

Instructions for completing USFK Theater Specific Required Training

Welcome

Welcome to the USFK Theater Specific Required Training website designed to facilitate completion of mandatory training that arriving personnel and units assigned to, rotating to, or in temporary duty status to USFK must complete prior to deployment to the Republic of Korea (ROK). It is imperative this training be completed to facilitate accomplishment of assigned missions or tasks, and at the same time, ensure you understand specific policies and customs that will prepare you to act in a manner that is compatible and respectful of the culture and laws of the ROK and thereby maintain good order and discipline.

“All personnel performing duties in Korea must complete this training by reviewing/reading, understanding and adhering to the video, policy letters and web-based USFK Training Module provided on the Joint Knowledge Online (JKO) website.”

“The training is valid for the entire tour for military and civilian personnel performing duties in Korea on a permanent assignment (completed one time prior to each permanent assignment). It is an annual requirement (completed during the last 12 months) for military and civilian personnel performing duties in Korea on TDY.”

(Section II, Paragraph 5) **USFK Regulation 350-2, 22 January 2008**

Completing the Training Module

The following two steps are required to complete the training:

Step 1: Review the Welcome Video and Command Policy Letters prior to completing the follow-on USFK Theater Specific Training Course. If you have not reviewed the video and command policy letters, return to the previous page titled “Theater Specific Required Training” and click on the “Welcome Video” and review the entire video. After reviewing the video, click on “Command Policy Letters” and review each of the policy letters. Then return to this page and follow the instructions below for completing the course on the Joint Knowledge Online (JKO) Learning Management System (LMS).

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The screenshot shows the USFK Training website. A red box highlights the 'Theater Specific Required Training' section, which includes a video titled 'GEN Walter L. Sharp' and a text block explaining that theater-specific training is required for personnel assigned to USFK. Another red box highlights the 'Command Policy Letters' section, listing various policies such as '02. Command Safety' and '03. Command Values and Principles'. A third red box highlights a list of links including '350-2 Training Instructions', 'USFK Training Module', and 'USFK Regulation 350-2'. A fourth red box highlights a list of links including 'Influenza Prevention Program', 'USFK Freedom Guardian 2016', 'Command Sponsorship Program (CSP) Allocation Plan', and 'CANCELLATION OF CURFEW POLICY'. A text box on the right states 'The Welcome Video is embedded on the page'. Another text box at the bottom right states 'Links for policy letters, regulation and training site'. A red arrow points from this box to the '350-2 Training Instructions' link.

<http://www.usfk.mil/usfk/content.theater.required.training.52>

Step 2: After viewing the video and reviewing the command policy letters, complete the USFK Theater Specific Training Course on the JKO LMS as shown below.

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USFK Course Access on the JKO NIPRNET LMS

1) Go to <https://jkodirect.jten.mil> and choose CAC login or enter your LMS username/password as shown in Figure 1. Either the email or the identity certificate may be selected from your Common Access Card (CAC) when using CAC login.

The screenshot shows the JKO LMS login interface. At the top left is the JKO logo with the text 'JOINT KNOWLEDGE ONLINE'. The main heading reads 'Welcome to the Joint Knowledge Online (JKO) Learning Content Management System (LCMS)'. Below this, there is a section for 'Need assistance? Contact the JKO Help Desk' with contact information: 'Joint Knowledge Online Help Desk, 0700 - 1900 EST Monday - Friday, JKOHelpDesk@jten.mil, Comm: 757 203-5654, DSN: 668-5654'. On the right side, there are two login sections. The first is 'Login to Virtual Campus' which contains 'Username:' and 'Password:' input fields, a 'Login' button, and links for 'Forgot Username?' and 'Forgot Password?'. The second is 'CAC Login' which contains a 'Login using my CAC' button. Red boxes highlight the 'Username:' and 'Password:' fields in the 'Login to Virtual Campus' section and the 'Login using my CAC' button in the 'CAC Login' section.

Figure 1

NOTE: New users of the JKO LMS may create an account automatically as shown in the section entitled “**Creating a New Account on the JKO LMS via CAC**”. Personnel not possessing a CAC but needing access to the LMS may request username/password access as shown in the section entitled “**Requesting a Username/Password Account on the JKO LMS (non-CAC personnel only)**”.

2) Complete either the PCS or TDY version of the course, as appropriate, as shown in the section entitled “**Completing the USFK Course on the JKO NIPRNET LMS**”. Either the high bandwidth (-HB) or low bandwidth (-LB) version of the course may be completed. The difference is the amount of flash media included in the course. A completion of the TDY version is valid for one year. Personnel transferring into theater on PCS orders must complete the PCS version of the course even though they might have completed the TDY version within the previous year. The reason is that the PCS version contains additional material.

