



**PRINT THESE INSTRUCTIONS FIRST OR SAVE TO YOUR DESKTOP BEFORE PROCEEDING. FOLLOW INSTRUCTIONS STEP-BY-STEP TO ENSURE YOU RECEIVE CREDIT FOR YOUR TRAINING ON DHA.**

### Steps for Establishing/Updating DHA Accounts:

- Step 1: Login to Defense Health Agency (DHA) Education & Training Portal.** Go to <https://jko.jten.mil/mhs> and click "OK" on the DoD Warning Banner. In the "Login using my CAC/VA PIV" box, click "Login" and select your current CAC certificate in the "Select Certificate" pop up box, then click "OK."

First time students are automatically directed to the "My Profile" page to establish a JKO account profile.

Returning students wanting to update your profile, click "Profile" link in the upper right corner of the main DHA Education & Training page.

- Step 2: Create/update your DHA profile.** Complete all required fields (**RED label indicates a required field**) on the "My Profile" page noting specific guidance below regarding your organization and email.

**IMPORTANT:** Pay close attention to the information you provide in your profile because it determines how your training completions are recorded and reported, and how you will receive notification of training requirements.

➡ **Primary Organization** – you must designate the primary organization where you work. Training records are segregated and reported by primary organization. To ensure your training completion records are accurately reported to your organization, you must correctly designate the primary organization in your profile.

In the "**Organizations**" section, click the "**Select Primary Organization**" link which will open an organizational tree. Continue clicking the arrow icon ( ▶ ) to the left of the folder to expand the organization structure to the level necessary to identify your primary organization. In this case "(MHS) Military Health System". The "DHA" organization is currently included in the "MHS" entry. Once your appropriate organization is highlighted, click "**Select Organization**" at the bottom of the page to record this selection as your primary organization. You may select the "MHS" folder if the lower level organizations do not apply.

➡ **Business Email** – enter the email address you want to use to receive JKO notifications of training requirements and mandatory course enrollments.

Click the "**Save**" button at the bottom of the page to return to the DHA Education & Training main page to begin taking courses.