

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 interface. A red box highlights the 'Theater Specific Required Training' section, which includes a video titled 'USFK Welcome Video' featuring GEN Walter L. Sharp. Another red box highlights the 'Command Policy Letters' section, listing various regulations and orders. 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 on the right states 'Links for policy letters, regulation and training site'. A red arrow points from the 'Links for policy letters, regulation and training site' box to the 'Command Policy Letters' list.

<http://www.usfk.mil/usfk/TheaterRequiredTraining.aspx>

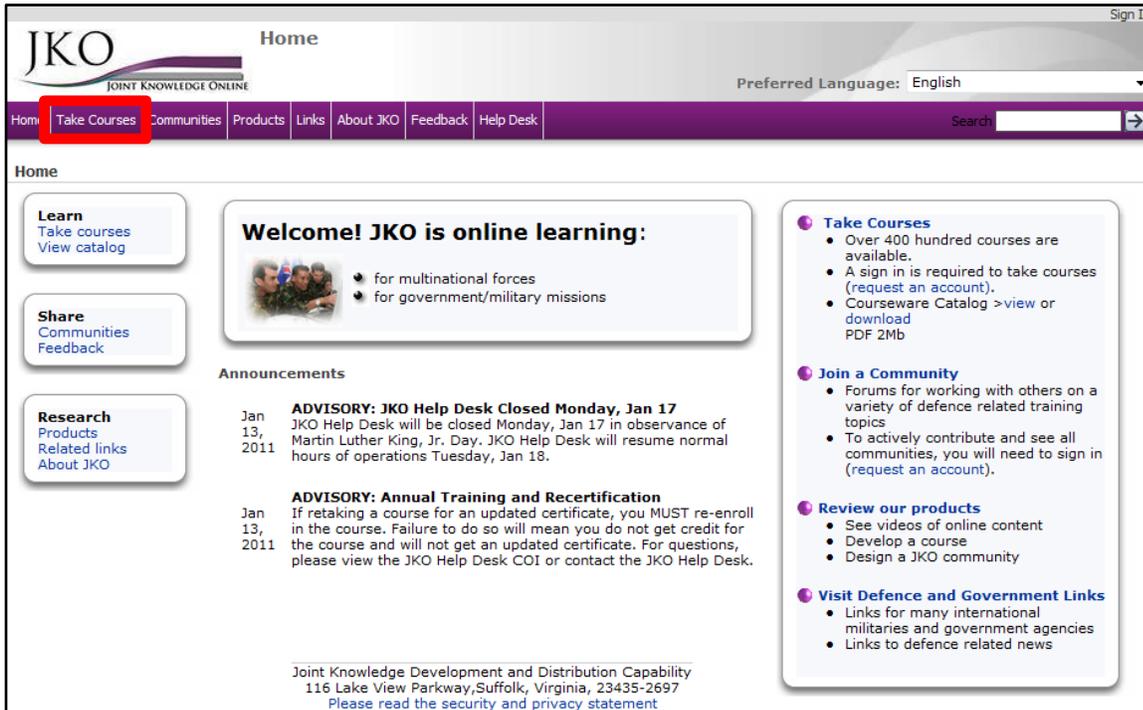
Step 2: After viewing the video and reviewing the command policy letters, complete the USFK Theater Specific Training Course on the JKO LMS. The course is available on both the [Internet Public \(IP\)](#) and [NIPRNET](#) domains as described below.

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USFK Course Access on IP Domain

1) Go to <http://jko.harmonieweb.org> and click **Take Courses** in the top menu bar.

As of SEP 2010, HARMONIEWeb (a Joint community portal platform) began hosting the IP domain JKO Portal. Access to the LMS comes via single sign-on with HARMONIEWeb.



2) Enter your HARMONIEWeb username and password.

If you need an account, select **Request an Account** and see the section below entitled [Getting a HARMONIEWeb Account](#). Login credentials for the previous versions of the JKO IP portal and LMS (i.e. prior to SEP 2010) will not work for login under HARMONIEWeb.



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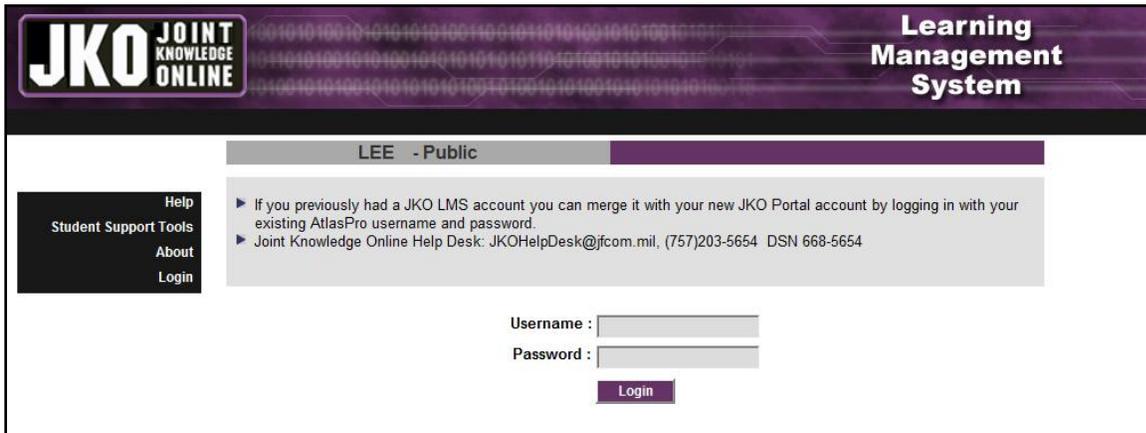
3) First login only. Select whether to create a new student profile or to merge a pre-existing account.

