

# Joint Knowledge Online (JKO) Learning Management System (LMS) NIPRNET User Account Instructions

## Accessing the JKO NIPRNET LMS

The NIPRNET instance of the Joint Knowledge Online (JKO) Learning Management System (LMS) is available to any holder of a Common Access Card (CAC) and to existing LMS users who might have created their accounts via AKO/DKO.

### **Notes for users who already have JKO LMS accounts created via AKO/DKO:**

- a) AKO email accounts for non-Army personnel expire 29 SEP 2012. AKO email accounts for Army personnel eventually will migrate from us.army.mil to the mail.mil domain. You must update your LMS user profile **Business Email** address to receive messages from the LMS and to use the Forgot Password or Forgot Username features. You also should verify for accuracy the Account Type, Pay Grade, Branch of Service, and Primary Organization profile fields. See Step 2 below for information on the user profile. Figure 1 shows the link for accessing the user profile from the LMS student desktop.

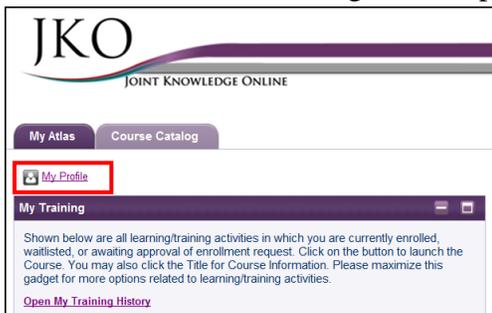


Figure 1

- b) You might want to set up username/password login if you intend to access the LMS from a non-CAC enabled computer. See Step 3 below for instructions.
- c) If the LMS knows the EDIPI from your CAC, using CAC Login should access your existing account. The EDIPI field is displayed in your user profile. If the LMS does not know your EDIPI, a new account will be created for you automatically. You must contact the JKO Help Desk (or your training staff if your command uses the LMS to implement its training plan) to have the new and pre-existing accounts merged.

## Creating a New Account

**1) Account Creation.** Go to <https://jkodirect.jten.mil> and choose CAC Login as shown in Figure 2. Either certificate on your CAC (i.e. email or identity) may be selected for CAC login. The system creates a new account automatically when it finds no account with a matching EDIPI from your CAC.

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Figure 2

2) **User Profile.** Complete and save the user profile as shown in Figure 3. Required fields are marked by an asterisk (\*). A discussion of the various fields follows the figure.

Figure 3

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- **Name** – The name should be captured from your CAC.
- **User Name** – The system defaults to a numeric username. Enter a username of choice if preferred.
- **EDIPI** – The EDIPI is captured from your CAC.
- **Account Type** – Choose from the options in the drop-down menu (e.g. Officer, Enlisted, Government Service Civilian, or Federal Contractor).
- **Pay Grade** – The drop-down menu for this field is populated based on the Account Type chosen. Government Civilians in pay systems other than the GS system should enter the GS equivalent for their pay grades.
- **Branch of Service** – Choose your branch of service, as applicable.
- **Primary Organization** – The organization defaults to Unassigned, meaning the user is not associated with any organization that uses the LMS to implement its training plan. *Join an organization only if you currently belong to that organization by orders, employment, or contract. Otherwise, remaining Unassigned is appropriate.*
  - Choose the **Select Primary Organization** link shown in Figure 3.
  - Expand the JKO organization tree by clicking the black triangle to the left of the name (see Figure 4).
  - Expand command organizations as necessary to select the appropriate directorate. Note that organizations with subordinate entries (annotated by a yellow folder icon) are listed alphabetically by org code (shown in parentheses) before the alphabetical listing of organizations with no subordinates (annotated by a paper sheet icon).
  - After the desired organization is highlighted, select the **Select Organization** button.

