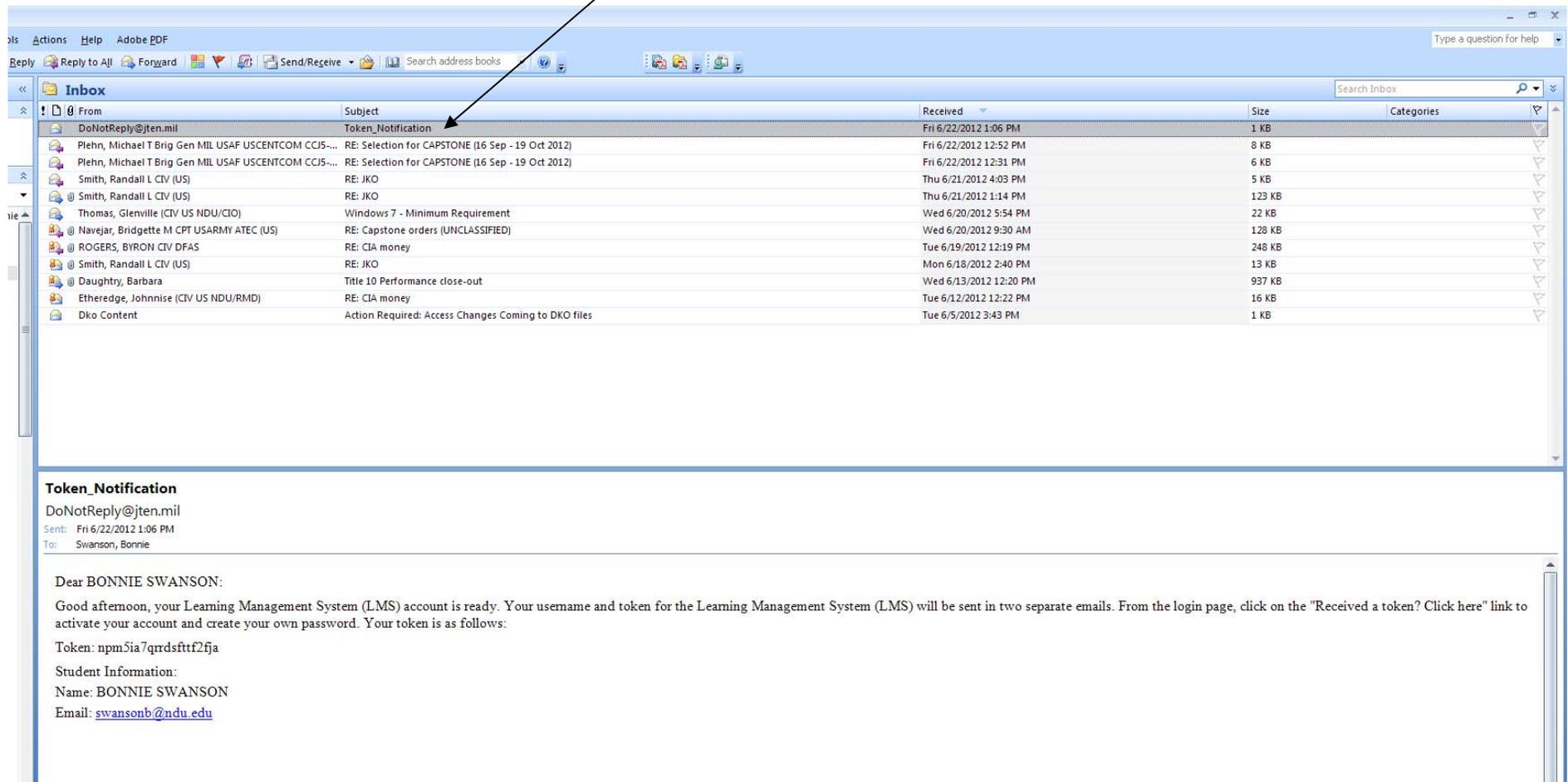


**THESE INSTRUCTIONS ARE FOR NON CAC USERS. PLEASE CONTACT BONNIE SWANSON FIRST SO SHE CAN SUBMIT FOR AN ACCOUNT FOR YOU TO USE WHEN FOLLOWING THESE INSTRUCTIONS.**