When logging in for the first time on a new account, you have the option of creating a new profile or merging an old account (i.e. profile data and student records) into the new account.



The screenshot shows the JKO Learning Management System interface. At the top left is the JKO logo with 'JOINT KNOWLEDGE ONLINE' text. At the top right is the title 'Learning Management System'. Below the header, the user is identified as 'LEE - Public'. A central text box contains instructions: 'If you did not previously have a JKO LMS account, you can create new account by selecting 'Create New Account'. If you previously had a JKO LMS account you can merge it with your new JKO Portal account by selecting 'Merge Account' and logging in with your existing username and password. Joint Knowledge Online Help Desk: JKOHelpDesk@jcom.mil, (757)203-5654 DSN 668-5654'. Below this text are two buttons: 'Create New Account' and 'Merge Account'. On the left side, there is a 'Student Support Tools' menu with links for 'Help', 'About', and 'Login'.

3a) Merging an old account into the new one requires you to know the username and password of the old account.



The screenshot shows the JKO Learning Management System interface for account merging. At the top left is the JKO logo with 'JOINT KNOWLEDGE ONLINE' text. At the top right is the title 'Learning Management System'. Below the header, the user is identified as 'LEE - Public'. A central text box contains instructions: 'If you previously had a JKO LMS account you can merge it with your new JKO Portal account by logging in with your existing AtlasPro username and password. Joint Knowledge Online Help Desk: JKOHelpDesk@jcom.mil, (757)203-5654 DSN 668-5654'. Below this text are input fields for 'Username :', 'Password :', and a 'Login' button. On the left side, there is a 'Student Support Tools' menu with links for 'Help', 'About', and 'Login'.

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3b) Choosing **Create New Account** opens a student profile with the name, email, and username fields populated from HARMONIEWeb information passed to the LMS. Complete the remaining required fields (indicated by bold type and asterisks) and any desired optional fields, and select **Submit**.

USER MANAGEMENT

Welcome to the JKO Learning Management System
Please fill out the form below to update your student profile.
Items listed in **bold** are mandatory fields.

Edit Personal Information

► Items listed in Bold* are mandatory elements
► To update your personal information, edit the information in the fields below and click on the Submit button.

Personal Data :

Account Type * : <input type="text" value="Civilian"/>	Gender : <input type="text" value="Male"/>
Title : <input type="text" value="Select One"/>	Pay Plan : <input type="text" value="Select One"/>
First Name * : <input type="text"/>	Branch of Service : <input type="text" value="Select One"/>
Last Name * : <input type="text"/>	

SSN is mandatory for DoD Military and Civilian:
SSN: [Privacy Act](#)

Address(es)

Mailing Address

Address 1 :
Address 2 :
Address 3 :
Address 4 :
City :
State :
Zip Code :
Country :

APO/FPO Codes :
AE (Armed Forces Europe / Canada / Middle East / Africa)
AP (Armed Forces Pacific)
AA (Armed Forces Americas)

Mail Information :

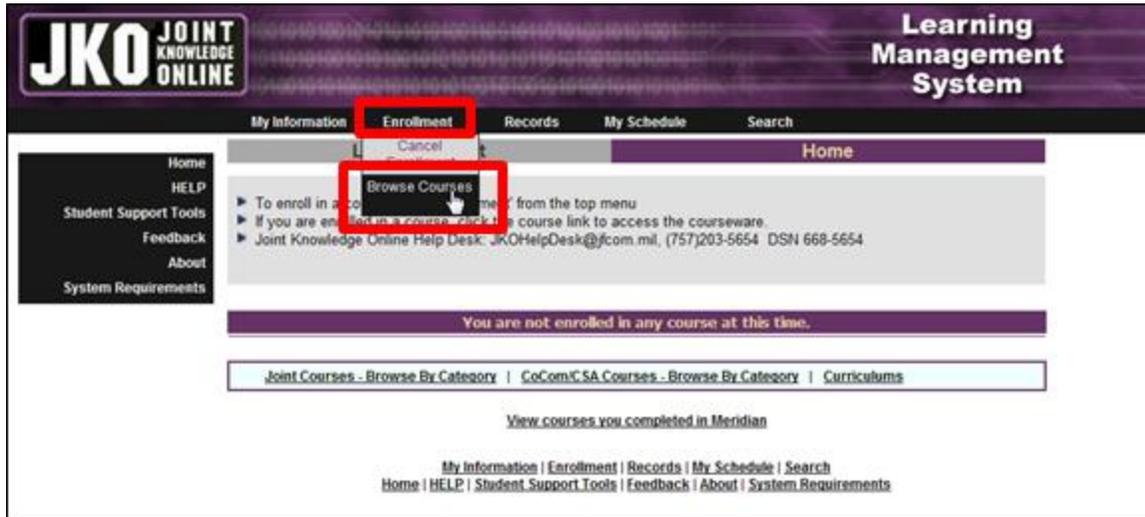
Business Email :

