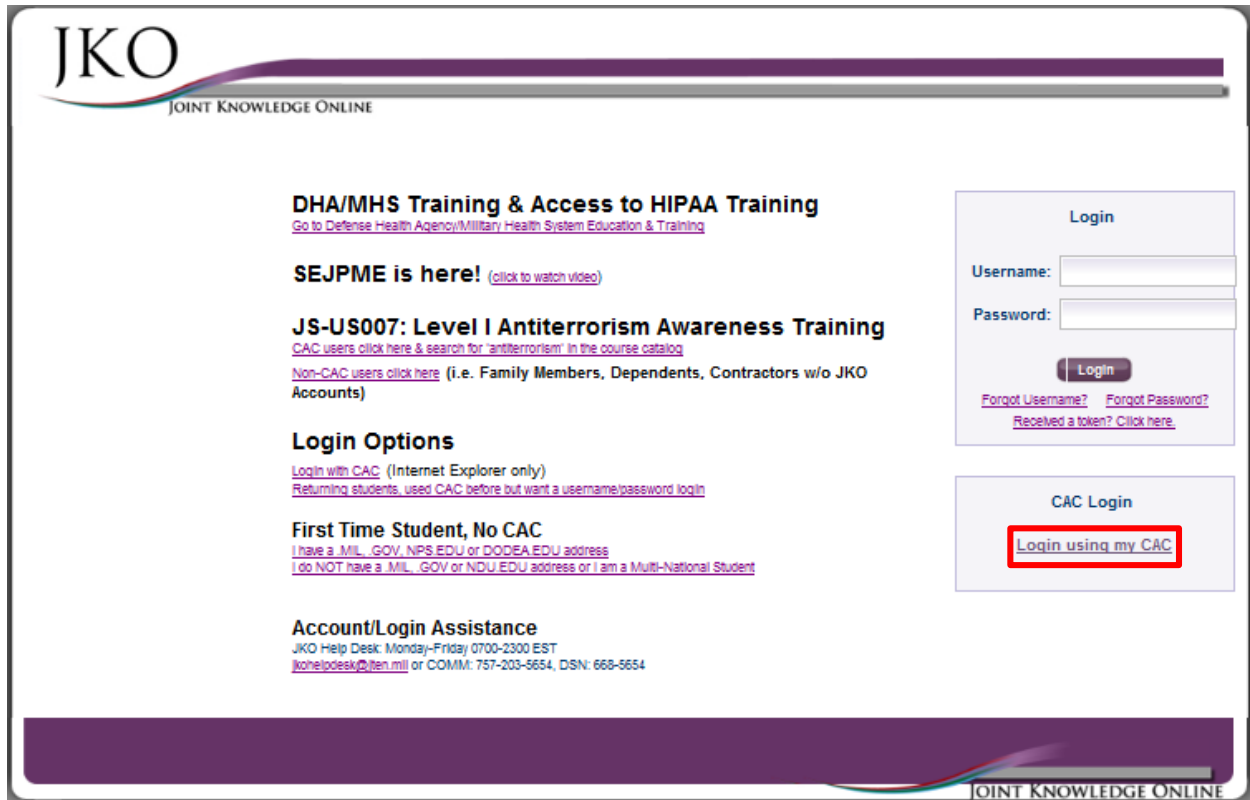
Figure 6

6) In the course list that is displayed, select the **Certificate** for the completed course. A transcript of all completed courses may be obtained by selecting the **Transcript** link. The course details may be reviewed by selecting the **Course ID** link.

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Creating a New Account on the JKO LMS via CAC

- 1) **Account Creation.** Go to <https://jkodirect.jten.mil> and choose CAC login as shown in Figure 7. Either certificate on your CAC (i.e. email or identity) may be selected for CAC login. The system creates a new account automatically when it finds no account with a matching Electronic Data Interchange Personal Identifier (EDIPI) from your CAC.



