

A vertical graphic on the left side of the slide, featuring a stylized American flag with white stars on a blue field and a white field with a red stripe at the bottom.

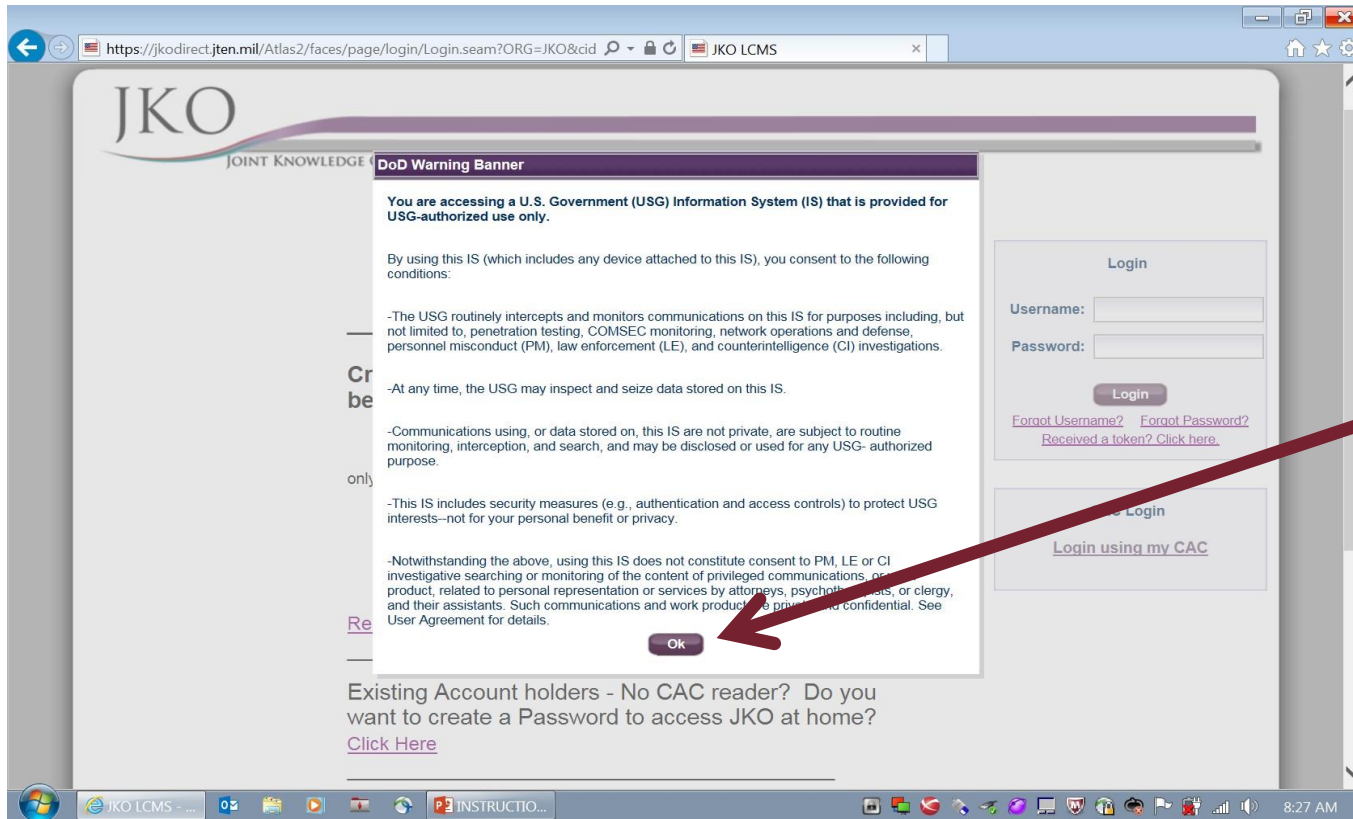
NEW **BEGINNINGS**

**Joint Knowledge Online (JKO)
Web-Based Training (WBT) Instructions**

**DoD Performance Management &
Appraisal Program**

To access Joint Knowledge Online (JKO):

<https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam?ORG=JKO&cid=79605>



Click OK
on DoD consent
banner

If you have an existing account, login at right → → →

Create or request a New Account using a method below:

- I Have a CAC. [Create or Login with CAC](#) (Internet Explorer only)
- I DO NOT have a CAC. (Which link do I use?)
 - [Military/Government Personnel Registration](#)
 - [Non-Government Personnel/Sponsored Account Registration](#)

Existing Account holders - No CAC reader? Do you want to create a Password to access JKO at home?
[Click Here](#)

JS-US007: Level I Antiterrorism Awareness Training
[Non-CAC users click here](#) (i.e. Family Members, Dependents, Contractors w/o JKO Accounts)

Login

Username:

Password:

Login

[Forgot Username?](#) [Forgot Password?](#)
[Received a token? Click here.](#)

CAC Login

[Login using my CAC](#)

Follow on-screen instructions for either CAC login (Internet Explorer only)

-OR-

Alternate access method assigned by JKO

JKO
JOINT KNOWLEDGE ONLINE

My Training Course Catalog Certificates Community SGST

My Profile Help Refresh

Courses Curricula

Browse Course Catalog.
You may browse the Course Catalog below. Use the input and selection fields above each column to filter your results.