You will receive an email with a subject of **Token Notification**



The screenshot shows an Outlook inbox with the following table of emails:

From	Subject	Received	Size	Categories
DoNotReply@jten.mil	Token_Notification	Fri 6/22/2012 1:06 PM	1 KB	
Plehn, Michael T Brig Gen MIL USAF USCENTCOM CCJS-...	RE: Selection for CAPSTONE (16 Sep - 19 Oct 2012)	Fri 6/22/2012 12:52 PM	8 KB	
Plehn, Michael T Brig Gen MIL USAF USCENTCOM CCJS-...	RE: Selection for CAPSTONE (16 Sep - 19 Oct 2012)	Fri 6/22/2012 12:31 PM	6 KB	
Smith, Randall L CIV (US)	RE: JKO	Thu 6/21/2012 4:03 PM	5 KB	
Smith, Randall L CIV (US)	RE: JKO	Thu 6/21/2012 1:14 PM	123 KB	
Thomas, Glenville (CIV US NDU/CIO)	Windows 7 - Minimum Requirement	Wed 6/20/2012 5:54 PM	22 KB	
Navejar, Bridgette M CPT USARMY ATEC (US)	RE: Capstone orders (UNCLASSIFIED)	Wed 6/20/2012 9:30 AM	128 KB	
ROGERS, BYRON CIV DFAS	RE: CIA money	Tue 6/19/2012 12:19 PM	248 KB	
Smith, Randall L CIV (US)	RE: JKO	Mon 6/18/2012 2:40 PM	13 KB	
Daughtry, Barbara	Title 10 Performance close-out	Wed 6/13/2012 12:20 PM	937 KB	
Ethereedge, Johnnise (CIV US NDU/RMD)	RE: CIA money	Tue 6/12/2012 12:22 PM	16 KB	
Dko Content	Action Required: Access Changes Coming to DKO files	Tue 6/5/2012 3:43 PM	1 KB	

The selected email, 'Token\_Notification', is shown in the preview pane below:

**Token\_Notification**  
DoNotReply@jten.mil  
Sent: Fri 6/22/2012 1:06 PM  
To: Swanson, Bonnie

Dear BONNIE SWANSON:

Good afternoon, your Learning Management System (LMS) account is ready. Your username and token for the Learning Management System (LMS) will be sent in two separate emails. From the login page, click on the "Received a token? Click here" link to activate your account and create your own password. Your token is as follows:

Token: npm5ia7qrrdsfttf2fja

Student Information:  
Name: BONNIE SWANSON  
Email: [swansonb@ndu.edu](mailto:swansonb@ndu.edu)