The screenshot shows the JKO (Joint Knowledge Online) login page. The header includes the JKO logo and the text "JOINT KNOWLEDGE ONLINE". The main content area is divided into several sections:

- DHA/MHS Training & Access to HIPAA Training**: Includes a link to "Go to Defense Health Agency/Military Health System Education & Training".
- SEJPME is here!**: Includes a link to "click to watch video".
- JS-US007: Level I Antiterrorism Awareness Training**: Includes links for "CAC users click here & search for 'antiterrorism' in the course catalog" and "Non-CAC users click here (i.e. Family Members, Dependents, Contractors w/o JKO Accounts)".
- Login Options**: Includes links for "Login with CAC (Internet Explorer only)" and "Returning students, used CAC before but want a username/password login".
- First Time Student, No CAC**: Includes links for "I have a .MIL, .GOV, .NPS.EDU or .DODEA.EDU address" and "I do NOT have a .MIL, .GOV or .NDU.EDU address or I am a Multi-National Student".
- Account/Login Assistance**: Includes contact information for the JKO Help Desk: "Monday-Friday 0700-2300 EST", "jkohelpdesk@jten.mil", and "COMM: 757-203-5654, DSN: 668-5654".

On the right side of the page, there are two login boxes:

- The top box is titled "Login" and contains fields for "Username:" and "Password:", a "Login" button, and links for "Forgot Username?", "Forgot Password?", and "Received a token? Click here".
- The bottom box is titled "CAC Login" and contains a button labeled "Login using my CAC" which is highlighted with a red rectangle.

Figure 7

- 2) **User Profile.** Complete and save the user profile as shown in Figure 8. Required fields are highlighted in red. A discussion of the various fields follows the figure.

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

RED label indicates a required field [Test Email](#)

Personal Data

First Name:

Middle Name:

Last Name:

User Name: **Role:** [Reset my Password](#)

Edipi:

Mobile PIN:

Country of Citizenship:

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 (* locked from joining)

- 2d MEB CHAP
- 2d MEB IMO
- 2d MEB J-1
- 2d MEB J-2
- 2d MEB J-3
- 2d MEB J-3 COPS

Selected (* locked from dropping)

[Copy](#) [Remove](#)

Contact Information

Business Email:

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

Figure 8

- **Name** – The name should be captured from your CAC.
- **User Name** – The system defaults to a numeric username. Enter a username of choice if preferred.
- **EDIPI** – The Electronic Data Interchange Personal Identifier is captured from your CAC.
- **Country of Citizenship** – Choose from the options in the drop-down menu.

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- **Account Type** – Choose from the options in the drop-down menu (e.g. Officer, Enlisted, Government Service Civilian, or Federal Contractor).
- **Pay Grade** – The drop-down menu for this field is populated based on the Account Type chosen. Government Civilians in pay systems other than the GS system should enter the GS equivalent for their pay grades.
- **Branch of Service** – Choose your branch of service, as applicable.
- **Duty Station** – Enter your current assigned location.
- **Primary Organization** – The organization defaults to Unassigned, meaning the user is not associated with any organization that uses the LMS to implement its training plan. *Join an organization only if you currently belong to that organization by orders, employment, or contract. Otherwise, remaining Unassigned is appropriate.*
- **Secondary Organization** – No secondary organizations are necessary. Multiple secondary organizations may be added as needed in the future. (see Figure)
- **Audiences** – Do not join an audience unless you know you should be part of that audience. (see Figure)
- **Email** – Enter your business email address.

3) Username/Password Login (optional). The LMS offers username/password login as an option for those times when the user accesses the system from a non-CAC-enabled computer (e.g. from home or on travel). If you desire to use this feature, log on to JKO at <https://jkodirect.jten.mil> and click OK on the DoD Warning Banner. Within the Login area of the LCMS Login Page, click the link labeled “Forgot Password?” See Figure 9 below:

The screenshot shows the JKO (Joint Knowledge Online) login interface. At the top left is the JKO logo with the text 'JOINT KNOWLEDGE ONLINE' underneath. The main heading is 'Welcome to the Joint Knowledge Online (JKO) Learning Content Management System (LCMS)'. Below the heading, there is a link for 'Need assistance? Contact the JKO Help Desk' and a note about requesting new username/password JKO access. Contact information for the JKO Help Desk is provided. On the right side, there is a 'Login to Virtual Campus' section with fields for 'Username:' and 'Password:', a 'Login' button, and links for 'Forgot Username?', 'Forgot Password?' (highlighted with a red box), and 'Received a token? Click here.'. Below this is a 'CAC Login' section with a link for 'Login using my CAC'.

