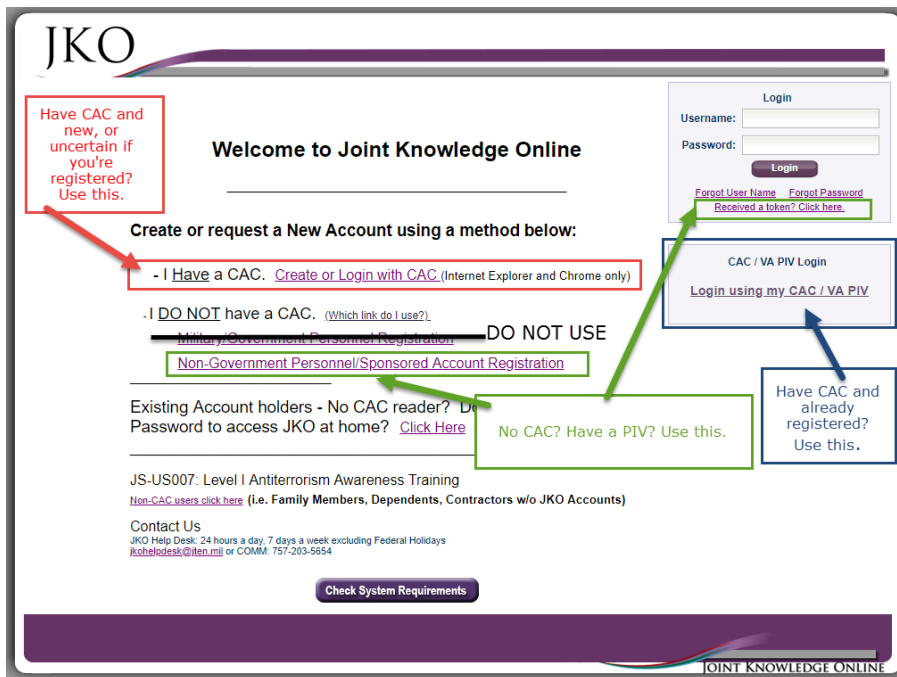
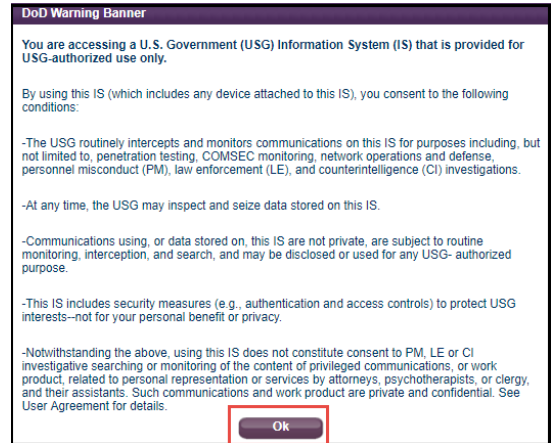


# Joint Knowledge Online (JKO) Account Creation and Profile Update Instructions

1. Log in to the JKO Learning Content Management System (LCMS) at: <https://jkodirect.iten.mil>

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

3. CAC holders can select either the **Login using my CAC** link within the CAC Login box located on the upper right-hand side of screen (if already registered in JKO), or the **I Have a CAC. Create or Login with CAC** link in the center of the screen (if unregistered, or uncertain of registration status). You will then be prompted to **Select a Certificate** from your CAC (either certificate will work).



4. Non-CAC or PIV card holders should select the **Non-Government Personnel/Sponsored Account Registration** link. Some federal agencies don't allow JKO emails through their firewall; it's best to register using a personal email address to request a **Sponsored Account**.

Non-CAC users should list their sponsor as: *Alladin Hidar, Academic Affairs IA Reviewer, National Defense University, alladin.hidar.civ@ndu.edu, 202-685-2906.*

The sponsor will validate your token request, and email you a confirmation within one business day. You will then

receive a username and temporary password (or "token") from JKO within 24 hours. When you return to JKO, click the **Received a token? Click here** link in the small **Login** box in the top right corner, and enter your username and temporary password. You will be prompted to change your password during your first login attempt.

5. If you are a first time JKO user, you will be prompted to fill out a new **Profile** per the instructions below. If you are already registered in JKO, you will either be prompted to update your **Profile**, or you must click on the **My Profile** icon in the top left corner of the screen to edit your **Profile** per the instructions below on page 3.

Completing your **Profile** and affiliating yourself with NDU as your **Primary Organization** is a critical step that allows your training completion to be verified. See the screenshot below for detailed instructions. 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.

