Accessing Courseware in JKO

Step 1	Navigate to: <u>JKO LMS (jten.mil)</u>						
Step 2	Click "Courese Catalog" on the Menu Bar.						
	Welcome,	Your Nai	- Reports Manager	CUI	JKO LMS Version 10.0.2	Profile Help Logout	
			Educa	ation & 1	raining		
	My Training	Defense Health A Course Cata	Roney alog alog Certificates Community Report Bu	illder JFLD Exercises VCLASS			
	Ø <u>Ref</u>	fresh	Click Here	My Training		Show/Hide Gadgets	
	Alerts DHA You I annu Mana	A - Cyber-A have been assi al Cyber-Awar	wareness-23 due dates gned DOD-US1364-23 (the replacement fo eness Challenge training is due to expire (alota view	r DOD-US1364-22). Regardless of the due d 1 year from the last completion of either DC	02/01/202 ate listed, you do not need to complete the o D-US1364-22 or DOD-US1364-23). Set by th	= 221 - 09/30/2023 2 course until your the DHA LMS	
Step 3	Enter "	'DML-I	ES SAP" in the "Cou	irses or Curriculum	Name" search bar:		
5	Search Catalog Note: Search results are displayed in both gadgets below to match the search criteria entered Clear Search 🗙						
	Please above	se select a p	refix, or enter a course number or a	name to find a course/curriculum to	enroll. You can also select a Learning		
	Course Prefix: Course Number: Course or Curriculum Name: ATRRS: All Partial Course # DML-ES SAP ALL						
	Individual	<u>Courses</u>		1. 1	ype "DML-ES SAP"		
	Number of	Records: 9	1		1		
	Prefix °	Course Number o		Name 🌼	Course Status		
	DHA	-US1194- 100	DML-ES SAP 100 Overview (1 hr)	Link	Enroli		
	DHA	-US1194- 101	DML-ES SAP 101 Navigation (1hr)	Link	Enroll		
	DHA	-US1194- 102	DML-ES SAP 102 Report Output (3	<u>0 min)</u> Link	Enroll		
	DHA	-US1194- 201	DML-ES SAP 201 Material Manager	nent Overview (1hr) Link	Enroll		
	DHA	-US1194- 210	DML-ES SAP 210 MRP Planner (1 h	<u>r)</u> Link	Enroll		
	(1 of 2) •• •• 1 2 •• •• <u>Curricula</u> Note: The Curricula Names displayed below match the search criteria or contain courses/ sub-curricula that match the search criteria entered						
	Expand Curriculi	Records: 5		Name 🗅	Status		
	\odot	DML-ES SAP 260 Accountable Officer Link Enroll					
	Oml DML-ES SAP 310 Receiving Clerks Link Image: Clerks SAP 339 Outbound Manager Link						
	\odot	DML-ES SA	P 359 Inventory Manager Link	2. Select "E	nroll"Enroll		
	\odot	DML-ES SA	405 Web Portal Link		Enroll		

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Step 4	Click the "Acknowledgement" button. Academic Integrity Notice								
	DHA-US1194-405-1 DML-ES SAP 405 Part 1 Web Portal Introduction to Web Portal, Material M New Item Request (1 hr)								
	JKO is committed to establishing and maintaining a high level of academic integrity delivering online training and education. Cheating of any kind v tolerated. Suspected integrity violations may result in suspension of JKO account privileges and Chain of Command referral. Click 'Acknowledge' to confirm understanding of this notice and enroll in the selected course.								
	Click Acknowledge Cancel "Acknowledge"								
Step 5	Notice the confirmation message that indicates you have successfully enrolled in your desired course.								
	CUI SOUTHCOM SPACECOM								
	TRANSCOM US FORCES JAPAN								
	Search Catalog								
	Note: Search results are displayed in both gadgets below to match the search criteria entered								
	Clear Search 🗙								
	Course Prefix: Course Number: Course or Curriculum Name:								
	All Partial Course # DML-ES SAP								
1									
	() You have successfully enrolled in DHA -US1194-405-1. This course is now available on the My Training tab								
	Number of Pecords: 8								
	Number of Records. 8								

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Step 6	Click the Menu icon in the top right of the screen.							
	CUI JKO LMS Version 10.0.2 Profile Help Logout							
	ation & Training							
	Course Catalog							
Step 7	The Menu Bar displays; click "My Training."							
	cui sicome, DANIELLE PERELLA-GREEN - Reports Manager							
	Defense Headle Education							
	My Training My Training <u>Course Catalog</u> Certificates Community Report Builder JFLD Exercises							
	Refresh							
	Click "My Training" Course Cat							
Step 8	Scroll to the bottom where your trainings are listed, locate the desired course and click "Launch."							
	Problems with lessons not completing or Next Lesson in a course? Be sure to wait until you see the green checkmark for the current lesson before you click on "Next Lesson". Other course will not go to the next lesson.							
	+++ HIPAA and Privacy Act Training Course - <u>Enroll here</u>							
	To get completion credit, MHS staff must sometimes take a specific course on a site other than the DHA LMS. If you are unsure, please check with your local Education and Training office.							
	Elective Training							
	Search Sort by: Expiry.Dat Launch DHA-US1194-405-1 Status: Enrolled Status Date: 07/18/2023 DML-ES SAP 405 Part 1 Web Portal Introduction to Web Portal, Material Master, New Item Request (1 Drr) Enrollment Expiry Date: 07/17/2024							
	Resume Status: Enrolled Withdraw DHL-ES SAP 101 Navigation (1hr) Student Tools 🗶							