Figure 9

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4) User will be prompted to enter their JKO Username and Email address. Then select Submit. See below

IMPORTANT: The email address used must match the Business Email Address within your LMS Profile. Users can update their LMS profile for either their work or home email address. All LMS System generated emails will be sent to this email address. These emails will contain tokens, course enrollment and graduation notices.

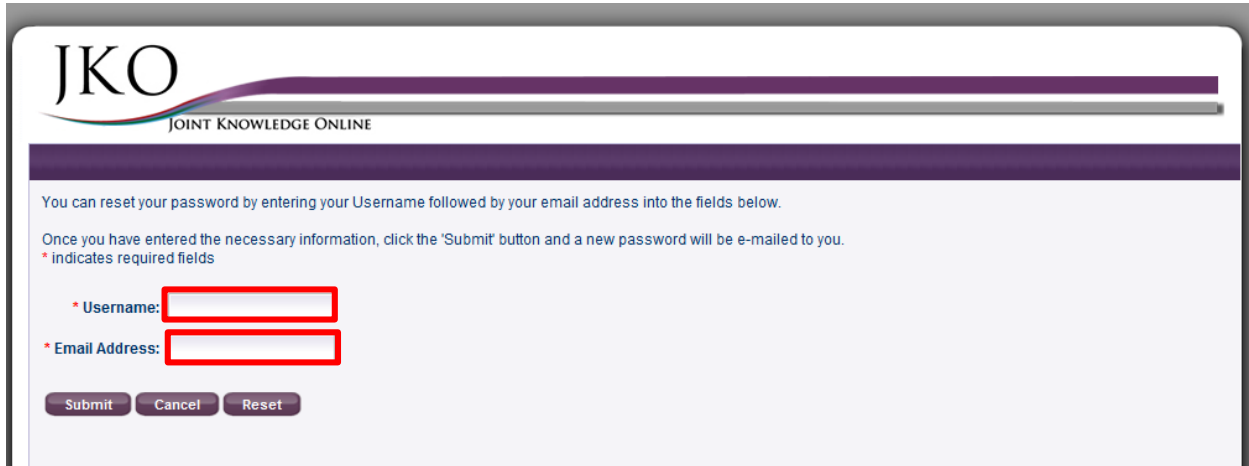
The screenshot shows the JKO (Joint Knowledge Online) password reset interface. At the top left is the JKO logo with the text "JOINT KNOWLEDGE ONLINE" below it. The main content area contains the following text: "You can reset your password by entering your Username followed by your email address into the fields below." and "Once you have entered the necessary information, click the 'Submit' button and a new password will be e-mailed to you." Below this is a note: "* indicates required fields". There are two input fields: "* Username:" and "* Email Address:". Both fields are highlighted with red rectangular boxes. At the bottom of the form are three buttons: "Submit", "Cancel", and "Reset".

Figure 10

5) The system will inform the user a temporary token has been emailed to them. The temporary token is a one-time use password that is used to allow the user to reset their password to something they can easily remember. This token is only valid for a 24-hour time period from time of issuance. This token is emailed to the Business Email address from the user's LMS student profile.

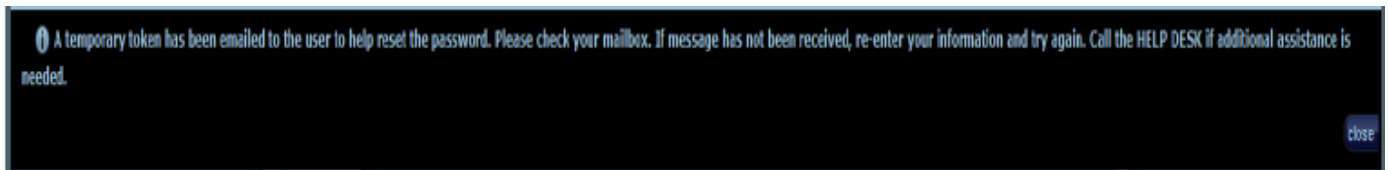


Figure 11

6) Upon receipt of the System Generated email containing the token, the user will return to the Login to Virtual Campus area of the LMS Login Page and selects the link labeled "Received a token? Click here." See Figure 12 below.

