

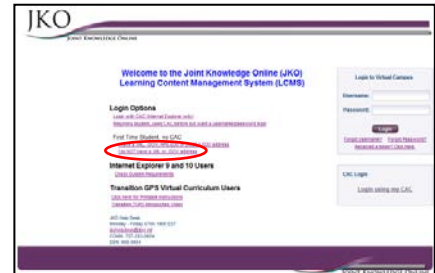


PRINT THESE INSTRUCTIONS FIRST OR SAVE TO YOUR DESKTOP BEFORE PROCEEDING. FOLLOW INSTRUCTIONS STEP-BY-STEP TO ENSURE YOU RECEIVE CREDIT FOR YOUR TRAINING ON JKO.

Steps for Establishing/Updating Joint Knowledge Online Accounts for Non-US Personnel without a CAC:

- **Step 1: Login to JKO Learning Content Management System (LCMS).** Go to <https://jkodirect.jten.mil> and click “OK” on the DoD Warning Banner. You are now at the JKO Learning Content Management System (LCMS) login page. To access the JKO LCMS and begin training, you must first establish an account.

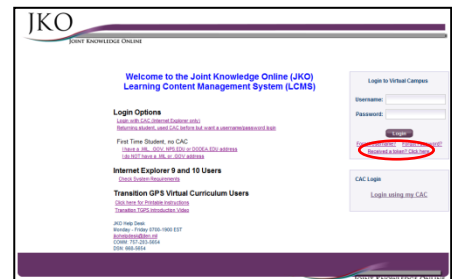
- **Step 2: Request a JKO Account.** Under “Login Options” click the “**I do not have a .MIL or .GOV address**” in the center of the LCMS login page. You may receive an Internet Explorer Security message indicating that the website is trying to open a program. Click the “**Allow**” button to open the “**Access Request for Joint Knowledge Online**” form in Microsoft Outlook. (See figure to the right)



Complete the “**Access Request for Joint Knowledge Online**” form providing your contact information, country of citizenship, etc... as requested in the body of the email form, then click “**Send**” on the email to submit your account request. You will be contacted via email once your account request has been approved.

NOTE: Account requests may take longer to approve when submitted over a weekend, holiday or if we cannot verify your contact information as provided.

- **Step 3: Initialize Your JKO LCMS Account.** When your account is approved, you will receive two emails. One will contain your username and the other will provide a (one-time use) “token” password required to initialize your account. The token is valid for only 24 hours, after 24 hours, you must contact the help desk to be reissued a token. When you have your username and token, login at <https://jkodirect.jten.mil>, and click the “**Received a token? Click here**” link in the grey box on the JKO LCMS login page. (See figure to the right)



The next screen will ask you to enter your user name and token to reset/establish a password. Enter the user name and token from the two emails that you received in the appropriate fields provided. The next screen will ask you to create a new password. Follow the criteria provided on the page to enter a new password and confirm it. When you have successfully created a new password, the system will return you to the JKO LCMS login page where you can now login to the JKO LCMS using your user name and new password.

- **Step 4: Create your JKO Profile.** First time students are automatically directed to the “**My Profile**” page to establish a JKO account profile. Complete all required fields (required fields are marked in **red bold** text) on the “**My Profile**” page (Note: You will not be able to modify your organization or audience association without the assistance/approval of the organization/audience training POC).

IMPORTANT: Please verify your country is correctly identified in the “**Country of Citizenship**” field.

Click the “**Save**” button at the bottom of the page to return to the JKO LCMS student desktop. You can now click the “**Course Catalog**” tab to browse available courses on JKO.