ACCESSING JKO USING USERNAME/PASSWORD

FOR USERS WHO HAVE AN EXISTING JKO ACCOUNT:

1. Log on to JKO at https://jkodirect.iten.mil and click OK on the DoD Warning Banner. Within the Login to Virtual Campus area of the LCMS Login Page, click the link labeled “Forgot Password?” See below:

   ![JKO Login Page](image)

   2. User will be prompted to enter their JKO Username and Email address. Then select Submit. See below

   IMPORTANT: The email address used must match the Business Email Address within your LMS Profile. Users can update their LMS profile for either their work or home email address. All LMS System generated emails will be sent to this email address. These emails will contain tokens, course enrollment and graduation notices.
3. The system will inform the user a temporary token has been emailed to them. The temporary
token is a one-time use password that is used to allow the user to reset their password to
something they can easily remember. This token is only valid for a 24-hour time period from
time of issuance. This token is emailed to the Business Email address from the user's LMS
student profile.

4. Upon receipt of the System Generated email containing the token, the user will return to the
Login to Virtual Campus area of the LMS Login Page and selects the link labeled “Received a
token? Click here.” See below.
5. The user will then be prompted to enter their JKO Username and Token. Then select Submit. See below.

6. The user will then be prompted to enter a password of their 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. See below.
7. User will then be prompted password change was successful and returned to the DoD Warning banner, click OK to login using your newly created password.

8. From the Login to Virtual Campus area, login using your LMS profile user name and your newly created password. See below.

9. You are now logged in to the JKO LCMS and begin your online training.

10. If you need further assistance contact the JKO Helpdesk via email at jkohelpdesk@jten.mil or via phone at COMM: 757-203-5654 or DSN: 668-5654.