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

- a) AKO email accounts for non-Army personnel expire 30 MAR 2013. AKO email accounts for Army personnel eventually will migrate from us.army.mil to the mail.mil

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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. Figure 2 shows the link for accessing the user profile from the LMS student desktop.

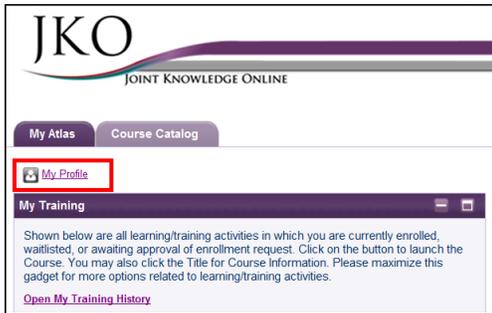


Figure 2

- 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 of the section entitled “Creating a New Account on the JKO LMS via CAC” 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.

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Completing the USFK Course on the JKO NIPRNET LMS

1) Select the **Course Catalog** tab.

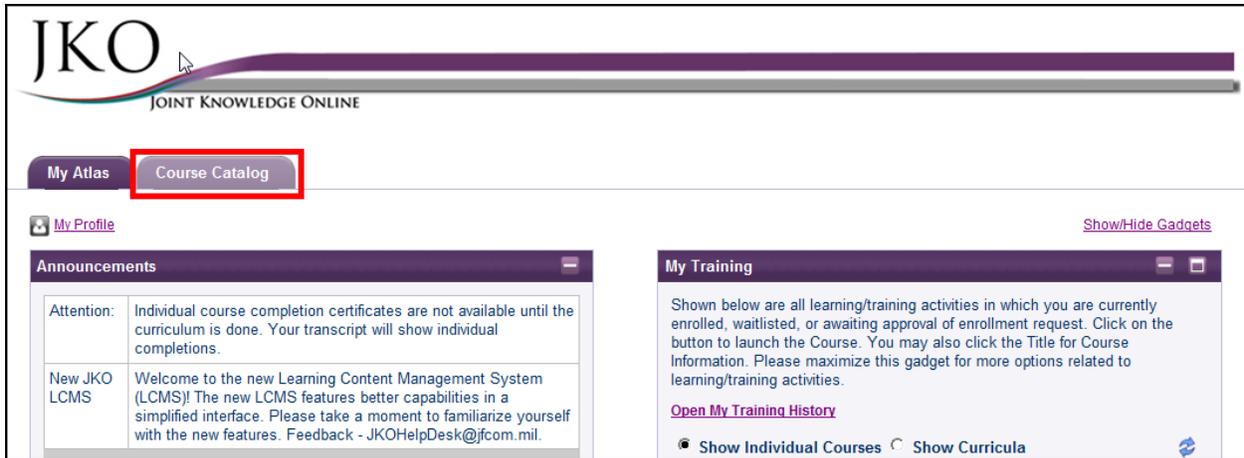


Figure 3

2) Filter the course prefix by entering **USFK** in the Prefix filter box and then selecting **Apply Filters**.