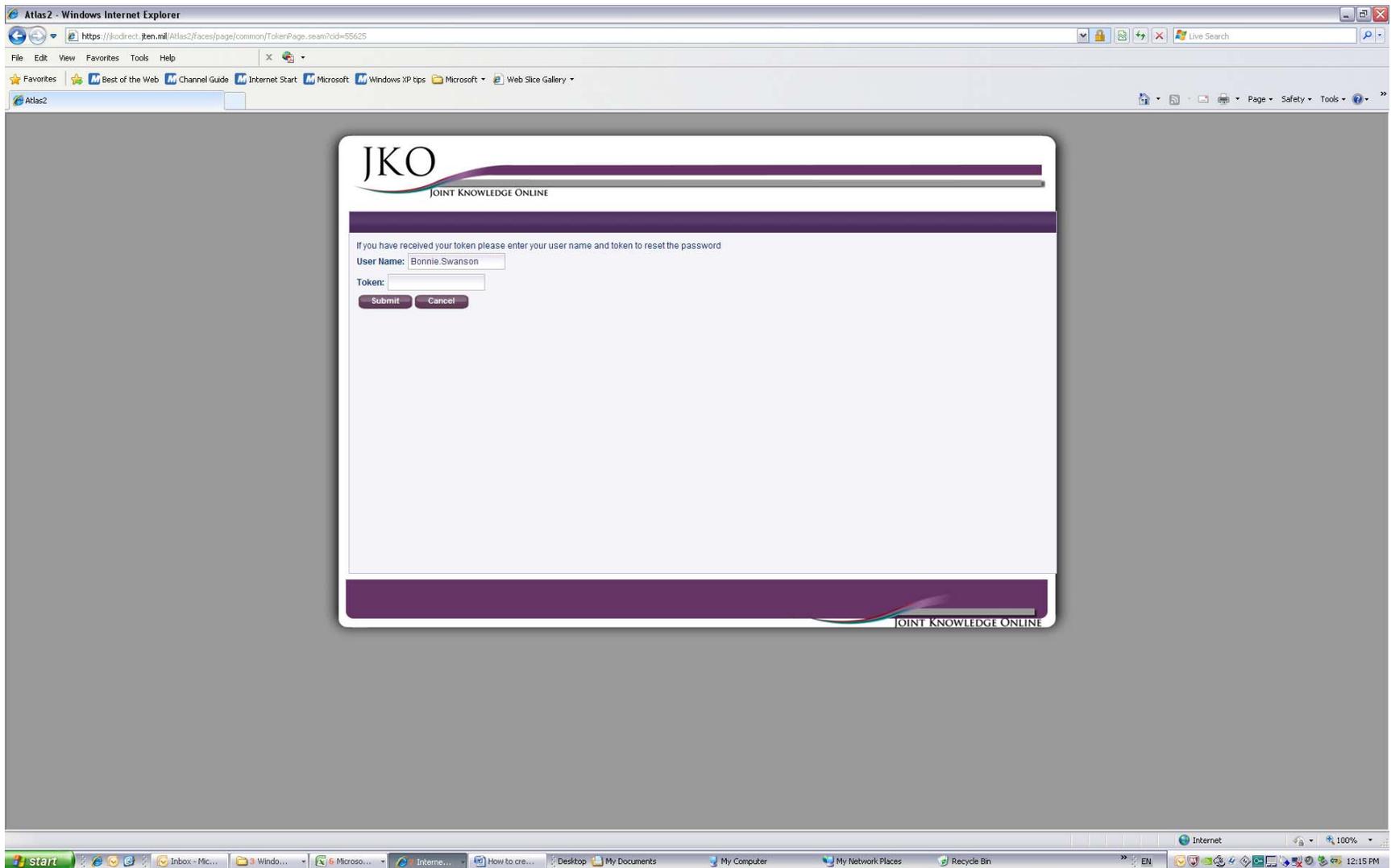
If a second email doesn't follow the same day with your username, try `firstname.lastname` **TOKENS ARE ONLY GOOD FOR 24 HOURS.**

If that doesn't work, please email [JKOHelpDesk@jten.mil](mailto:JKOHelpDesk@jten.mil) and let them know you didn't get your username/need to reset your token.

