



Retrieving your JKO Cyber Awareness Certificate

Log in to your JKO account

1. Select the 'Certificates' tab

The screenshot displays the National Defense University website interface. At the top, there is a blue header with the university's logo on the left and the text "NATIONAL DEFENSE UNIVERSITY" in white. Below the header is a navigation bar with five tabs: "My Training", "Course Catalog", "Certificates", "Community", and "SGST". The "Certificates" tab is highlighted with a blue background. Below the navigation bar, there are three links: "My Profile", "Help", and "Refresh". A large orange arrow points upwards towards the "Certificates" tab. Below the navigation bar is a section titled "Alerts" with a minus sign in the top right corner. This section contains a table with the following data:

Start Date	Title	Description	Details
05/16/2017	ATTENTION ELEVATED J... *	NEW REPORT BUILDER ENHANCEMENTS INCLUDE -ENROLLMENT: SEARCH BY COURSES -- ADDED COMPLETION CERTIFICATES FOR US (more)	view

* Denotes a System Alert

Below the Alerts section is another section titled "Elective Training" with a minus sign in the top right corner.



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On the Certificates page

1. Locate the Cyber Awareness course you completed
2. Locate the certificate medallion icon
3. Click on the medallion icon to open the certificate

NATIONAL DEFENSE UNIVERSITY

My Training Course Catalog **Certificates** Community SGST

My Profile Help Refresh

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
AFR-J7TNG-DL-001	AFRICOM IT User Agreement (10 min)		Web Enabled	06/01/2017	
JS-US024	Department of Defense (DoD) Cyber Awareness Challenge V3 - (1hr)		Web Enabled	12/30/2016	



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When the certificate opens in your browser

1. Save the certificate as a PDF
2. Name the certificate 'AY18_school_last_first_CERT'
3. Example: 'AY18_CISA_DOE_HENRY_CERT'

The screenshot shows a browser window displaying a certificate completion page. The page content includes:

- A name field containing "HENRY DOE".
- The text "Has successfully completed".
- The title "Department of Defense (DoD) Cyber Awareness Challenge V3 - (1hr)".
- The date "12/30/2016".
- A signature of J.D. Camacho, GS-15, Chief, Joint Knowledge Online Division, Deputy Director Joint Training, Joint Staff, J7.

Overlaid on the browser window is a "Save a Copy..." dialog box. The dialog box shows the file name "AY18_CISA_DOE_HENRY_CERT" and the file type "Adobe PDF Files (*.pdf)". An orange arrow points to the "Save" button in the dialog box. Another orange arrow points to the signature area on the certificate page.