User Access Information :

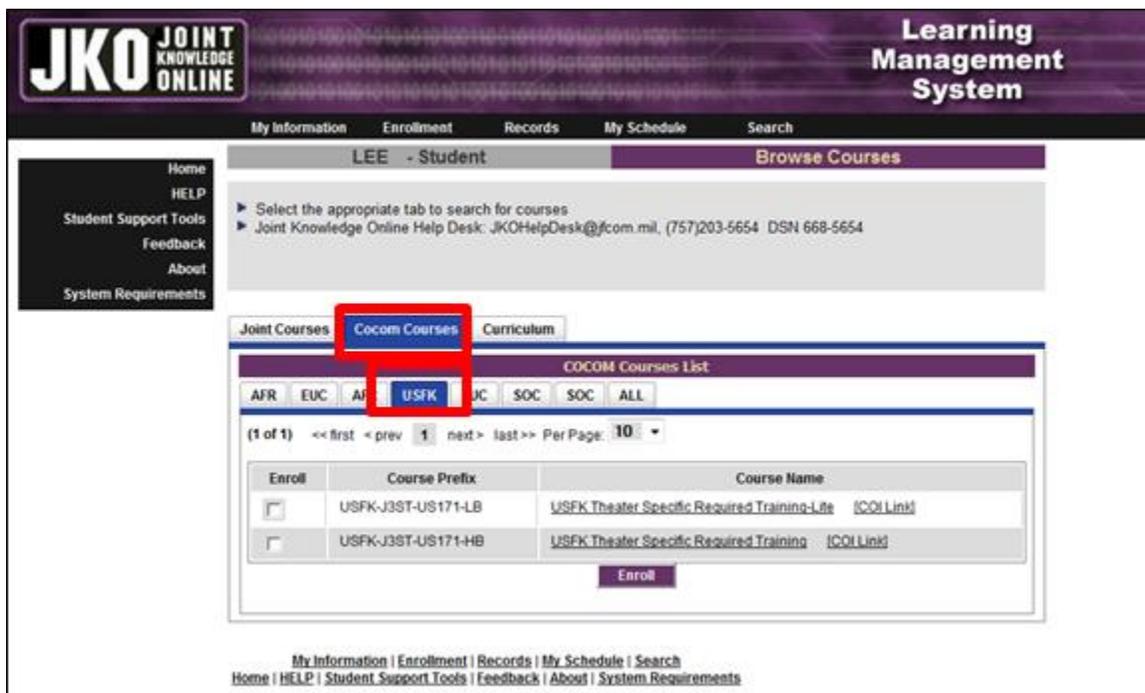
User Name * :

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4) Select **Enrollment – Browse Courses** from the hover menu to access the course catalog.



5) In the Course Catalog, select the **Cocom Courses** tab and the **USFK** tab to display the two options for the USFK required course. Either course is acceptable, but the high bandwidth course is recommended unless low network throughput makes the low bandwidth version necessary. Low bandwidth courses are absent much of the video, audio, graphics, animation, etc., that consume network bandwidth.



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6) Enroll in the desired course.

The screenshot shows the JKO Learning Management System interface. The user is logged in as 'LEE - Student'. The 'Browse Courses' tab is active. The 'Cocom Courses' section is selected, and the 'USFK' filter is applied. A table lists two courses:

Enroll	Course Prefix	Course Name
<input type="checkbox"/>	USFK-J3ST-US171-LB	USFK Theater Specific Required Training-Lite [COL Link]
<input checked="" type="checkbox"/>	USFK-J3ST-US171-HB	USFK Theater Specific Required Training [COL Link]

The 'Enroll' button for the selected course is highlighted with a red box.

7) The system will show enrollment status. Select **View Course** to return to the student main page.

