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, then 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 column "**Course Number**" and 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 Transition Overview – Resilient Transitions
   TGPS-US002 MOC Crosswalk
   TGPS-US003 Personal Finance Planning For Transition
   TGPS-US004 DOL Employment Workshop
   TGPS-US006 VA Benefits and Services
   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. **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 column "**Course Number**" and enter "**ACAP**" then click the "**Search**" button. You will need to register for the following **MANDATORY** course.
   USA-SFL: TAP004 ACAP ITP Review
   The following optional courses are also 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.

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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 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.

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 that must be reviewed by an SFL: TAP Financial Counselor. To access additional resources to assist you with that process click the "**Announcements/Links**" tab at the top of the LCMS page. Select the **TGPS-US0-03 Personal Finance Planning for Transition** link listed under the **Transition, Goals, Plans and Success (TGPS) Course Resources** section.

8. **Gap Analysis.** You are required to complete a Gap Analysis that must be reviewed by an SFL: TAP Counselor. To access additional resources to assist you with that process click the "**Announcements/Links**" tab at the top of the LCMS page. Select the **TGPS-US002 MOC Crosswalk link** listed under the **Transition, Goals, Plans and Success (TGPS) Course Resources** section.

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