Retrieving your JKO Cyber Awareness Certificate

Log in to your JKO account

1. **Select the 'Certificates' tab**

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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

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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'