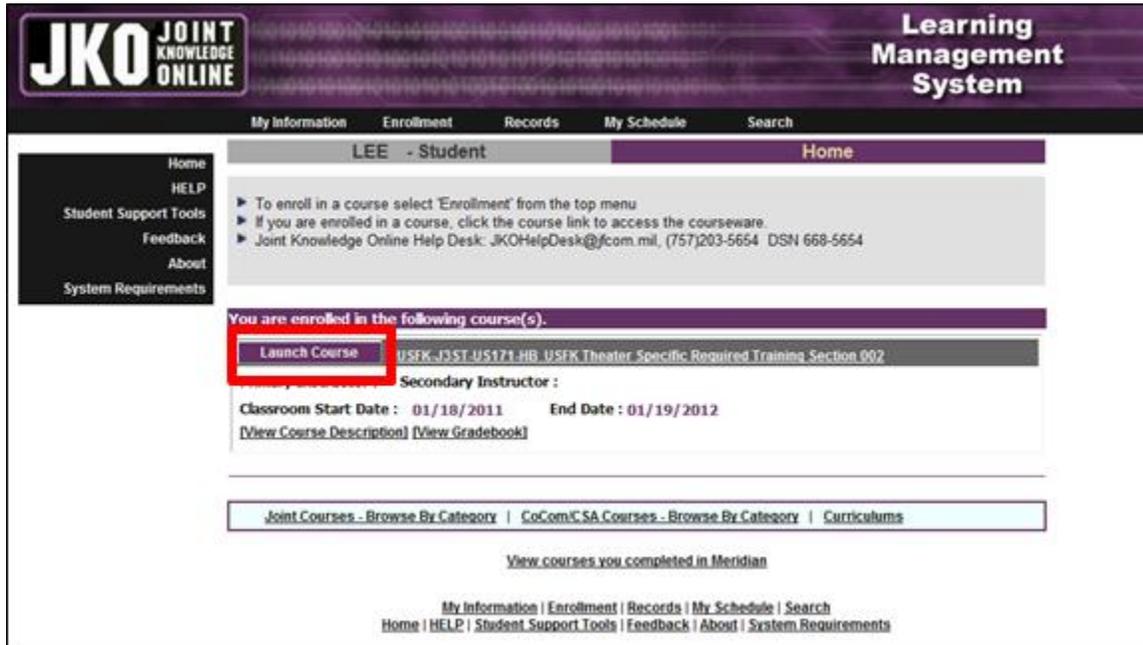
The screenshot shows the 'Quick Enrollment' page. The 'Enrollment Results' section displays the following information:

USFK - J3ST - US171 - HB
Enrollment status: Enrolled

The 'View Course' button is highlighted with a red box.

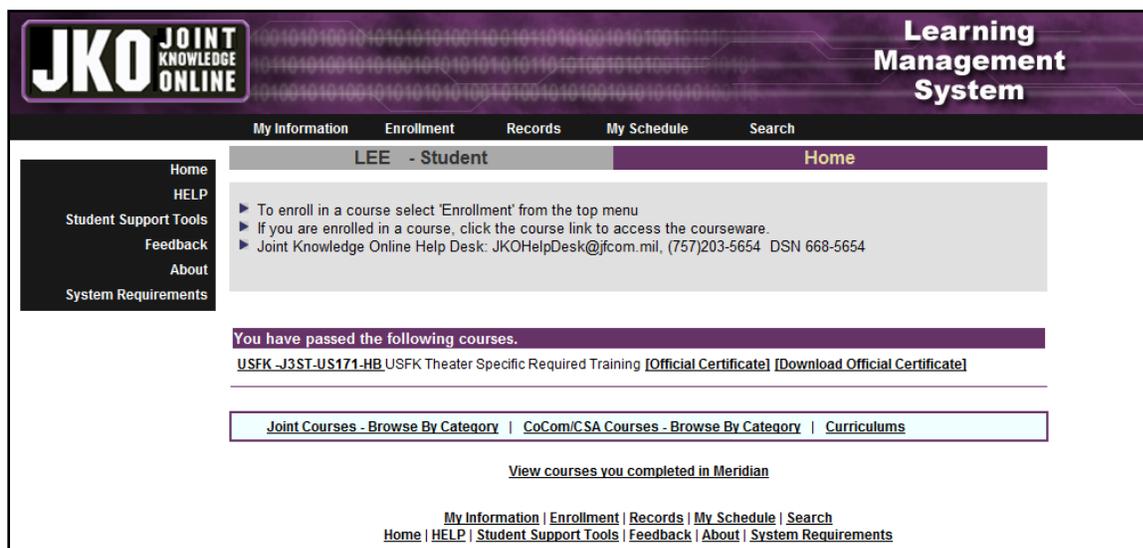
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8) Select **Launch Course** to work through the course content.



The screenshot shows the JKO Learning Management System interface. At the top left is the JKO logo with 'JOINT KNOWLEDGE ONLINE' text. At the top right is 'Learning Management System'. Below the logo is a navigation bar with 'My Information', 'Enrollment', 'Records', 'My Schedule', and 'Search'. The user is identified as 'LEE - Student' and is on the 'Home' page. A sidebar on the left contains links for 'Home', 'HELP', 'Student Support Tools', 'Feedback', 'About', and 'System Requirements'. The main content area has a heading 'You are enrolled in the following course(s)'. Below this, a course entry for 'USFK-J3ST-US171-HB USFK Theater Specific Required Training Section 002' is shown. A red box highlights the 'Launch Course' button. Other details include 'Secondary Instructor:', 'Classroom Start Date: 01/18/2011', and 'End Date: 01/19/2012'. At the bottom, there are links for 'Joint Courses - Browse By Category', 'CoCom/CSA Courses - Browse By Category', and 'Curriculums', along with a link to 'View courses you completed in Meridian'.

9) After completing the course, it will display on the student home page under the heading “**You have passed the following courses.**”



The screenshot shows the JKO Learning Management System interface after course completion. The layout is similar to the previous screenshot, but the heading now reads 'You have passed the following courses.'. Below this heading, the course 'USFK-J3ST-US171-HB USFK Theater Specific Required Training' is listed with links for '[Official Certificate]' and '[Download Official Certificate]'. The 'Launch Course' button is no longer present. The rest of the page, including the navigation bar, sidebar, and footer, remains the same.