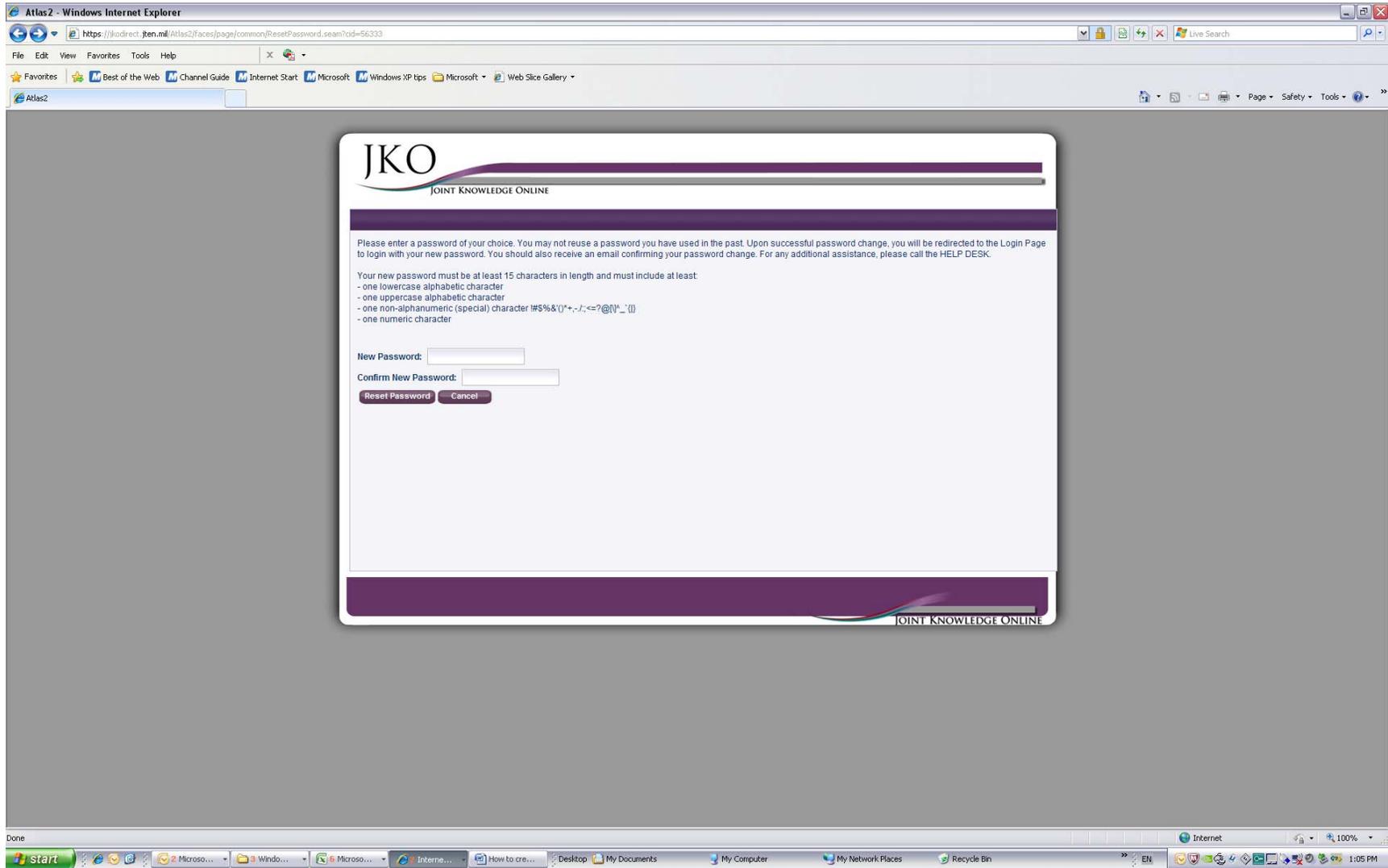
go to <https://jkodirect.jten.mil> Click OK in the DoD Warning Browser, then click on Received a Token? Click here.

The screenshot shows a web browser window displaying the JKO Direct Support Server Learning Content Management System (LCMS) login page. The page has a purple and white color scheme. At the top left is the JKO logo with the text "JOINT KNOWLEDGE ONLINE". Below the logo is a welcome message: "Welcome to the Joint Knowledge Online (JKO) Direct Support Server Learning Content Management System (LCMS)". A red text block provides contact information for the JKO Helpdesk. Below that, a link is provided for users who need an LMS account but do not have a CAC. On the right side, there is a "Login to Virtual Campus" form with fields for "Username:" and "Password:", a "Login" button, and two links: "Forgot Username?" and "Forgot Password?". A red circle highlights the link "Received a token? Click here." below the "Forgot Username?" link. A black arrow points from the text in the instructions above to this link. At the bottom right, there is a "CAC Login" section with a link "Login using my CAC". The page footer also displays the JKO logo and "JOINT KNOWLEDGE ONLINE".