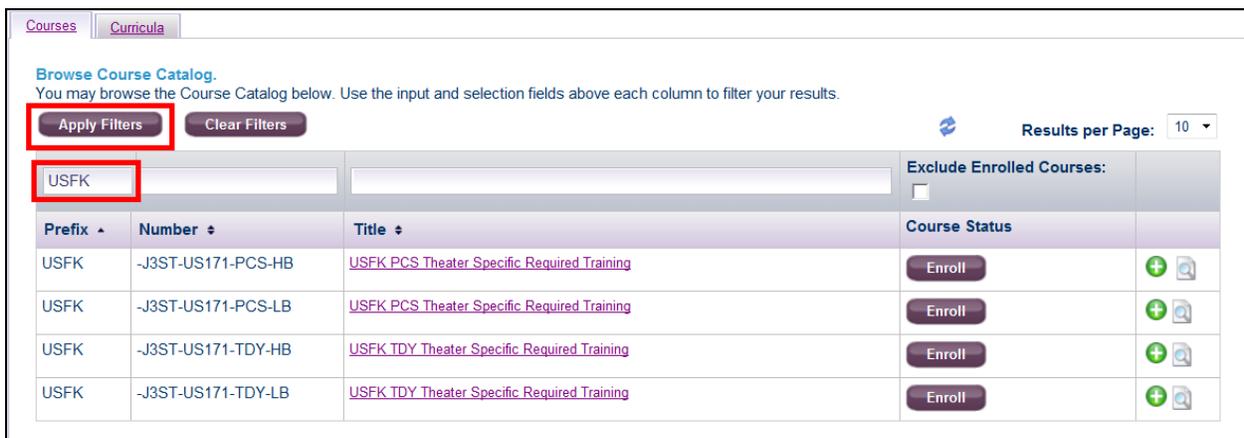


Figure 4

3) Select **Enroll** (see Figure 4) after deciding on the PCS or TDY course, as appropriate, and either the high bandwidth or low bandwidth version for that course. The high bandwidth version is more media-rich than the low bandwidth version.

NOTE: Personnel on PCS orders must complete the PCS course regardless of whether they have completed the TDY course previously.

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4) Select the **My Atlas** tab.



Figure 5

5) In the **My Training** gadget, select the **Launch** button to access the course.

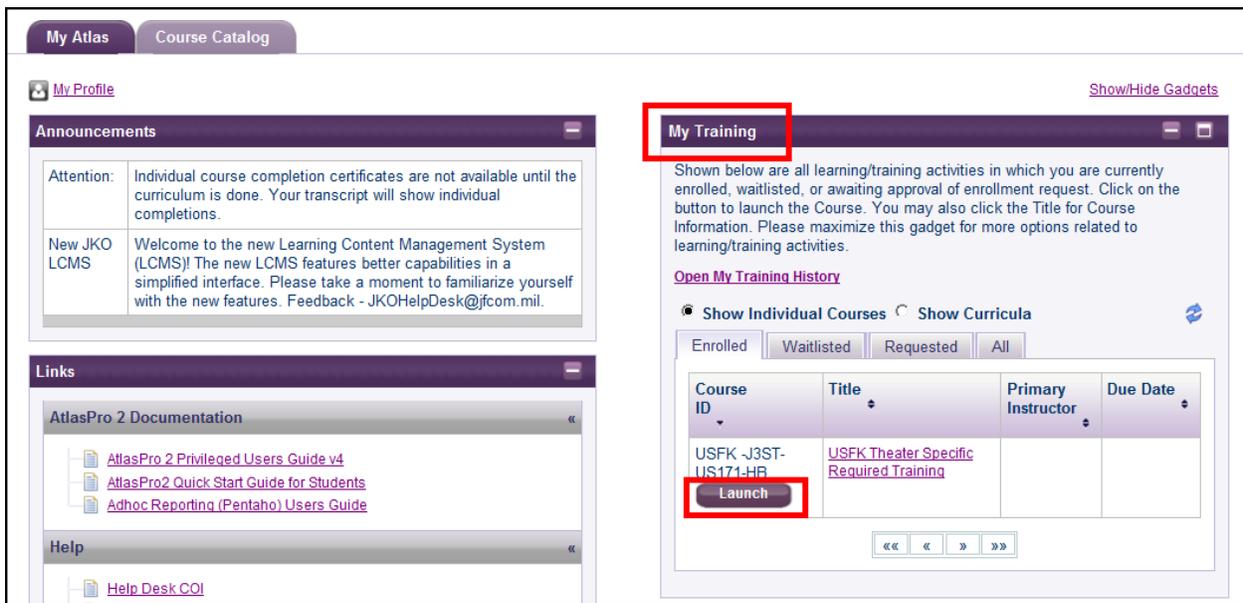


Figure 6

Note: To withdraw from the course, maximize the My Training gadget using the Maximize icon in the upper right corner of the gadget and then select the Withdraw button.

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6) Upon completing the course, the course entry should move from the My Training gadget to My Training History. Access the training history by selecting the **Open My Training History** link.