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10) The completion certificate may be viewed or downloaded using links beside the course entry. The course material may be reviewed by clicking the course number. Note that **reviewing course content using this link will not give credit for completing the course again**. A student must enroll anew in the course from the course catalog (i.e. Enrollment – Browse Courses – Cocom tab - USFK) to receive credit for retaking it.

The screenshot displays the JKO Learning Management System interface. At the top left is the JKO logo with 'JOINT KNOWLEDGE ONLINE' text. The top right features the 'Learning Management System' title. A navigation bar includes 'My Information', 'Enrollment', 'Records', 'My Schedule', and 'Search'. Below this, the user is identified as 'LEE - Student' with a 'Home' button. A sidebar on the left contains links for 'Home', 'HELP', 'Student Support Tools', 'Feedback', 'About', and 'System Requirements'. The main content area shows a message: 'You have passed the following courses.' Below this, a course entry is listed: 'USFK - J3ST-US171-HB USFK Theater Specific Required Training'. Two red boxes highlight the course name and the links '[Official Certificate]' and '[Download Official Certificate]'. Below the course entry are links for 'Joint Courses - Browse By Category', 'CoCom/CSA Courses - Browse By Category', and 'Curriculums'. At the bottom, there is a link to 'View courses you completed in Meridian' and a footer with navigation links: 'My Information | Enrollment | Records | My Schedule | Search' and 'Home | HELP | Student Support Tools | Feedback | About | System Requirements'.

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Getting a HARMONIEWeb Account

Note: These instructions apply after selecting **Request an Account** on either the JKO IP portal front page or the login page.

1) Enter the required information, any desired additional information, and select **Continue**. Recommended: **Enter a .mil email address so the system automatically approves the account** and sends login information to that email address. Entering a commercial email address causes JKO staff to validate the account request with the listed approval POC prior to approving the account.

The screenshot shows the JKO (Joint Knowledge Online) registration page. At the top, there is a navigation bar with links for Home, Take Courses, Communities, Products, Links, About JKO, Feedback, and Help Desk. A search bar is located on the right. The page title is "Home > Register". Below the title, there is a progress indicator showing three steps: "1. Enter User Info", "2. Approval Information", and "3. Verify and Submit". The "1. Enter User Info" step is currently active. The form is divided into two sections: "Required information" and "Additional information".

Required information:

- First name:
- Last name:
- E-mail:
- Reenter e-mail:
- User name:
-
- Organization:

Additional information:

- Title:
- Position/Role:
- Department:
- Work Address:
- City:
- State:
- Zip code:
- Phone:
- Country/Region:

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2) Enter contact information to be used by JKO staff if the account request has to be validated prior to approval, then select **Continue**.

Ignore the Approval Code field. It is a special case field used only when working directly with a USFK or JKO staff member in the application process.

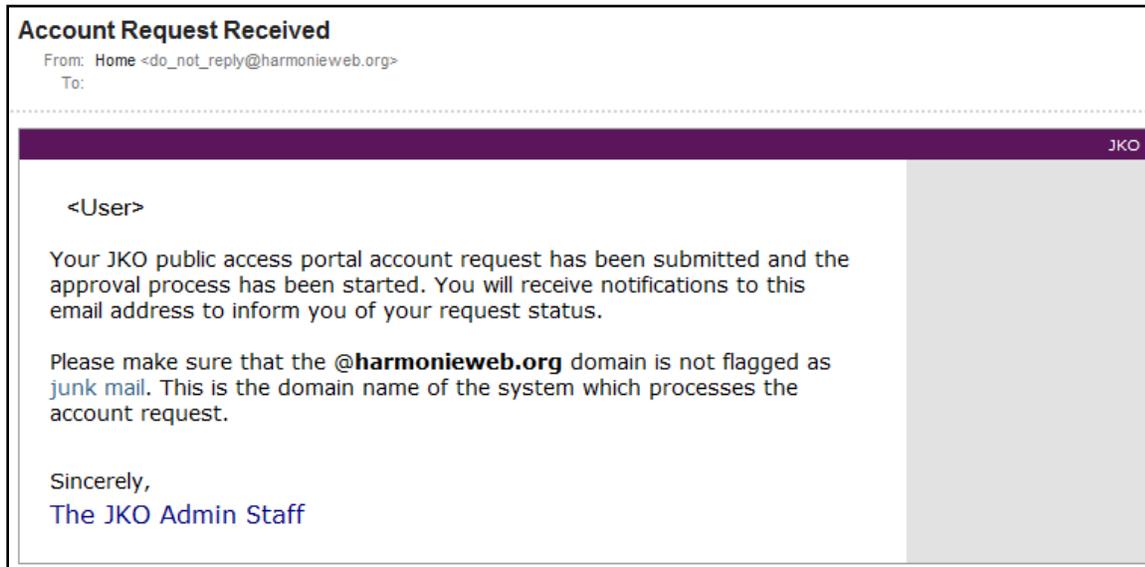
The screenshot shows the JKO (Joint Knowledge Online) registration process. The page title is 'Home > Register'. A progress bar indicates three steps: '1. Enter User Info', '2. Approval Information' (which is the current step), and '3. Verify and Submit'. Below the progress bar, there is a blue instruction: 'Please supply point of contact information for an individual that can verify your access request.' The form contains several input fields: 'Contact First name:', 'Contact Last name:', 'Contact E-mail:', 'Contact Phone:', and 'Contact Organization:'. Below these is an 'Approval Code' field with a label 'Approval Code:'. At the bottom of the form are two buttons: 'previous' and 'continue'.