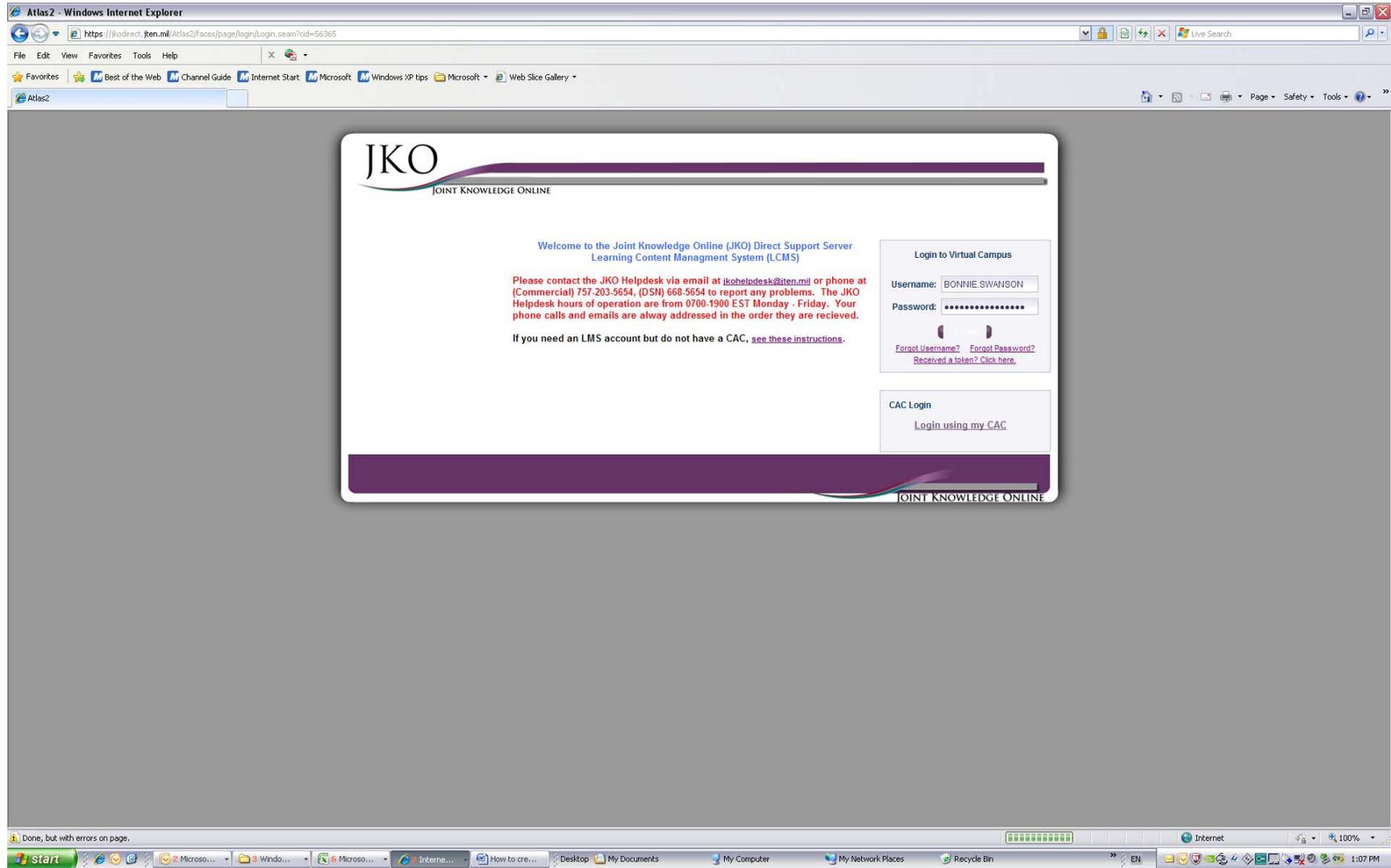
enter username and token, click Submit



Create New Password, then click Reset Password



Log in with username and newly created password.



Scroll to the bottom and hit SAVE

The screenshot shows a Windows Internet Explorer browser window with the following details:

- Browser Title:** Atlas2 - Windows Internet Explorer
- Address Bar:** https://jko.direct.jten.mil/Atlas2/faces/page/login/AccountIncompleteProfile.seam?edId=6787232&cid=56373
- Page Header:** Welcome, BONNIE SWANSON | 10.1.5.6 | Logout
- Logo:** JKO JOINT KNOWLEDGE ONLINE
- Form Fields:**
  - Personal Data:** \* First Name: BONNIE, Middle Name: (empty), \* Last Name: SWANSON, \* Role: Student, \* User Name: BONNIE.SWANSON, Edipi: (empty). Includes a "Test Email" button and a "Reset my Password" button.
  - Career Information:** Account Type: Select Account Type..., Pay Grade: Select Pay Grade..., Branch of Service: Select Branch of Service..., Duty Station: (empty).
  - Organizations:** Primary Organization: UNASSIGNED (with link "Select Primary Organization"), Secondary Organization: None Assigned (with link "Add Secondary Organization").
  - Audience Association:** Available list: ARCYBER CIV, ARNORTH Supervisors, ISAF PRT, JIEDDO ONLY - J3 Test, USFK. Selected list: (empty). Action buttons: Copy all, Copy, Remove, Remove All.
  - Contact Information:** Phone / Email Information: (empty).