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The screenshot shows the JKO (Joint Knowledge Online) login page. At the top left is the JKO logo with the text "JOINT KNOWLEDGE ONLINE" below it. The main heading reads "Welcome to the Joint Knowledge Online (JKO) Learning Content Management System (LCMS)". Below this, there is a link for "Need assistance? Contact the JKO Help Desk". A paragraph states: "If you need an JKO LMS account but do not have a CAC, request new username/password JKO access." Contact information for the help desk is provided: "Joint Knowledge Online Help Desk, 0700 - 1900 EST Monday - Friday, JKOHelpDesk@jten.mil, Comm: 757 203-5654, DSN: 668-5654". On the right side, there is a "Login to Virtual Campus" section with fields for "Username:" and "Password:", a "Login" button, and links for "Forgot Username?" and "Forgot Password?". A red box highlights the link "Received a token? Click here.". Below this is a "CAC Login" section with a link "Login using my CAC". The JKO logo and "JOINT KNOWLEDGE ONLINE" text are also visible at the bottom right of the page.

Figure 12

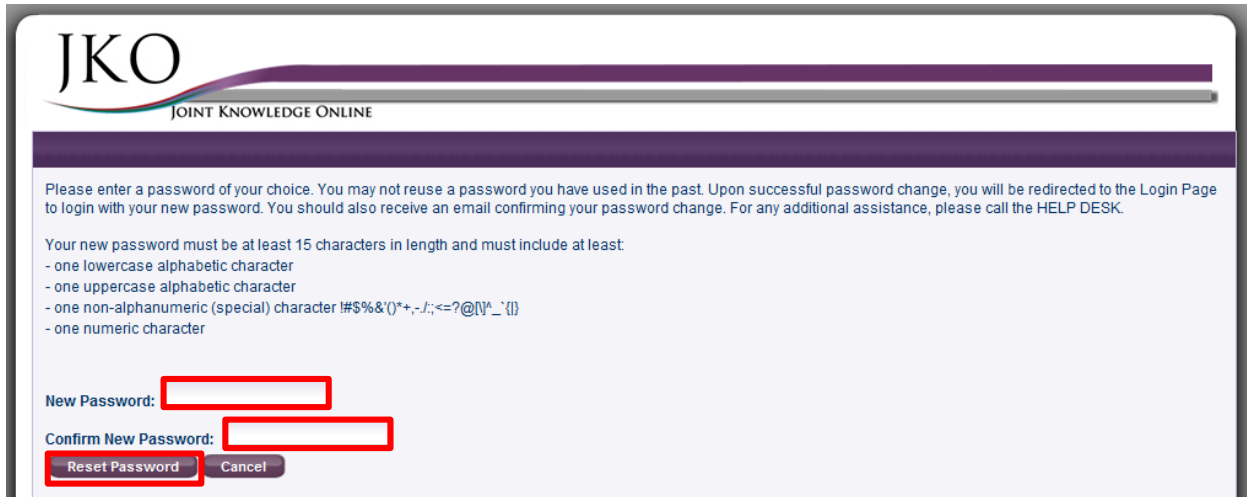
7) The user will then be prompted to enter their JKO Username and Token. Then select Submit. See Figure 13 below.

The screenshot shows the JKO password reset page. At the top left is the JKO logo with the text "JOINT KNOWLEDGE ONLINE" below it. The main heading reads "If you have received your token please enter your user name and token to reset the password". Below this, there are two input fields: "User Name" and "Token:". Both fields are highlighted with red boxes. Below the input fields are two buttons: "Submit" and "Cancel". The "Submit" button is also highlighted with a red box. The JKO logo and "JOINT KNOWLEDGE ONLINE" text are also visible at the bottom right of the page.

Figure 13

8) The user will then be prompted to enter a password of their choice. You may not reuse a password you have used in the past. Upon successful password change, you will be redirected to the Login Page to login with your new password. See Figure 14 below.

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The screenshot shows the JKO (Joint Knowledge Online) password change interface. At the top left is the JKO logo and the text "JOINT KNOWLEDGE ONLINE". Below this is a purple header bar. The main content area contains the following text:

Please enter a password of your choice. You may not reuse a password you have used in the past. Upon successful password change, you will be redirected to the Login Page to login with your new password. You should also receive an email confirming your password change. For any additional assistance, please call the HELP DESK.