3) Verify the information entered and then select **Submit**.

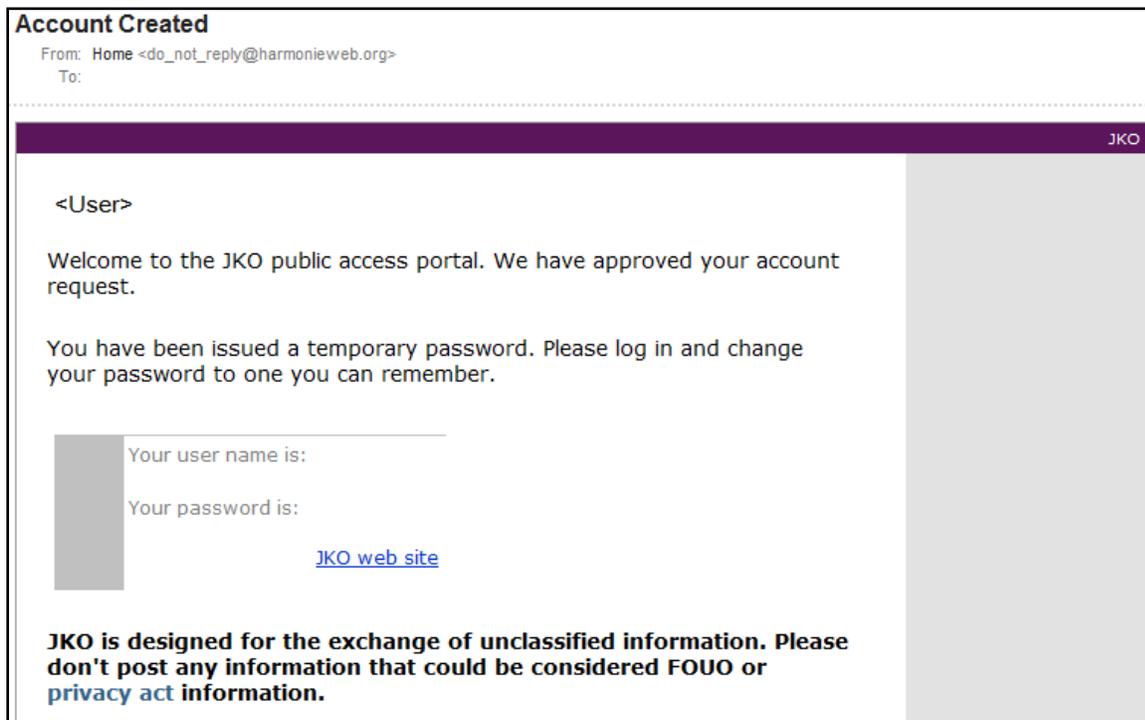
The screenshot shows the JKO registration process at the 'Verify and Submit' step. The page title is 'Home > Register'. The progress bar now shows '3. Verify and Submit' as the active step. The main content area is titled 'User Information' and displays the following details: First name: test, Last name: user, E-mail: test.user@jfcom.mil, User name: test.user, Organization: JKDDC, Contact First name: test, Contact Last name: supv, Contact E-mail: test.supv@jfcom.mil, Contact Phone: 757-555-1212, and Contact Organization: JKDDC. A yellow highlighted box contains the text: 'Please verify the information above for accuracy. Click the submit button below to create an account request using the information you have provided.' At the bottom of the form are two buttons: 'previous' and 'submit'.

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- 4) You will receive an immediate email notification acknowledging the request.



- 5) You will receive an email containing your login credentials when the account has been created.



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6) Use the provided login credentials when logging into the JKO LMS as described above in the section entitled [USFK Course Access on IP Domain](#).

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USFK Course Access on NIPRNET

Both Defense Knowledge Online (DKO) and JKO web portals are hosted by Army Knowledge Online (AKO). Access to the NIPRNET LMS comes via single sign-on with AKO. So, referring to a JKO account on NIPRNET implies having an AKO account. See the section entitled [Getting an AKO Account](#) to create an account. Students who already have AKO accounts may go directly to the LMS as explained in the section entitled [Shortcut to NIPRNET LMS](#) if desired.

1) Go to <http://jko.jfcom.mil> and select **Enter JKO**.

As part of entering the JKO portal, you will be redirected through the AKO login page and then back to JKO content.

JKO
JOINT KNOWLEDGE ONLINE

Enter JKO

New User

USFK

JIAT

Welcome to Joint Knowledge Online

Individually Focused. Globally Shared.