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, Windows Explorer, Microsoft Office Word, Internet Explorer, How to create...), and system tray icons including the clock showing 1:13 PM.

Click on Course Catalog

The screenshot shows a Windows Internet Explorer browser window displaying the Atlas2 user profile page. The browser's address bar shows the URL: [https://jko.direct\\_ren.mi/Atlas2/Faces/page/desktop/DesktopHome.seam?tabId=1&cid=tab\\_1](https://jko.direct_ren.mi/Atlas2/Faces/page/desktop/DesktopHome.seam?tabId=1&cid=tab_1). A notification bar at the top of the page states "User Profile information successfully saved". The main content area features a navigation bar with "My Atlas" and "Course Catalog" tabs. The "Course Catalog" tab is selected, and an arrow from the text "Click on Course Catalog" points to it. Below the navigation bar, there are several sections: "My Profile" (with a "Show/Hide Gadgets" link), "My Training" (containing instructions on how to launch courses and a "Show Individual Courses" / "Show Curricula" toggle), "Announcements" (a table with two rows of help desk tips), "Links" (a list of documentation links), and "Help" (a list of help desk links). The bottom of the browser window shows the Windows taskbar with the Start button, several open applications, and the system tray displaying the time as 1:14 PM.

Atlas2 - Windows Internet Explorer

https://jko.direct\_ren.mi/Atlas2/Faces/page/desktop/DesktopHome.seam?tabId=1&cid=tab\_1

User Profile information successfully saved

JOINT KNOWLEDGE ONLINE

My Atlas Course Catalog

My Profile [Show/Hide Gadgets](#)

**My Training**

Shown below are all learning/training activities in which you are currently enrolled, waitlisted, or awaiting approval of enrollment request. Click on the button to launch the Course. You may also click the Title for Course Information. Please maximize this gadget for more options related to learning/training activities.

[Open My Training History](#)

Show Individual Courses  Show Curricula

Enrolled Waitlisted Requested All

There is no data to be displayed.

**Announcements**

Title	Description
Help Desk Tip 2	Please ensure you launch your courses from the "My Training" section of your homepage in order to receive credit. You will NOT RECEIVE CREDIT if you complete the course using the "Preview" icon. To return to your homepage click the "My Atlas" tab.
Help Desk Tip	Please ensure that upon completion of the final lesson of a course, you select the NEXT LESSON button to successfully complete the course.

**Links**

AtlasPro 2 Documentation

- [Adhoc Reporting \(Pentaho\) Users Guide](#)
- [AtlasPro 2 Privileged Users Guide v4](#)
- [AtlasPro2 Quick Start Guide for Students](#)
- [User Account Instructions](#)

**Help**

- [Help Desk CQI](#)
- [System Requirements](#)
- [Feedback](#)

JOINT KNOWLEDGE ONLINE

Done, but with errors on page.

Start | Internet | 100% | 1:14 PM

Type in SERE, then click Apply Filters...

Welcome, BONNIE SWANSON 10.1.6.6 | Logout

# JKO

JOINT KNOWLEDGE ONLINE

My Atlas Course Catalog

My Profile Show/Hide Gadgets

Courses Curricula

Browse Course Catalog.  
You may browse the Course Catalog below. Use the input and selection fields above each column to filter your results.