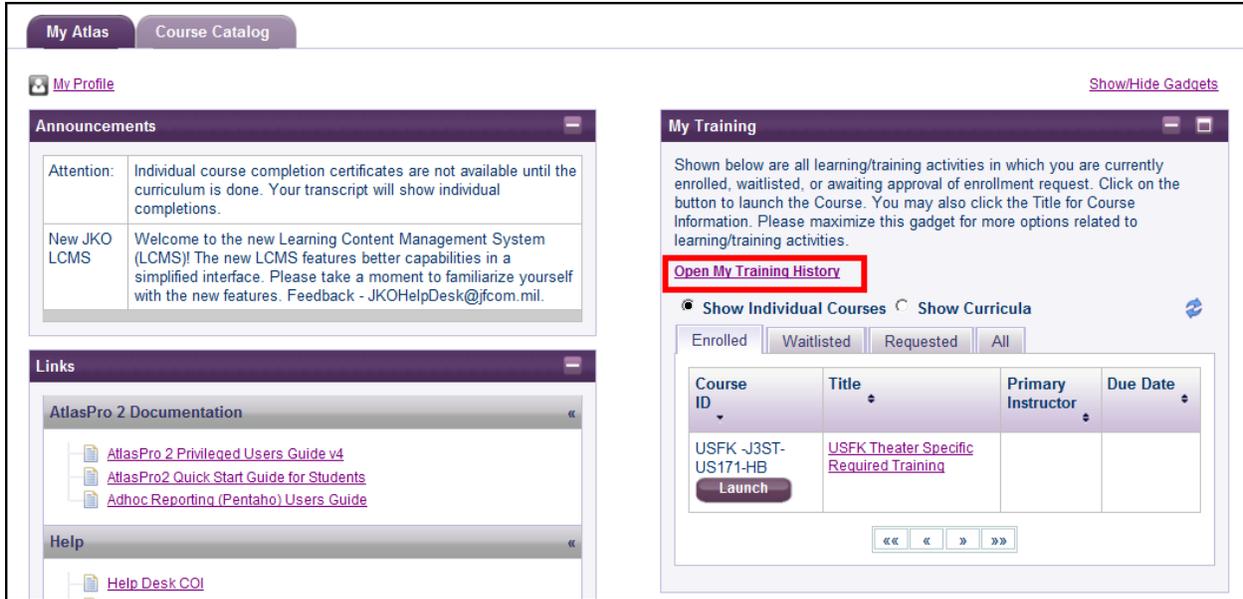


Figure 7

Note: If the course entry does not disappear from **My Training** upon completing the course, select the **Refresh** icon.

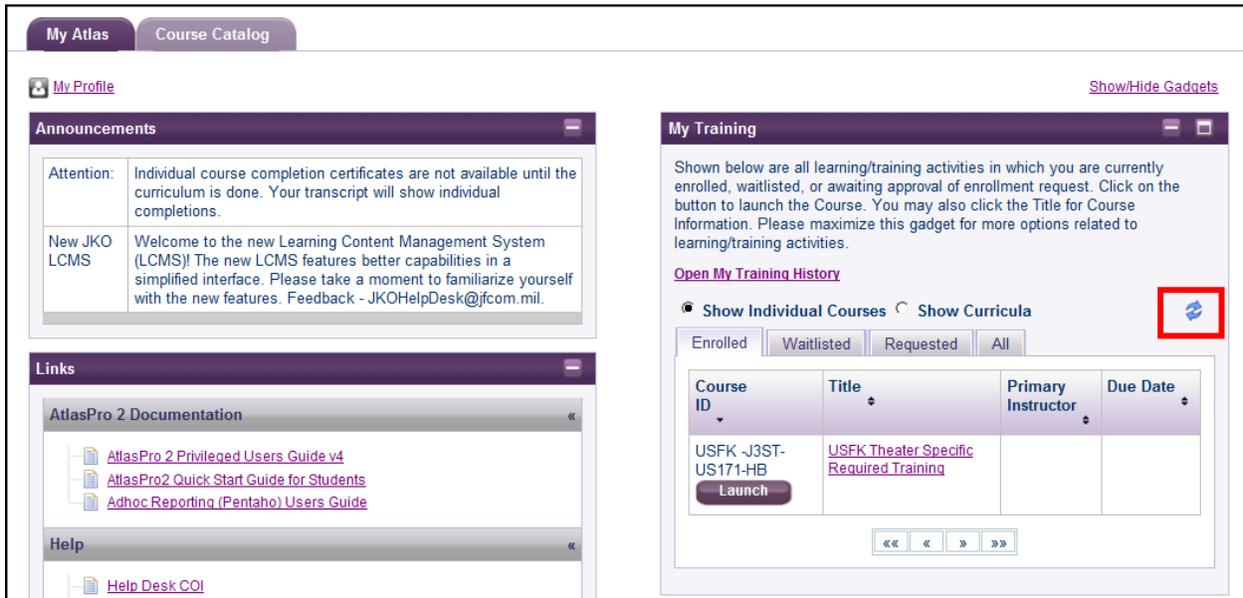


Figure 8

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7) In the **My Training History** workspace that opens, select the **certificate** for the completed course.

A transcript of all completed courses may be obtained by selecting the Transcript link.