Search Clear Search Results per Page 10

Prefix	Course Number	Title	Exclude Enrolled Courses:	Course Status	ATRRS
DoD	-PM101A	DoD Performance Management and Appraisal Program - Implementation Part I - (3.5 hrs) Link	<input type="checkbox"/>	Enrolled	
DoD	-PM101B	DoD Performance Management and Appraisal Program - Implementation Part II - (2 hrs) Link	<input type="checkbox"/>	Enroll	

2nd, type in course number

PM101A for Part I
-or-
PM101B for Part II

(BOTH Parts I and II must be successfully pass for course completion),

then click on SEARCH tab

1st, click on COURSE CATALOG tab

If accessing course for first time, click on **ENROLL** when course title appears

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JOINT KNOWLEDGE ONLINE

My Training | **Course Catalog** | Certificates | Community | SGST

My Profile | Help | Refresh

Courses | Curricula

Browse Course Catalog.
You may browse the Course Catalog below. Use the input and selection fields above each column to filter your results.

Search | Clear Search | Results per Page: 10

Prefix	Course Number	Title Key Word	Exclude Enrolled Courses:	Course Status
DoD	-PM101A	DoD Performance Management and Appraisal Program - Implementation Part I - (3.5 hrs)	<input type="checkbox"/>	Enrolled Resume
DoD	-PM101B	DoD Performance Management and Appraisal Program - Implementation Part II - (2 hrs)	<input type="checkbox"/>	Enroll

If already enrolled and continuing the course, click on **RESUME**

My Training Course Catalog Certificates Community SGST

My Profile Course Enrollment - DoD-PM101B

Would you like to enroll in DoD-PM101B -DoD Performance Management and Appraisal Program - Implementation Part II - (2 hrs)?

Continue Cancel

10

DoD

Prefix

DoD

DoD

Contact the help desk at JKOHelpDesk@jten.mil or 757-203-5654 for assistance. Monday -Friday, 7 A.M. - 11 P.

If course information is accurate, click **CONTINUE** to enroll in course

Click **START** to begin the course. Read all other on screen instructions.

NOTE: At any time, you can go back to previous lessons or exit course, then go back later and resume where you were previously

Upon completion of all lessons:

1st, click **ASSESSMENT** to take the required assessment

2nd, click **SURVEY** to complete required survey

3rd, click **COURSE COMPLETION** to attain certificate of completion

Start Help Exit Course Hide TOC

[\[Expand Tree\]](#) [\[Collapse Tree\]](#)

DoD-PM101A

- Introduction
- Lesson 1: Performance Management Overview
- Lesson 2: Engaged Employees
- Lesson 3: Continuous Feedback
- Lesson 4: Planning Performance
- Assessment
- Survey
- Course Completion

Welcome to DoD-PM101A

DoD Performance Management and Appraisal Program - Implementation Part I - (3.5 hrs)

The Performance Management and Appraisal Program - Implementation Part I is designed to familiarize DoD supervisors, military supervisors of DoD employees, and DoD employees covered under the new performance management program on performance management fundamentals, employee engagement, continuous feedback, planning, monitoring and evaluating performance, employee recognition and reward and addressing employee performance issues. The course objectives focus on key aspects of the new performance management program such as fairness, credibility and transparency. Also included are interactive exercises designed to re-enforce key performance management concepts.

- **Start** - To begin the course, click the **Start** button in the header bar. Some courses may require a subsequent click of the **Next Lesson** button in order to begin.
- **Resume** - If you are re-entering the course, click the **Resume** button to access your previous location in the course.
- **Navigation** - Navigation controls are generally located in the following areas:
 - Top header bar - Contains the **Previous Lesson**, **Next Lesson**, **Suspend Lesson**, **Help**, and **Exit Course** buttons. (Some courses may not have all of these items available on the top header bar.)
 - Table of Contents Tree - Contains a listing of all lessons and exams.
 - Content area - Contains the **Next (or Continue)** and **Previous (or Back)** buttons.
 - Icons (Arrows) are sometimes available to navigate within a course.
- **Header Bar** - Use the **Next Lesson** button to access the next required lesson (when available).
- **Pages** - Use the **Next (or Continue)** button in the content area to access each page in the lesson.
- **Outline** - Use the links in the **Table of Contents** Tree to access an item that is active.
 - In-Progress lessons and tests are indicated by half-colored circles, while full completion of lesson and tests are indicated by a green checkmark.
 - Access to some of the completed items, such as tests, might be disabled after completion of the item.
 - After the completion of the course (graduation), the course content is accessible to you at anytime.
 - Click the **Expand/Collapse Tree** links to change the view of the **Table of Contents** Tree.
- **Suspend** - Use the **Suspend Lesson** button to bookmark your current progress in the course.
- **Exit** - Use the **Exit Course** button to bookmark your current location and to close the course window.
- **Lesson Exit** - Use the **Exit** button (when available) on the content menu bar, followed by the **Next Lesson** button on the header bar to achieve chapter or lesson completion in certain courses. All chapters, modules and lessons must be completed to receive certification.



For Technical Issues, contact the JKO helpdesk:

JKOHelpDesk@jten.mil

-or-

(757) 203-5654 (Mon-Fri, 7am-11pm)