



New Beginnings
DOD Performance Management & Appraisal Program (DPMAP)

On-Line Training Instructions

To access Joint Knowledge Online:

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

The screenshot shows a web browser window with the URL <https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam?ORG=JKO&cid=79605>. The page title is "JKO LCMS". The main content area features the "JKO JOINT KNOWLEDGE ONLINE" logo at the top left. A "DoD Warning Banner" is overlaid on the page, containing the following text:

DoD Warning Banner

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG- authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

At the bottom of the banner is an "Ok" button. A red arrow points from a callout box to this button.

Below the banner, the page content includes a "Login" section with fields for "Username:" and "Password:", a "Login" button, and links for "Forgot Username?", "Forgot Password?", and "Received a token? Click here.". Below that is a "CAC Login" section with a link "Login using my CAC".

At the bottom of the page, there is a question: "Existing Account holders - No CAC reader? Do you want to create a Password to access JKO at home?" with a "Click Here" link.

The Windows taskbar at the bottom shows the system tray with the time "8:27 AM" and various application icons.

Click OK on DoD consent banner

Follow on screen instructions to login with a CAC

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](#)

JKO LCMS - ... INSTRUCTIO... 8:33 AM

1. Click on Course Catalog tab

2. Type in Course # PM101A for Part I
PM101B for Part II
(you will need to complete both parts) and click "Search"

The screenshot shows the JKO LCMS interface. The browser address bar displays <https://jkodirect.jten.mil/Atlas2/faces/page/desktop/DesktopHome.seam?cid>. The page header includes the JKO logo and the text "JOINT KNOWLEDGE ONLINE". A navigation bar contains tabs for "My Training", "Course Catalog", "Certificates", "Community", and "SGST". Below the navigation bar, there are links for "My Profile", "Help", and "Refresh". The main content area is titled "Browse Course Catalog" and includes a search bar with a "Search" button and a "Clear Search" button. A "Results per Page" dropdown is set to 10. The search results table is as follows:

Prefix	Course Number	Title	Course Status	ATRRS
DoD	-PM101A	DoD Performance Management and Appraisal Program - Implementation Part I - (3.5 hrs) Link	<input type="button" value="Enroll"/>	

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	-PM101B	DoD Performance Management and Appraisal Program - Implementation Part II - (2 hrs) Link	<input type="checkbox"/>	Enroll	

When course title appears click on "Enroll"

The screenshot shows a web browser window with the URL <https://jkodirect.jten.mil/Atlas2/faces/page/desktop/DesktopHome.seam?cid> and the page title "JKO LCMS". The main content area displays the "JKO" logo and a "Course Enrollment - DoD-PM101A" dialog box. The dialog box contains the text: "Would you like to enroll in DoD-PM101A -DoD Performance Management and Appraisal Program - Implementation Part I - (3.5 hrs)?" and two buttons: "Continue" and "Cancel". A red arrow points from the "Continue" button to a text box on the left that reads "Click on 'Continue' to confirm". The background shows a "My Training" section with "Courses" and "Curricula" tabs, a "Browse Course Catalog" section with a search bar, and a "Prefix" dropdown menu set to "DoD". The Windows taskbar at the bottom shows the time as 8:39 AM and includes icons for "JKO LCMS", "INSTRUCTIO...", and other applications.

Click on "Continue" to confirm

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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	Course Status	ATRRS
DoD	-PM101A	DoD Performance Management and Appraisal Program - Implementation Part I - (3.5 hrs) Link	Enrolled Launch	

Click on "Launch" to begin the course

Click "Start" to begin the course.
AND
Follow all other on screen instructions

After you complete all the Lessons you will need to complete/pass a 15 question assessment

After you complete a short survey to provide feedback on the training you will be able to print a completion certificate

NOTE: You will be able to pause and return to your place in the Lessons

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

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 Additional resources and reference please visit the MB PM Program website at:

<https://dodhrinfo.cpms.osd.mil/New-Beginnings/Pages/ResourcesReferences.aspx>

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