



DIRECTIONS FOR ACCESSING ACAP

COURSEWARE ON Joint Knowledge Online (JKO)

Please follow these procedures to login to the JKO Learning Content Management System (LCMS) and access ACAP courses.

- 1. Go to <https://jkodirect.iten.mil>** and click **“OK”** on the DoD Warning Banner. Under **“Login Options”** click **“Login with CAC”** and select your current CAC certificate in the **“Select Certificate”** pop up box and click **“OK.”** Non-CAC users will need to follow instructions provided on the login page to submit an account request to the JKO Help Desk.
- 2. Find the course.** Find courses in JKO by clicking the **“Course Catalog”** tab at top of the LCMS page. Search for ACAP course(s) by using the search field above column **“Course Number”** and enter **“ACAP”** then click the **“Search”** button. Eight ACAP courses should be returned.
- 3. Enroll in the course.** To enroll in a course, click the purple **“Enroll”** button associated with that course in the **“Course Status”** column. When prompted to confirm course enrollment selection, click **“Continue.”** The course will move to the **“My Training”** tab.
- 4. Launch the course.** You can start the course at this time by clicking the **“Launch”** button. To launch the course at a later time, click the **“My Training”** tab at the top of the page and click the **“Launch”** button within the course listing. The course title and **“Launch”** button will remain in the course listing until you have completed the course. After completing a course it should transition from the course listing in your **“My Training”** tab to the **“Certificates”** tab and you will receive a completion notice via email. If the course remains listed in the “My Training” tab, click the Refresh icon ().
- 5. Print the certificate of completion.** Upon completion of the course, a certificate of completion will populate and you can print at that time. To access and print the course completion certificate at a later date, click the **“Certificate”** tab and then click the **“Certificate”** icon in the **“Certificate”** column at the right of the course title. Your course completion certificate will display for printing and saving.

NOTE: If you need technical assistance, contact the JKO Help Desk, jkohelpdesk@iten.mil, 757-203-5654.