JKO is the enterprise portal system providing convenient access to online joint training and information resources. JKO integrates with other DoD systems and uses the latest advanced distributed learning technologies to provide training courses and resources that better prepare warfighters for joint exercises and integrated operations.

Courses are available on any standard browser or operating system worldwide 24/7.

Contact the help desk at JKOHelpDesk@jfcom.mil or 757-203-5654/DSN 668-5654

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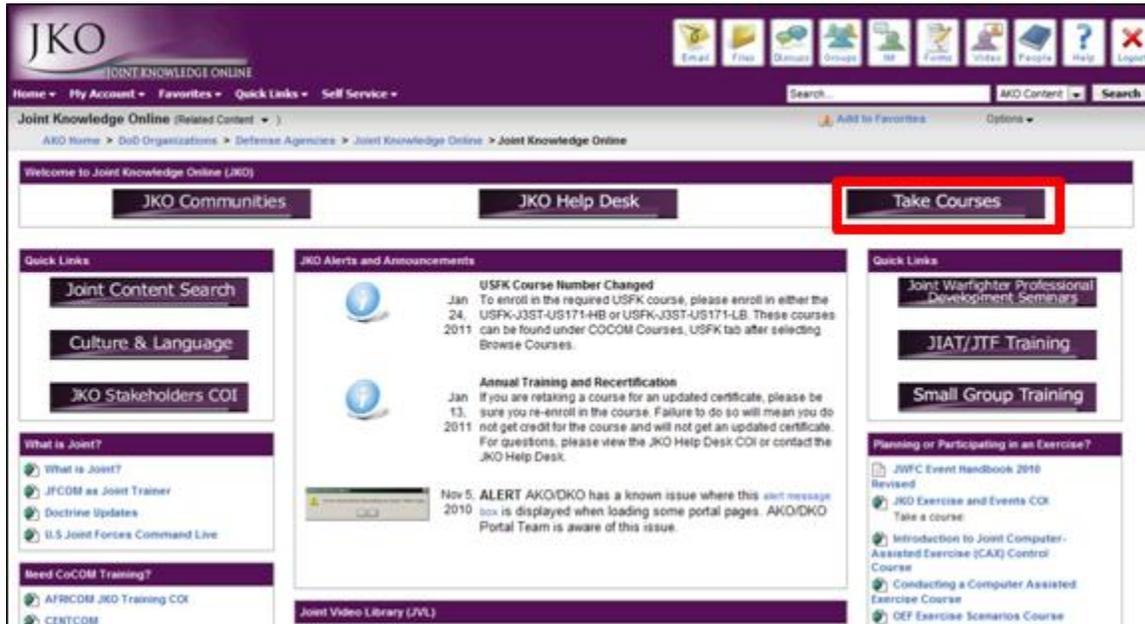
2) Enter AKO username and password or select **CAC login**.

Using username and password from the AKO login page requires supplemental authentication questions to be answered.

NOTE: The JKO portal also may be accessed from within the AKO/DKO portal (<http://www.us.army.mil>) by selecting the **DoD organization – Training tab – JKO link**, or by selecting the **JKO emblem** on the right side of the page.

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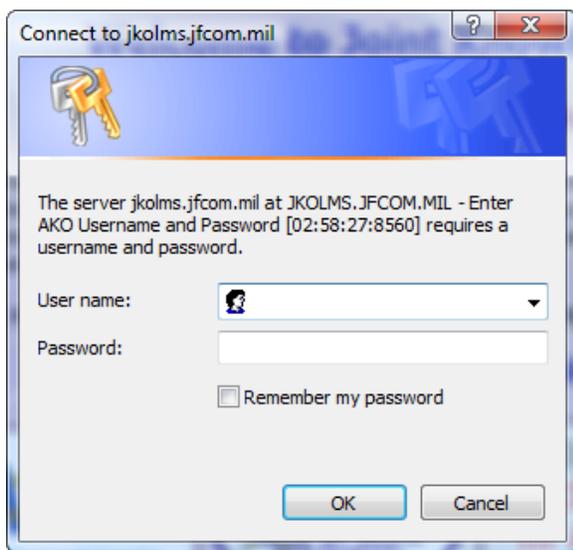
3) Select **Take Courses** from the JKO portal to access the NIPRNET LMS.



4) The instructions for taking the online course on the NIPRNET LMS are the same as [steps 4-10 of the section entitled USFK Course Access on IP Domain](#).

Shortcut to NIPRNET LMS

If the user already has an AKO account, he may access the LMS directly (i.e. bypassing the JKO portal) by going to <https://jkolms.jfcom.mil> and entering his **AKO username and password** in the pop-up box. Then, see **step 4 immediately above**.



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Getting an AKO Account

The AKO system automatically approves account requests for US military personnel and DoD civilians upon validating CAC information with the DoD personnel system. Getting a sponsored AKO account (e.g. contractors, other federal agency members, or military/civilians whose CAC information the system cannot validate for whatever reason) usually involves having an Army sponsor. However, JKO may sponsor users whose reason for getting an AKO account is to access JKO. When requesting a sponsored account, the two most important things to expedite request adjudication are to **enter joint.training as the sponsor** and to **enter a .mil or .gov email address**.

1) Go to <http://jko.jfcom.mil> and select **New User**.