The course may be reviewed by selecting the Course ID link.

The screenshot shows the 'My Training History' workspace. At the top, there are tabs for 'My Atlas', 'Course Catalog', and 'WS_My Training History'. Below the tabs, there is a 'My Profile' link and a 'Show/Hide Gadgets' link. A paragraph of text explains that the list shows learning/training activities and provides instructions on how to view course information and re-enroll. Below the text, there are radio buttons for 'Show Individual Courses' (selected) and 'Show Curricula'. A 'Transcript' link with a red apple icon is highlighted with a red box. Below this, there are filter buttons for 'Passed' and 'All', and a 'Results Per Page' dropdown set to 10. A table of courses is displayed with columns: Course ID, Title, Primary Instructor, Mode, Passed Date, and Certificate. The 'Course ID' 'USFK-J3ST-US171-HB' is highlighted with a red box. The 'Certificate' column for this row contains a certificate icon, which is also highlighted with a red box. Navigation arrows are at the bottom of the table.

| Course ID | Title | Primary Instructor | Mode | Passed Date | Certificate |
|--------------------|---|--------------------|-------------|-------------|-------------|
| USFK-J3ST-US171-HB | USFK Theater Specific Required Training | | Web Enabled | 6/19/2011 | |

Figure 9

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Creating a New Account on the JKO LMS via CAC

1) **Account Creation.** Go to <https://jkodirect.jten.mil> and choose CAC login as shown in Figure 10. 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.

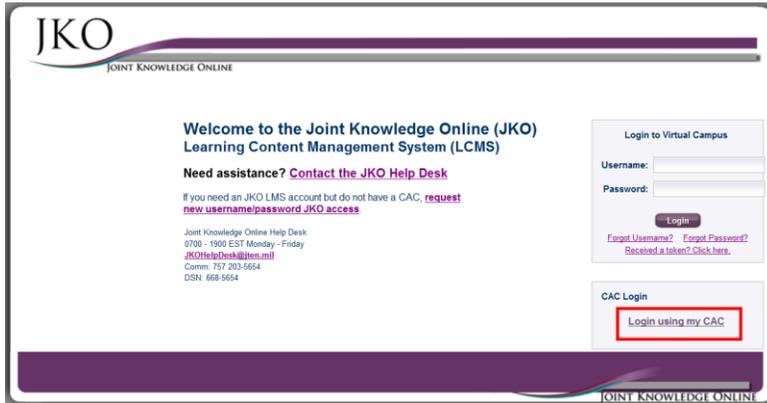


Figure 10

2) **User Profile.** Complete and save the user profile as shown in Figure 11. Required fields are marked by an asterisk (*). A discussion of the various fields follows the figure.

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The screenshot shows a web-based user profile form. At the top right is a 'Test Email' button. The form is divided into several sections:

- Personal Data:** Includes input fields for * First Name, Middle Name, * Last Name, * User Name, and Edipi. A * Role dropdown menu is set to 'Student', and a 'Reset my Password' button is present.
- Career Information:** Includes dropdown menus for Account Type (Public Civilian), Pay Grade (Select Pay Grade...), and Branch of Service (Select Branch of Service...). A Duty Station input field is also present.
- Organizations:** Shows Primary Organization as UNASSIGNED and Secondary Organization as None Assigned. Links for 'Select Primary Organization' and 'Add Secondary Organization' are provided.
- Audience Association:** Features two columns: 'Available' (listing ARCYBER CIV, ARNORTH Supervisors, ISAF PRT, JIEDDO ONLY - J3 Test, and USFK) and 'Selected' (empty). Between the columns are buttons for 'Copy all', 'Copy', 'Remove', and 'Remove All'.
- Contact Information:** Includes a 'Phone / Email Information:' section with a * Business Email input field.

At the bottom of the form are 'Save' and 'Reset' buttons.

Figure 11

- **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.*

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- **Secondary Organization** – No secondary organizations are necessary. Multiple secondary organizations may be added as needed in the future. (see Figure 11)
- **Audiences** – Do not join an audience unless you know you should be part of that audience. (see Figure 11)
- **Email** – Enter your business email address. (see Figure 11)

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 12) in the Username/Password section of the login page (see Figure 10) 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 12

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 13). 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" form. At the top left is the "JKO" logo and "JOINT KNOWLEDGE ONLINE" text. Below this 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." and "Once you have entered the necessary information, click the 'Submit' button and a new password will be e-mailed to you." Below this is a note: "* indicates required fields". There are two input fields: "Username:" and "Email Address:". At the bottom are three buttons: "Submit", "Cancel", and "Reset".