Your new password must be at least 15 characters in length and must include at least:

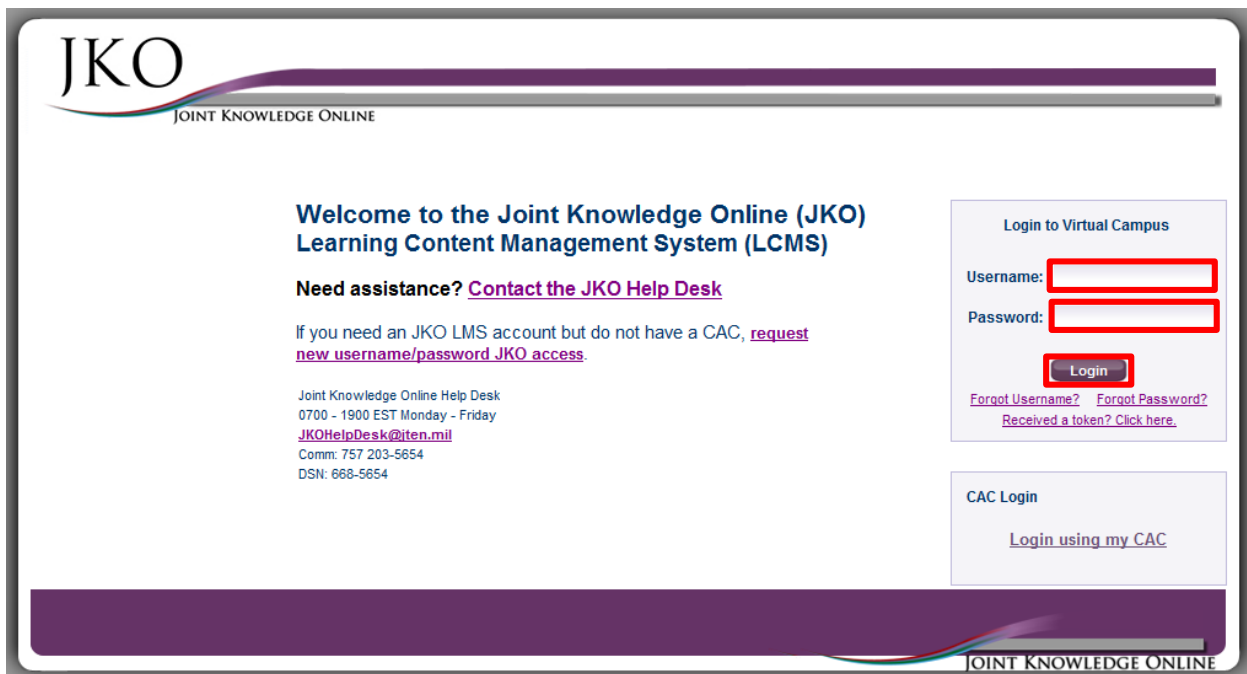
- one lowercase alphabetic character
- one uppercase alphabetic character
- one non-alphanumeric (special) character !#\$%&'()*+,-./:;<=?@[^\`{|}
- one numeric character

Below the instructions are two input fields: "New Password:" and "Confirm New Password:". Both fields are highlighted with red boxes. At the bottom left of the form are two buttons: "Reset Password" (highlighted with a red box) and "Cancel".

Figure 14

9) User will then be prompted password change was successful and returned to the DoD Warning banner, click OK to login using your newly created password.

10) From the Login to Virtual Campus area, login using your LMS profile user name and your newly created password. See Figure 15 below.



The screenshot shows the JKO (Joint Knowledge Online) Learning Content Management System (LCMS) login page. At the top left is the JKO logo and the text "JOINT KNOWLEDGE ONLINE". Below this is a purple header bar. The main content area contains the following text:

Welcome to the Joint Knowledge Online (JKO) Learning Content Management System (LCMS)

Need assistance? [Contact the JKO Help Desk](#)

If you need an JKO LMS account but do not have a CAC, [request new username/password JKO access](#).

Joint Knowledge Online Help Desk
0700 - 1900 EST Monday - Friday
JKOHelpDesk@jten.mil
Comm: 757 203-5654
DSN: 668-5654

On the right side of the page, there are two login sections:

Login to Virtual Campus

Username:

Password:

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

CAC Login

[Login using my CAC](#)

At the bottom right of the page is the text "JOINT KNOWLEDGE ONLINE".