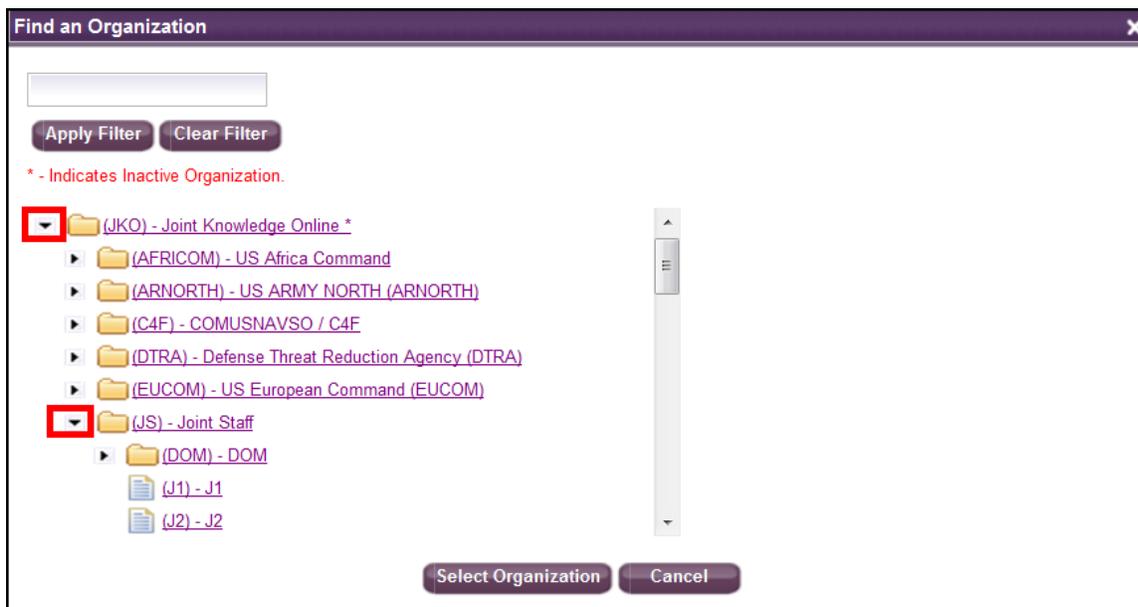


Figure 4

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- **Secondary Organization** – No secondary organizations are necessary. Multiple secondary organizations may be added as needed in the future. (see Figure 3)
- **Audiences** – Do not join an audience unless you know you should be part of that audience. (see Figure 3)
- **Email** – Enter your business email address. (see Figure 3)

**3) Username/Password Login (optional).** The LMS offers username/password login as an option for those times when the user accesses the system from a non-CAC-enabled computer (e.g. from home or on travel). The system does not automatically create a password for your account. If you desire to use this feature, log out of the system and use the **Forgot Password** function (see Figure 5) in the Username/Password section of the login page to have the system send you a token to set a password.

The screenshot shows a login form titled "Login to Virtual Campus". It has two input fields: "Username:" and "Password:". Below these is a "Login" button. At the bottom, there is a red-bordered box containing three links: "Forgot Username?", "Forgot Password?", and "Received a token? Click here."

Figure 5

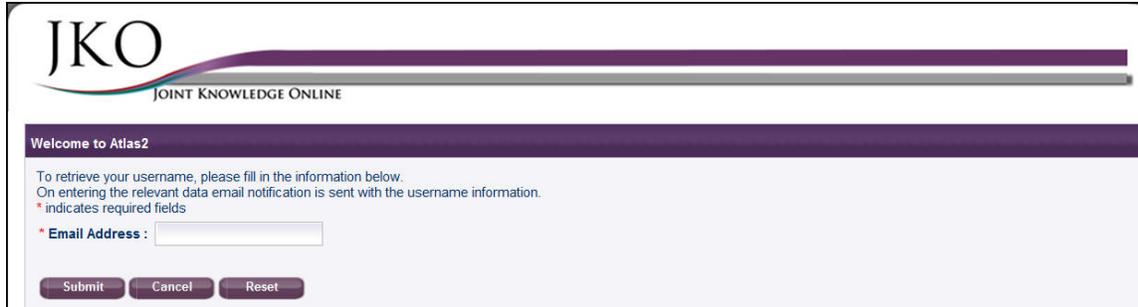
**3a) Use Forgot Password.** The Forgot Password function requires you to enter the username and the email address listed in your user profile (see Figure 6). If the information matches the database, a token will be sent to that email address. A token is an alphanumeric string valid for a single password reset and for a limited time period.