Figure 13

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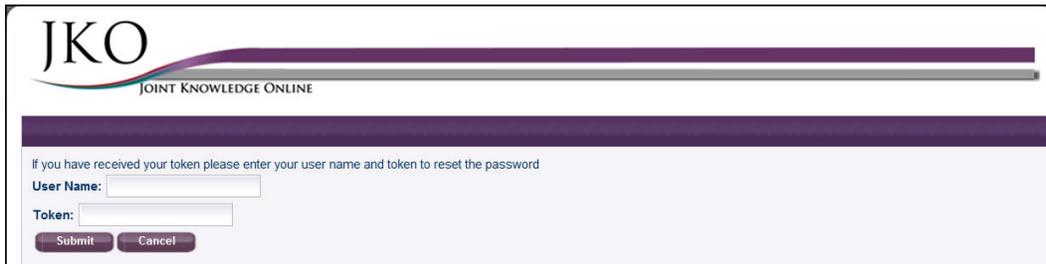
If you do not know your username, select **Forgot Username** from the login page (see Figure 12). The system will require you to enter the email address listed in your student profile and then will email the username to that email address (see Figure 14).



The screenshot shows the JKO (Joint Knowledge Online) login page. At the top, the JKO logo and 'JOINT KNOWLEDGE ONLINE' are displayed. Below the header, a purple bar contains the text 'Welcome to Atlas2'. The main content area has a heading 'To retrieve your username, please fill in the information below. On entering the relevant data email notification is sent with the username information.' followed by a note '* indicates required fields'. A single text input field is labeled '* Email Address :'. At the bottom of the form are three buttons: 'Submit', 'Cancel', and 'Reset'.

Figure 14

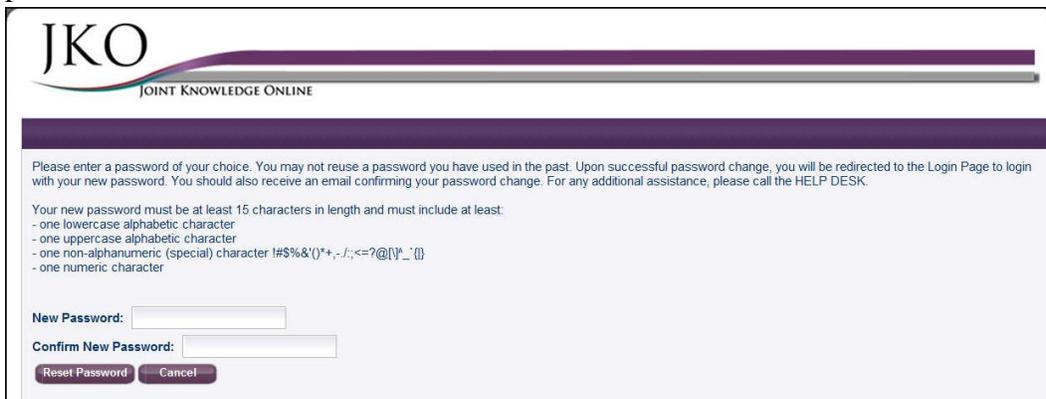
3b) Present the Token Received. Once you receive a token via email, select the link labeled **Received a Token? Click Here** on the login page (see Figure 12). You must enter your username and the token sent to you (see Figure 15). If you need a new token for any reason, you may receive one at any point 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 login page with a heading 'If you have received your token please enter your user name and token to reset the password'. Below this heading are two text input fields: 'User Name:' and 'Token:'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Figure 15

3c) Set Password. The system will ask you to set and confirm a password for your account (see Figure 16). It will then return you to the login page. Log in using your username and newly set password.



The screenshot shows the JKO login page with a heading '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.' Below this heading is a list of password requirements: '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'. Below the requirements are two text input fields: 'New Password:' and 'Confirm New Password:'. At the bottom of the form are two buttons: 'Reset Password' and 'Cancel'.

Figure 16

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Requesting a Username/Password Account on the JKO LMS (non-CAC personnel only)

NOTE: Personnel who have a CAC but want to use username/password login can use the Forgot Password procedure to set a password after creating their accounts via CAC as shown in Step 3 of the section entitled “Creating a New Account on the JKO LMS via CAC”.

NOTE: If you obtain a username/password account but later obtain a CAC and want to use the CAC to log into your existing LMS account, contact the JKO Help Desk to add the EDIPI from your CAC to your LMS profile.