Figure 15

11) You are now logged in to the JKO LCMS and begin your online training.

12) If you need further assistance contact the JKO Helpdesk via email at jkohelpdesk@jten.mil or via phone at COMM: 757-203-5654 or DSN: 668-5654.

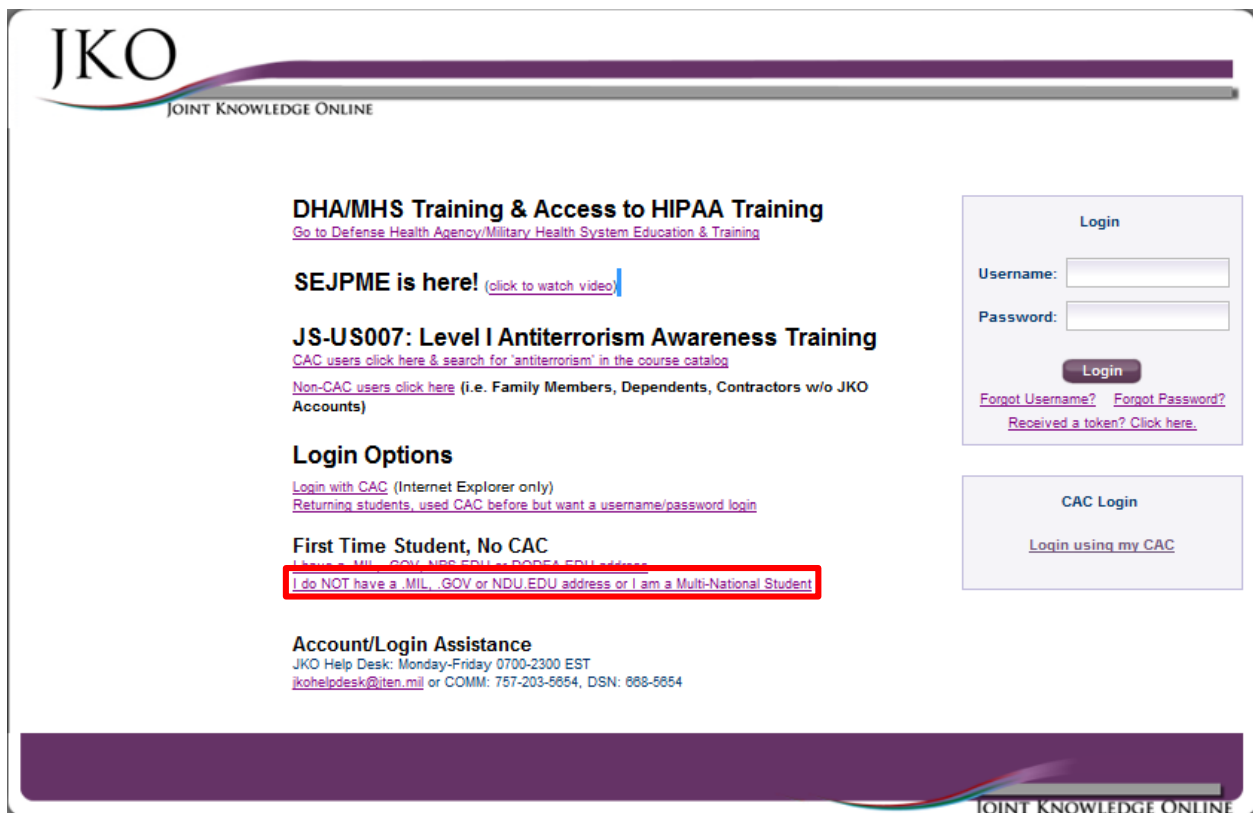
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Requesting a Username/Password Account on the JKO LMS (non-CAC personnel only)

NOTE: Personnel who have a CAC but want to use username/password login can use the Forgot Password procedure to set a password after creating their accounts via CAC as shown in Step 3 of the section entitled “**Creating a New Account on the JKO LMS via CAC**”.

NOTE: If you obtain a username/password account but later obtain a CAC and want to use the CAC to log into your existing LMS account, contact the JKO Help Desk to add the Electronic Data Interchange Personal Identifier (EDIPI) from your CAC to your LMS profile.

