

DIRECTIONS FOR ACCESSING SFL-TAP COURSEWARE on *Joint Knowledge Online (JKO)*

1. Go to <https://jkodirect.jten.mil> and click “OK” on 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.” You will be prompted to input career information and business email; click “save.” 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 courses.** Find the courses in JKO by clicking the “Course Catalog” tab at the top of the LCMS page. Search for SFL-TAP Course(s) by using the search field above the column “Course Number.” Enter “TGPS” then click the “Search” button. You will need to register for the following MANDATORY courses listed under the Transition, Goals, Plans and Success (TGPS) Course Resources section:

- TGPS - [US001](#) *Managing Your Transition*
- TGPS - [US002](#) *MOC Crosswalk*
- TGPS - [US003](#) *Financial Planning For Transition*
- TGPS - [US004](#) *DOL Employment Workshop*
- TGPS - [US006](#) *VA Benefits and Services*

Note: Required deliverables associated with the courses are listed in 7-12 below.

The following optional courses are also available, but not required:

- TGPS - [US005](#) *Federal Employment*
- TGPS - [US008](#) *Career Technical Training Track*
- TGPS - [US009](#) *Accessing Higher Education Track*
- TGPS - [US010](#) *Entrepreneur Track*

3. **Optional courses.** Find the optional courses in JKO by clicking the “Course Catalog” tab at the top of the LCMS page. Search for SFL-TAP Course(s) by using the search field above the column “Course Number.” Enter “ACAP,” then click the “Search” button.

The following optional courses are available but not required:

- [USA-SFL: TAP005 ACAP Family Concerns](#)
- [USA-SFL: TAP006 ACAP Special Issues](#)
- [USA-SFL: TAP007 ACAP Value of a Mentor](#)
- [USA-SFL: TAP008 ACAP Skills Development](#)
- [USA-SFL: TAP005 ACAP Dress for Success](#)
- [USA-SFL: TAP005 ACAP Interview Techniques](#)
- [USA-SFL: TAP005 ACAP Salary Negotiations](#)

4. **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.

5. **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 completed, the course should move 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.

6. 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.

7. 12-Month Budget. You are required to complete a 12-month budget and have it reviewed by an SFL-TAP Financial Counselor. You can find the budget form in the mandatory **TGPS-US003 Financial Planning for Transition** class, under the “**Resources**” tab. Once your budget is complete, email it to arthur.l.mccann2.ctr@mail.mil no later than 48 hours in advance of your Capstone appointment.

8. Gap Analysis. You are required to complete a Gap Analysis and have it reviewed by an SFL-TAP Counselor. You can find the Gap Analysis in the mandatory **TGPS-US002 MOC Crosswalk** class under the “**Resources**” tab or in your workbook on pg. 29.

9. Resume. You are required to submit a completed resume during your Capstone appointment. You can waive this requirement if you have received a job offer. In that case, you must provide an official job offer letter during your Capstone appointment.

10. Individual Transition Plan. You must complete an Individual Transition Plan (ITP) and have it reviewed by an SFL-TAP Counselor during your Capstone appointment. You can find the ITP in your workbook on pg. 4-17. Sections 1 – 3 need to be completed, as well as the selected Career Track section.

11. Continuum of Military Service Counseling. This brief is available for schedule every Tuesday at 0830. In the case of receiving the counseling directly from the Reserve Recruiter, please be sure to present proof at your Capstone appointment.

12. Capstone Appointment. You are required to schedule and complete a Capstone appointment with an SFL-TAP Counselor once you have completed all requirements. Bring all JKO certificates and proof of completion of all other requirements to your Capstone appointment. To schedule a Capstone, call DSN 476-2055/CIV 09662-83-2055, or stop by the SFL-TAP Center at Bldg. 161, Rose Barracks. Our hours of operation are Mon.-Fri., 0800-1630.

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