

HIGHER EDUCATION PREPARATION COURSE INSTRUCTIONS

Per MARADMIN 093/16 (dated 20160223), all first-time Tuition Assistance applicants must complete the Higher Education Preparation Course hosted on JKO in order to be eligible for military tuition assistance. The effective date of this requirement was January 1, 2016.

This course includes choosing a career goal, determining an educational path to completing that goal, factors to consider when choosing an institution of higher education, and tuition assistance and other forms of funding. The expected outcome is to create a personal education folder, which can be beneficial when meeting with an education counselor.

The class is hosted on JKO, so please follow the directions below to access and complete the course.

Go to the JKO website at <https://JKOdirect.jten.mil>

Click **"OK"** after reading the DoD Warning Banner.

Follow the screen instructions to either log in with your CAC card or create a JKO user account. If you already have an account, please use your JKO Username and JKO password.

Using CAC Access is the fastest and easiest way to access the site.

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

Create or request a New Account using a method below:

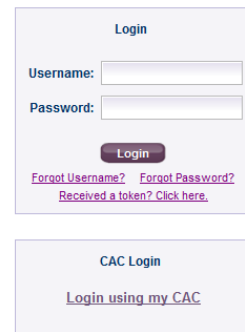
- I **Have** a CAC. [Create or Login with CAC](#) (Internet Explorer only)

- 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)

Contact Us
JKO Help Desk: 24 hours a day, 7 days a week.
jkohelpdesk@jten.mil or COMM: 757-203-5654, DSN: 668-5654



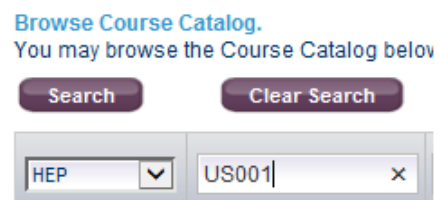
Click on **"Course Catalog"**



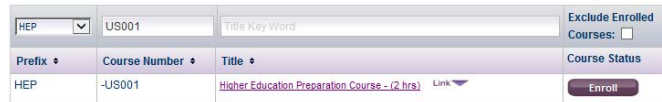
Click in the **"Course Prefix Box"** and select **"HEP"**.

Then Click in the **"Course Number Box"** and type in **"US001."**

Click the **"Search"** button.

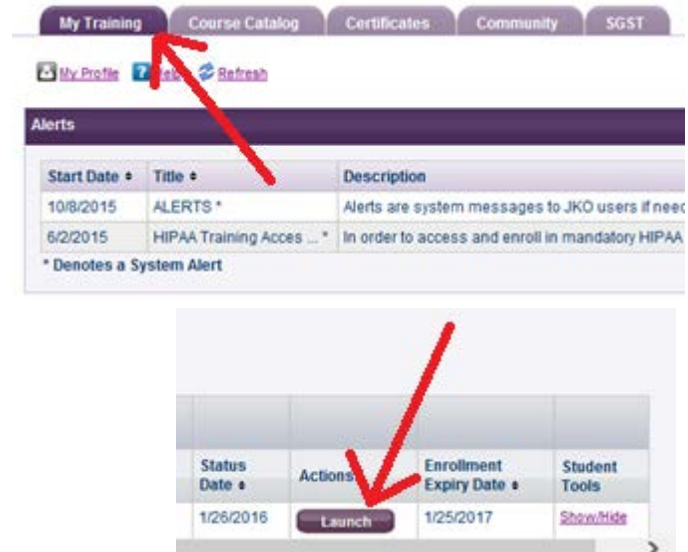


When the class list populates,
select **"Enroll."**



Prefix	Course Number	Title	Course Status
HEP	-US001	Higher Education Preparation Course - (2 hrs)	Enroll

Once you are enrolled, you can
click on **"My Training,"**
find the course,
then click **"Launch"**



The screenshot shows a navigation bar with 'My Training' selected. Below it is an 'Alerts' table:

Start Date	Title	Description
10/8/2015	ALERTS *	Alerts are system messages to JKO users if need
6/2/2015	HIPAA Training Acces ... *	In order to access and enroll in mandatory HIPAA

Below the alerts is a table with a 'Launch' button:

Status Date	Actions	Enrollment Expiry Date	Student Tools
1/26/2016	Launch	1/25/2017	Show/Hide

This online course has five (5) modules and five (5) quizzes.
You have an unlimited number of times to take the quizzes, but you must have a grade of 100% before it allows you to move to the next module.
Approximate time to complete the course is 2 hours.

TA Applicants must provide a copy of the completion certificate to their respective Education Center OR upload a digital copy of the certificate to their webTA portal.

Important Note: Please click on the "Resources" link at the bottom of the class PRIOR TO exiting the course. You cannot access the resources once you finish the course.

FOR ADDITIONAL INFORMATION AND GUIDANCE, PLEASE ATTEND THE TA POLICIES BRIEF OFFERED AT THE CAMP PENDLETON EDUCATION CENTER ON WEDS AT 1130 IN BLDG 1331 & ON TUES AT THE SOI OFFICE, BLDG 520512. THE BRIEF PROVIDES ADDITIONAL GUIDANCE ON HOW TO USE MARINE CORPS TUITION ASSISTANCE. THE TESTS OF ADULT BASIC EDUCATION (TABE) EXAM (REQUIRED FOR MARINES WITH A GT OF 99 OR BELOW) IS OFFERED ON WEDS AT 1300 ON MAINSIDE OR 1300 ON TUES AT SOI.