1) Go to <https://jkodirect.jten.mil> and choose the link as shown in Figure 16. A formatted email message (see Figure 17) destined for the JKO Help Desk will open in your email client.



The screenshot shows the JKO (Joint Knowledge Online) homepage. At the top left is the JKO logo with the tagline "JOINT KNOWLEDGE ONLINE". The main content area is divided into several sections:

- DHA/MHS Training & Access to HIPAA Training**: Includes a link "Go to Defense Health Agency/Military Health System Education & Training".
- SEJPME is here!**: Includes a link "click to watch video".
- JS-US007: Level I Antiterrorism Awareness Training**: Includes links for "CAC users click here & search for 'antiterrorism' in the course catalog" and "Non-CAC users click here (i.e. Family Members, Dependents, Contractors w/o JKO Accounts)".
- Login Options**: Includes links for "Login with CAC (Internet Explorer only)" and "Returning students, used CAC before but want a username/password login".
- First Time Student, No CAC**: Includes a link "I do NOT have a .MIL, .GOV or NDU.EDU address or I am a Multi-National Student" which is highlighted with a red box.
- Account/Login Assistance**: Includes contact information for the JKO Help Desk: "Monday-Friday 0700-2300 EST", "jkohelpdesk@jten.mil" or "COMM: 757-203-5654, DSN: 668-5654".

On the right side of the page, there are two login boxes:

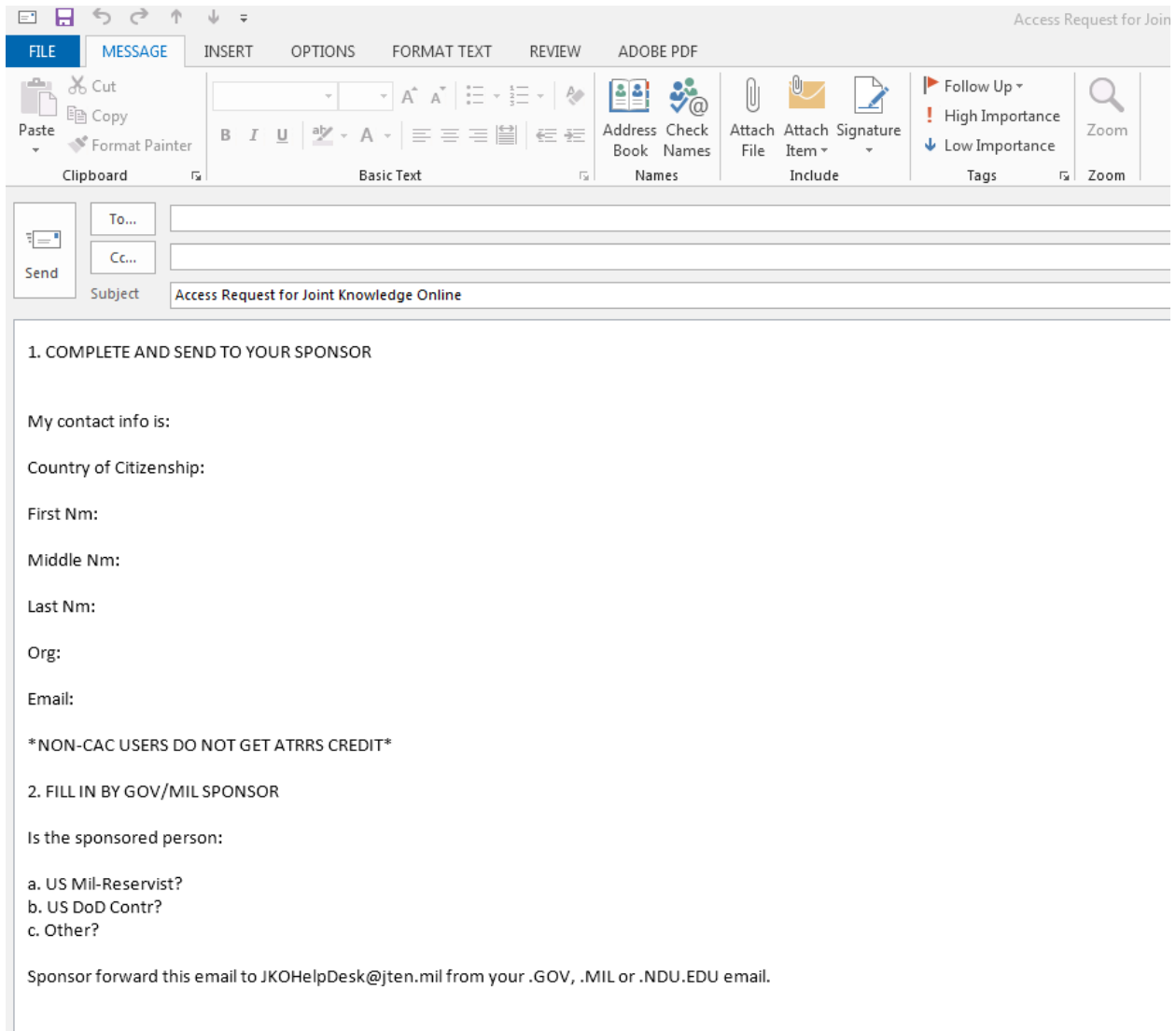
- Login**: A form with fields for "Username:" and "Password:", a "Login" button, and links for "Forgot Username?", "Forgot Password?", and "Received a token? Click here."
- CAC Login**: A box with the text "Login using my CAC".