The screenshot shows the "Forgot Password" page. At the top is the JKO logo and "JOINT KNOWLEDGE ONLINE". Below is a purple header bar. The main content area contains the following text: "You can reset your password by entering your Username followed by your email address into the fields below. Once you have entered the necessary information, click the 'Submit' button and a new password will be e-mailed to you. \* indicates required fields". There are two input fields: "\* Username:" and "\* Email Address:". At the bottom are three buttons: "Submit", "Cancel", and "Reset".

Figure 6

## Joint Knowledge Online (JKO) Learning Management System (LMS) NIPRNET User Account Instructions

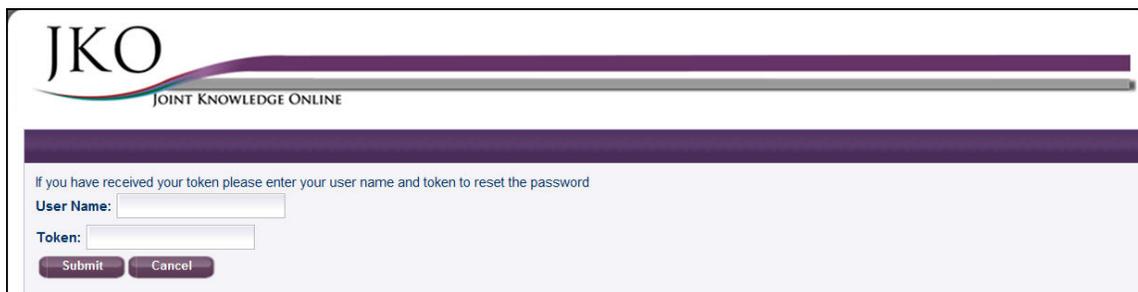
If you do not know your username, select **Forgot Username** from the login page (see Figure 5). The system will require you to enter the email address listed in your student profile and then will email the username to that email address (see Figure 7).



The screenshot shows the JKO Learning Management System interface. At the top, the JKO logo and 'JOINT KNOWLEDGE ONLINE' are displayed. Below this, a purple header bar reads 'Welcome to Atlas2'. The main content area contains the following text: 'To retrieve your username, please fill in the information below. On entering the relevant data email notification is sent with the username information. \* indicates required fields'. There is a single text input field labeled '\* Email Address :'. At the bottom of the form are three buttons: 'Submit', 'Cancel', and 'Reset'.

Figure 7

**3b) Present the Token Received.** Once you receive a token via email, select the link labeled **Received a Token? Click Here** on the login page (see Figure 5). You must enter your username and the token sent to you (see Figure 8). If you need a new token for any reason, you may receive one at any point using the Forgot Password function, regardless of whether the previous token has been used or has expired. Only the last token created may be used to set your password.



The screenshot shows the JKO Learning Management System interface. At the top, the JKO logo and 'JOINT KNOWLEDGE ONLINE' are displayed. Below this, a purple header bar is present. The main content area contains the following text: 'If you have received your token please enter your user name and token to reset the password'. There are two text input fields: 'User Name:' and 'Token:'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Figure 8

**3c) Set Password.** The system will ask you to set and confirm a password for your account (see Figure 9). It will then return you to the login page. Log in using your username and newly set password.

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**JKO**  
JOINT KNOWLEDGE ONLINE

Please enter a password of your choice. You may not reuse a password you have used in the past. Upon successful password change, you will be redirected to the Login Page to login with your new password. You should also receive an email confirming your password change. For any additional assistance, please call the HELP DESK.

Your new password must be at least 15 characters in length and must include at least:

- one lowercase alphabetic character
- one uppercase alphabetic character
- one non-alphanumeric (special) character !#\$%&'()\*+,-./:;<=?@[\\^\_`{|}~
- one numeric character

New Password:

Confirm New Password:

Figure 9