### Completing your JKO Profile

The screenshot shows the 'My Profile' page with several sections and annotations:

- Personal Data:** Fields for First Name, Middle Name, Last Name, User Name, Edipi, PIV Common Name, and Country of Citizenship. A red box highlights the Edipi field with the note: "This info is retrieved from a CAC, or can be input manually once the user receives their CAC." The Role dropdown is set to "Student" and is highlighted with a red box and the note: "All JKO users are assigned a 'Student' role automatically." A "Reset my Password" button is also visible.
- Career Information:** Fields for Account Type, Pay Grade, Branch of Service, and Duty Station. Red boxes and arrows highlight the Account Type, Pay Grade, and Branch of Service dropdowns with the instruction: "Use the pull-down arrows to select your appropriate Account Type, Pay Grade, and Branch of Service."
- Organizations:** Primary Organization is "UNASSIGNED" and Secondary Organization is "None Assigned". A red box highlights the "Select Primary Organization" link with the instruction: "Click 'Select Primary Organization,' and use the black triangular bullets to expand the JKO and NDU dropdown options. See detailed screenshot below."
- Audience Association:** A list of audience types is shown on the left, and the main area contains the text "Nothing required here."
- Contact Information:** A Business Email field is highlighted with a red box and the instruction: "Enter your personal email. This can be changed later." Below it are "Save" and "Reset" buttons. A red arrow points to the "Save" button with the instruction: "Remember to save!"

6. Once your **Profile** updated and saved, you will be taken to the NDU JKO home page under the **My Training** tab. Modules on this page show all courses Assigned to you, in which you are Enrolled, or which you have Completed. Users can launch or enroll on these courses by clicking on them. Users can also click on the **Course Catalog** tab to search for additional courses in which they wish to enroll.

## Affiliating Your JKO Profile with NDU as Your Primary Organization

**Find an Organization**

~~Search~~ ~~Clear Search~~

\* - Indicates Inactive Organization

Click on the black triangular bullets to the left of (JKO) and (NDU) to open the dropdown list of options.

Click on the (UserType-Component) combination that best describes you.

Click "Select Organization" to save.

- (JKO) - Joint Knowledge Online (LOCKED)
- (AFRICOM) - US Africa Command
- (ARNORTH) - US ARMY NORTH (ARNORTH)
- (ARSTRAT) - US Army Space and Missile
- (BSD) - Business Support Director \* (LOCKED)
- (CENTCOM) - US Central Command (CENTC)
- (DCAA) - Defense Contract Audit Ag
- (DCMA) - Defense Contract Manage
- (DeCA) - Defense Commissary Agency
- (DHRM) - Defense Human Resources A
- (DHS) - Department of Homeland Se
- (MCTSP) - Mission Command Training
- (MHS) - Military Health System -
- (NAVSEA) - NAVSEA Warfare Centers
- (NDU) - National Defense Universi
- (STUDENT-CIC) - College of Information and Cyberspace
- (STUDENT-CISA) - College of International Security Affairs
- (STUDENT-ES) - Eisenhower School
- (STUDENT-INTNL) - International Students
- (STUDENT-JFSC) - Joint Forces Staff College
- (STUDENT-NWC) - National War College
- (Faculty-CIC) - College of Information and Cyberspace
- (Faculty-CISA) - College of International Security Affairs
- (Faculty-ES) - Eisenhower School
- (Faculty-INTNL) - International Faculty
- (Faculty-JFSC) - Joint Forces Staff College
- (Faculty-NWC) - National War College
- (Staff-AA-CASL) - Center for Applied Strategic Learning
- (Staff-AA-HF) - Health Fitness
- (Staff-AA-IR) - Institutional Research
- (Staff-AA-LIB) - Library
- (Staff-AA-PROV) - Provost's Office
- (Staff-AA-REG) - Registrar
- (Staff-CAPSTONE) - CAPSTONE
- (Staff-CIC) - College of Information and Cyberspace
- (Staff-CISA) - College of International Security Affairs
- (Staff-ES) - Eisenhower School
- (Staff-INSS) - Institute for National Security Studies
- (Staff-INSS-WMD) - WMD Center
- (Staff-ISMO) - International Student Management Office
- (Staff-JFSC) - Joint Forces Staff College
- (Staff-NDUP) - Command Group
- (Staff-NWC) - National War College
- (Staff-OPS-COO) - Chief Operations Officer
- (Staff-OPS-EVNTS) - Current Operations and Events
- (Staff-OPS-HRD) - Human Resources Directorate
- (Staff-OPS-ITD) - Information Technology Directorate
- (Staff-OPS-RMD) - Resource Management Directorate
- (Staff-OPS-SEC) - Security Directorate
- (Staff-OPS-SSD) - Support Services Directorate
- (NGB) - National Guard Bureau
- (OSD) - Office of the SecDef (OSD)
- (OSD P&R) - OSD P&R
- (SOCCENT) - SOCCENT
- (SOCOM) - Special Operations Comman
- (SOUTHCOM) - US Southern Command (SOUTHCOM)

Select Organization Cancel

### JKO Help Desk Information:

For assistance accessing JKO, enrolling in a course, printing a certificate or for general questions, contact the JKO Help Desk, Monday – Friday from 0700-2300 EST at: [jkohelpdesk@jten.mil](mailto:jkohelpdesk@jten.mil); 757-203-5654 or DSN: 668-5654