At the bottom right of the page, the text "JOINT KNOWLEDGE ONLINE" is visible.

Figure 16

2) In the formatted email message, enter your country of citizenship, name, organization, and email address. If you do not have a .MIL or .GOV email address where the account credentials may be sent, provide information for a government point of contact who can verify your need for the LMS account.

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The screenshot shows an email client interface with a ribbon menu at the top. The ribbon includes tabs for FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, REVIEW, and ADOBE PDF. The MESSAGE tab is active, showing options like Cut, Copy, Paste, and Format Painter. The main content area displays an email with the following text:

Access Request for Joint Knowledge Online

1. COMPLETE AND SEND TO YOUR SPONSOR

My contact info is:

Country of Citizenship:

First Nm:

Middle Nm:

Last Nm:

Org:

Email:

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?

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

Figure 17

3) The LMS will send two messages to your email address once the account is created. One message (i.e. Welcome to Virtual Campus) contains your username. The other message (i.e. Token_Notification) contains a token to be used to set your password. A token is a 20-character string good for a single use and for a 24-hour period.

4) Present the Token Received. Once you receive a token via email, select the link labeled **Received a Token? Click Here** on the login page as shown in Figure 18. You must enter your username and the token sent to you (see Figure 19). If you need a new token for any reason, you may receive one at any point using the Forgot Password function, regardless of whether the previous token has been used or has expired. Only the last token created may be used to set your password.

Instructions for completing USFK Theater Specific Required Training

JKO
JOINT KNOWLEDGE ONLINE

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

SEJPME is here! ([click to watch 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 0700-2300 EST
jkohelpdesk@iten.mil or COMM: 757-203-5654, DSN: 688-5654

Login
Username:
Password:

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

CAC Login
[Login using my CAC](#)

JKO
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Figure 18

JKO
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If you have received your token please enter your user name and token to reset the password

User Name:

Token:

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Figure 19

Instructions for completing USFK Theater Specific Required Training

5) Set Password. The system will ask you to set and confirm a password for your account (see Figure 20). It will then return you to the login page. Log in using your username and newly set password.



The screenshot shows the 'JOINT KNOWLEDGE ONLINE' (JKO) interface. At the top left is the JKO logo. Below it, a purple horizontal bar spans the width of the page. The main content area is white and contains the following text:

Please enter a password of your choice. You may not reuse a password you have used in the past. Upon successful password change, you will be redirected to the Login Page to login with your new password. You should also receive an email confirming your password change. For any additional assistance, please call the HELP DESK.

Your new password must be at least 15 characters in length and must include at least:

- one lowercase alphabetic character
- one uppercase alphabetic character
- one non-alphanumeric (special) character !#\$%&'()*+,-./:;<=?@[\\^_`{|}
- one numeric character

Below the instructions are two input fields: 'New Password:' and 'Confirm New Password:'. Both fields are currently empty and have red rectangular boxes drawn around them. At the bottom left of the form are two buttons: 'Reset Password' and 'Cancel'.

Figure 20