Apply Filters Clear Filters Results per Page: 10

Prefix	Number	Title	Exclude Enrolled Courses:	Course Status
AFR	-AFDL-010112	<a href="#">APC 01: Joint Planning Overview</a>	<input type="checkbox"/>	Enroll
AFR	-AFDL-010212	<a href="#">APC 02: Joint Operational Planning</a>	<input type="checkbox"/>	Enroll
AFR	-AFDL-010312	<a href="#">APC 03: Security Cooperation</a>	<input type="checkbox"/>	Enroll
AFR	-AFDL-010412	<a href="#">APC 04: Command and Control</a>	<input type="checkbox"/>	Enroll
AFR	-AFDL-010512	<a href="#">APC 05: Communications</a>	<input type="checkbox"/>	Enroll
AFR	-AFDL-010612	<a href="#">APC 06: Lifecycle of the JTF - Overview</a>	<input type="checkbox"/>	Enroll
AFR	-AFDL-010712	<a href="#">APC 07: Lifecycle of the JTF - Plan and Form</a>	<input type="checkbox"/>	Enroll
AFR	-AFDL-010812	<a href="#">APC 08: Lifecycle of the JTF - Deploy and Redeploy</a>	<input type="checkbox"/>	Enroll
AFR	-AFDL-010912	<a href="#">APC 09: Lifecycle of the JTF - Employ</a>	<input type="checkbox"/>	Enroll
AFR	-AFDL-011012	<a href="#">APC 10: Lifecycle of the JTF - Transition</a>	<input type="checkbox"/>	Enroll

« 1 2 3 4 5 6 7 8 9 10 »»

JOINT KNOWLEDGE ONLINE

The SERE course should come up...then click Enroll. Once enrollment is processed (a few seconds), click on My Atlas to start the course.

The screenshot shows the Atlas2 web application interface. At the top, it says "Welcome, BONNIE SWANSON" and "10.1.6.6 | Logout". The main header features the "JKO" logo and "JOINT KNOWLEDGE ONLINE". Below the header, there are two tabs: "My Atlas" and "Course Catalog". The "Course Catalog" tab is active, showing a search bar with "SERE" entered. Below the search bar, there are "Apply Filters" and "Clear Filters" buttons. To the right, there is a "Results per Page:" dropdown set to "10" and an "Exclude Enrolled Courses:" checkbox. The main content area displays a table with the following data:

Prefix	Number	Title	Course Status
J3T	A-US022	<a href="#">SERE 100.1 Level A Code of Conduct Training Course</a>	Enroll

At the bottom of the page, there is a purple banner with the "JKO" logo and "JOINT KNOWLEDGE ONLINE" text. The Windows taskbar at the bottom shows the start button, several open applications, and the system tray with the time "1:17 PM".

Under My Atlas, click Launch to take the course.



You should immediately get an enrollment email. Please note that you have 21 days to start the course or you will be disenrolled. You don't have to finish in 21 days, but you do have to launch and start one lesson to not be disenrolled.

The screenshot shows an Outlook inbox with a list of emails. The selected email is from DoNotReply@jten.mil with the subject 'Enrollment Notification - Course Welcome', received on Tue 6/26/2012 1:19 PM, and is 2 KB in size. Below the inbox list, the email content is displayed.

**Enrollment Notification - Course Welcome**  
DoNotReply@jten.mil  
Sent: Tue 6/26/2012 1:19 PM  
To: Swanson, Bonnie

Dear BONNIE SWANSON:

**\*\*THIS IS AN AUTOMATED EMAIL PLEASE DO NOT REPLY\*\*** Welcome to the Joint Knowledge Online Learning Management System (LMS). Thank you for registering for a new course. You are now enrolled into that course. Please be aware that you must launch the course within 21 days or be regarded as a no show and dropped from the roster. If you have enrolled in this course as part of a curriculum, please be sure you select 'show curricula' in the My Training gadget to view your course.

User Name: BONNIE.SWANSON

Student Information:  
Name: BONNIE SWANSON  
Email: [swansonb@ndu.edu](mailto:swansonb@ndu.edu)

Enrollment Information  
J3TA-US022 SERE 100.1 Level A Code of Conduct Training Course - Section - 049  
Enrollment Start Date: 26-Jun-2012  
Enrollment End Date: 26-Jun-2013

Help Desk Information:  
[JKOHelpDesk@jten.mil](mailto:JKOHelpDesk@jten.mil)  
(757)203-5654  
(757)203-5654  
668-5654(DSN)  
Hours 0700-1900 Mon-Fri EST

One you Launch the course, click either Start (to start course for the first time) or Resume (to continue where you left off)