1) Go to <https://jkodirect.jten.mil> and choose the “**request new username/password JKO access**” link as shown in Figure 17. A formatted email message destined for the JKO Help Desk will open in your email client.

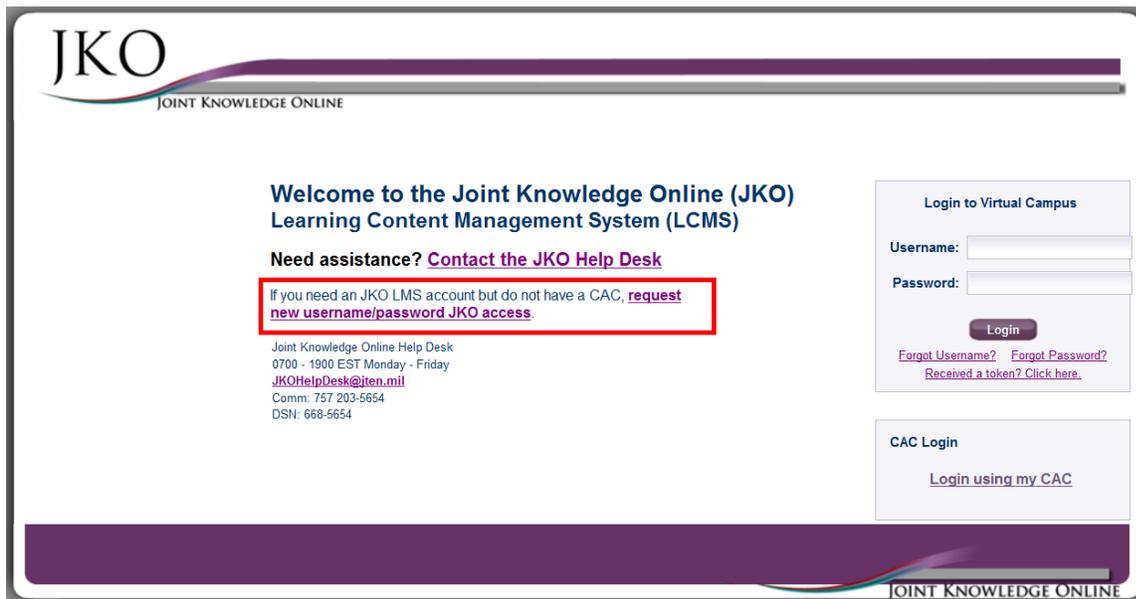
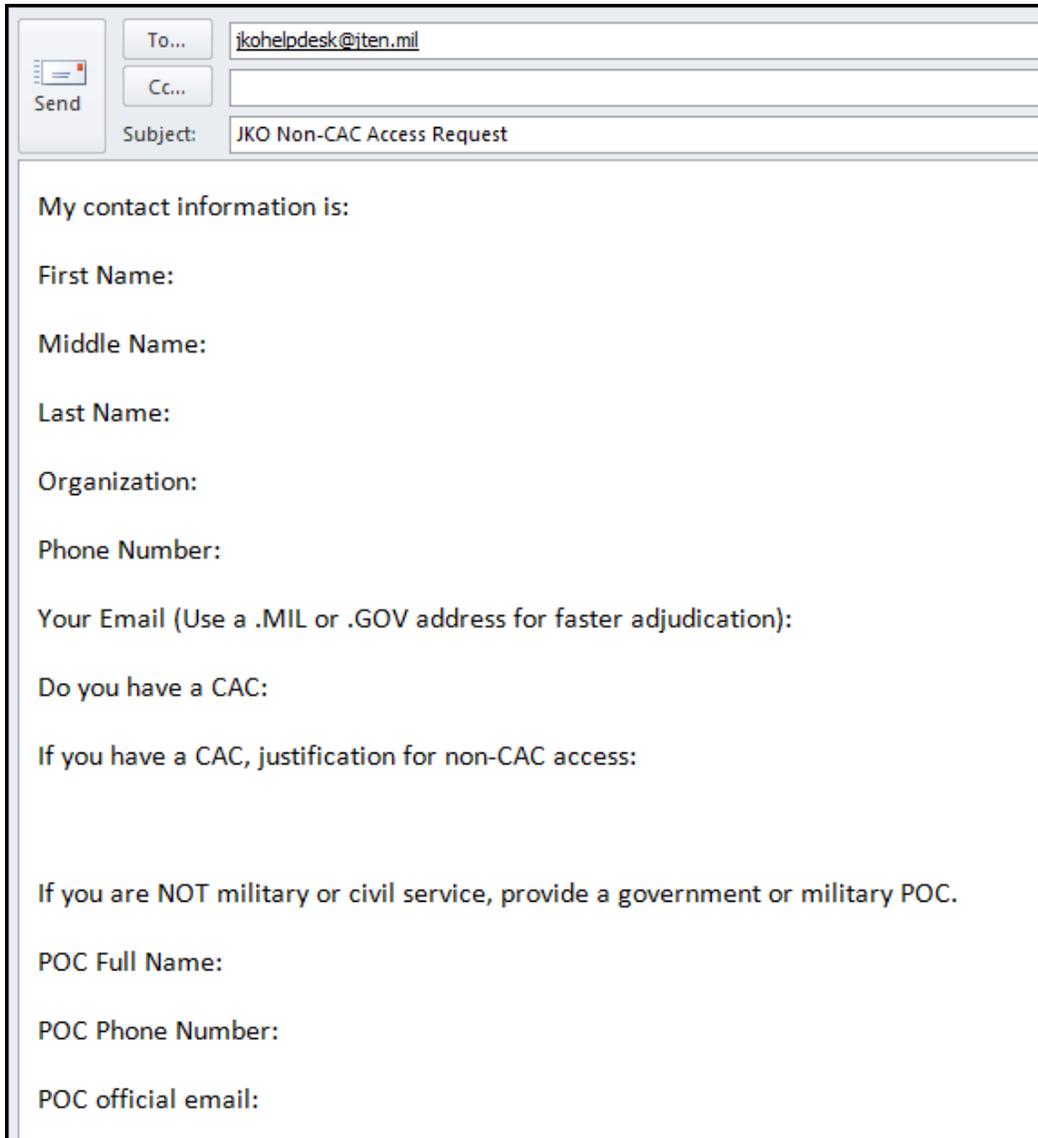