Even though the process is really creating an AKO account, you should contact the JKO Help Desk if problems arise during the account request process.

JKO
JOINT KNOWLEDGE ONLINE

Welcome to Joint Knowledge Online
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2) Choose the appropriate type of account.

JKO
JOINT KNOWLEDGE ONLINE

New to JKO? You Need an Account!

All new users must first register for an account via DKO/AKO.

Select your account type below and you will be redirected for account registration.
Complete the registration form in entirety.

When you receive email confirmation of your account, go to <http://jko.jfcom.mil> and click "Enter JKO" and follow login instructions

Joint Account
Active Duty
Reserves
National Guard
Civil Service

Sponsored Account
DoD/Services' Contractors

3) Enter Social Security Number.

AKO ARMY KNOWLEDGE ONLINE **DKO** DEFENSE KNOWLEDGE ONLINE

Account Registration

Users should register accounts ONLY for themselves. Please do not register an account on another user's behalf.

• SSN

I don't have an SSN because:

I am a Foreign Officer or a Local National (what's this?)

Note: If you are a Foreign Officer or Local National, but you do have an SSN, please enter it above and do not check this box.

Foreign Identification Number

A Foreign Identification Number is used in verifying a Foreign Officer or Local National. You may still apply for an account without one, however, your account will not be marked as verified. An account that is not verified will need to be approved by your sponsor more frequently than a verified account.
(locate your FIN)

[Eligibility for DoD users / Learn more about DKO](#)

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4) For **sponsored accounts**, choose the account type (typically Contractor or Federal Civilian Agencies).



Account Registration

SSN Not Found

We could not find your information in our personnel system, which means that you are not eligible for an unsponsored account.

- You may go back and double-check your information if you may have entered it incorrectly.
- If you believe this is a mistake, please contact the [Help Desk](#).
- **If you have a sponsor**, you can register for a sponsored account by selecting an Account Type and clicking the "Next" button below.

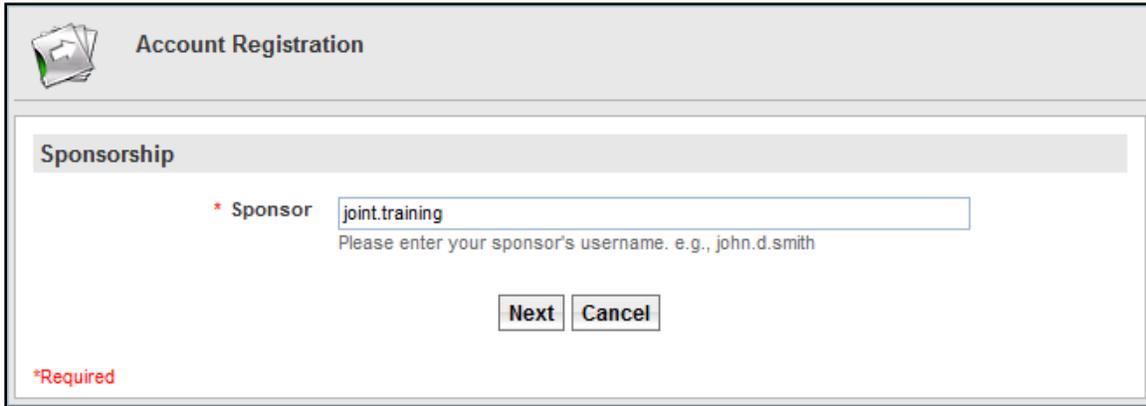
* Account Type

- Contractor
- Family Member
- Army Cadet
Accounts for **Army Cadets** are only available to collegiate cadets.
- National Guard Retired
- Army Volunteer
- Federal Civilian Agencies
- Foreign Officer
- Homeland Security
- Incoming DA Civilian
An **Incoming DA Civilian** is a newly-hired DA Civilian whose data has not yet been made available to AKO by the personnel system. Please be sure to enter your Social Security Number when registering for an Incoming DA Civilian account, and you will be prompted to upgrade your account to a full DA Civilian account as soon as your data is made available to AKO.
- Incoming Future Soldier
- Local National Employee
- Medical Discharged
- Medical Retired
- Military Transition
A **Military Transition** account is for active members of the U.S. Army whose data has not yet been made available to AKO by the personnel system. Please be sure to enter your Social Security Number when registering for a Military Transition account, and we will allow you to upgrade to a full account as soon as your data is made available to AKO.

*Required

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5) For **sponsored accounts**, enter **joint.training** as the sponsor.



The screenshot shows a web form titled "Account Registration" with a sub-section "Sponsorship". A red asterisk indicates a required field. The "Sponsor" field contains the text "joint.training". Below the field is a placeholder text: "Please enter your sponsor's username. e.g., john.d.smith". At the bottom of the form are two buttons: "Next" and "Cancel". A red asterisk and the word "Required" are located in the bottom left corner of the form area.

6) Enter other required account information fields. A .mil or .gov email account will expedite approval for sponsored accounts.

7) Upon account approval, the AKO system sends email notification to the email address on record.

8) Use the provided login credentials when logging in as described above in the section entitled [USFK Course Access on NIPRNET](#).