



**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 JKO.**

**\*\*\* THIS DOCUMENT SUPERSEDES ALL PREVIOUS TRANSITION GPS INSTRUCTIONS \*\*\***

**NOTE:** There is a short **(one time)** demographic survey that is required prior to taking any of the Transition GPS courses. Instructions for completing the demographic prerequisite are provided when you enroll in the Transition GPS course on JKO.

### Transition GPS Course Enrollment:

- ☐ **Step 1: Login to JKO Learning Content Management System (LCMS).** Go to <https://jkodirect.jten.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 follow instructions provided on the login page to submit an account request to the JKO Help Desk.
- ☐ **Step 2: Select the course.** Find courses in JKO by clicking the "Course Catalog" tab at top of the LCMS page. Search for Transition GPS course(s) by using the search field above column "Course Number" and enter "TGPS" and clicking the "Search" button. Your screen will update showing all 10 TGPS courses. You can also browse the catalog using key words. For example, you can enter key words such as "Transition Overview" or "Federal Employment" in the search box above the "Title" column, click "Search" and it will return a listing of all courses in the JKO database containing that topic in the title.
- ☐ **Step 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. You can start the course at this time by clicking the "Launch" button; otherwise, you can start the course at a later time or resume a course by following the directions in Step 4.
- ☐ **Step 4: Launch the course.** To launch the course, 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 (🔄). To access and print the course completion certificate, 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.

### Transition GPS eBooks and/or Job Aids Mobile Content Access:

- ☐ **Step 1: Download and Launch the JKO Mobile Application.** The JKO Mobile App is available for Apple and Android devices (phones and tablets). The JKO Mobile App offers eBooks on Transition GPS Accessing Higher Education Participant Workbook, Transition GPS Military Occupation Code Crosswalk, and Transition GPS Personal Financial Planning Participant Workbook.
- ☐ **Step 2: Launch the JKO App.** Select “**Public Access**”. Go to “**Library**”. Find the desired Transition GPS content and select the “**yellow**” download icon. Select the “**green arrow**” to open downloaded content.

**NOTE:** If you have questions or need any assistance, contact the JKO Help Desk, [jkohelpdesk@jten.mil](mailto:jkohelpdesk@jten.mil), 757-203-5654 or Mr. Sean Sheridan, [sean.e.sheridan.civ@mail.mil](mailto:sean.e.sheridan.civ@mail.mil), 757-203-5586.