Figure 17

2) In the formatted email message, enter your name, organization, phone number, and email address as shown in Figure 18. If you do not have a .MIL or .GOV email address where the account credentials may be sent, provide information for a government point of contact who can verify your need for the LMS account.

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The screenshot shows an email client interface. At the top, there is a 'Send' button on the left. To its right are fields for 'To...' (containing 'jkohelpdesk@jten.mil'), 'Cc...' (empty), and 'Subject:' (containing 'JKO Non-CAC Access Request'). Below these fields is a large text area containing the following text:

My contact information is:

First Name:

Middle Name:

Last Name:

Organization:

Phone Number:

Your Email (Use a .MIL or .GOV address for faster adjudication):

Do you have a CAC:

If you have a CAC, justification for non-CAC access:

If you are NOT military or civil service, provide a government or military POC.

POC Full Name:

POC Phone Number:

POC official email:

Figure 18

3) The LMS will send two messages to your email address once the account is created. One message (i.e. Welcome to Virtual Campus) contains your username. The other message (i.e. Token_Notification) contains a token to be used to set your password. A token is a 20-character string good for a single use and for a 24-hour period.

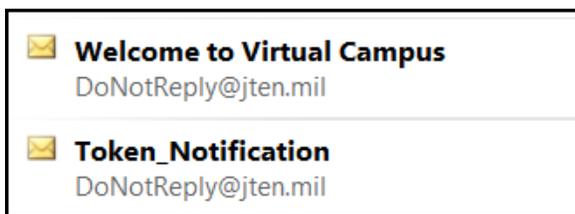


Figure 19

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4) Present the Token Received. Once you receive a token via email, select the link labeled **Received a Token? Click Here** on the login page as shown in Figure 20. You must enter your username and the token sent to you (see Figure 21). 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.

Welcome to the Joint Knowledge Online (JKO)
Learning Content Management System (LCMS)

Need assistance? [Contact the JKO Help Desk](#)

If you need an JKO LMS account but do not have a CAC, [request new username/password JKO access](#).

Joint Knowledge Online Help Desk
0700 - 1900 EST Monday - Friday
JKOHelpDesk@iten.mil
Comm: 757 203-5654
DSN: 668-5654

Login to Virtual Campus

Username:

Password:

Login

[Forgot Username?](#) [Forgot Password?](#)
[Received a token? Click here.](#)

CAC Login

[Login using my CAC](#)

Figure 20

JKO
JOINT KNOWLEDGE ONLINE

If you have received your token please enter your user name and token to reset the password

User Name:

Token:

Submit Cancel

Figure 21

5) Set Password. The system will ask you to set and confirm a password for your account (see Figure 22). It will then return you to the login page. Log in using your username and newly set password.

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:

Reset Password Cancel

Figure 22