

HIGHER EDUCATION PREPARATION COURSE

Per Marine Administrative Message 093/16 (Rev 20170216)

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 institute 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.

TA Applicants must upload a copy of the completion certificate to their webTA account then notify their Education Center so their account can be updated accordingly.

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 COMINT: 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.

Browse Course Catalog.
You may browse the Course Catalog below

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Page Two

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

HEP	US001	Title Key Word	Exclude Enrolled Courses: <input type="checkbox"/>
Prefix	Course Number	Title	Course Status
HEP	-US001	Higher Education Preparation Course - (2 hrs) Link	Enroll

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

The screenshot shows a user interface with a navigation bar containing 'My Training', 'Course Catalog', 'Certificates', 'Community', and 'SGST'. Below the navigation bar, there are links for 'My Profile' and 'Refresh'. A table titled 'Alerts' is displayed, with columns for 'Start Date', 'Title', and 'Description'. The table contains two rows: one for 'ALERTS' dated 10/8/2015 and another for 'HIPAA Training Acces ...' dated 6/2/2015. Below the alerts table, there is another table with columns for 'Status Date', 'Actions', 'Enrollment Expiry Date', and 'Student Tools'. The 'Status Date' is 1/26/2016, the 'Enrollment Expiry Date' is 1/25/2017, and the 'Actions' column contains a 'Launch' button. Red arrows point to the 'My Training' tab and the 'Launch' button.

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.

TA Applicants must upload a copy of the completion certificate to their webTA account then notify their Education Center so their account can be updated accordingly.

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. The Camp Lejeune Education Center does have an electronic copy of all course resources if a student misplaces their copy.

Both the Camp Lejeune and MCAS New River Education Centers will be offering a follow-up course "Marine Corps TA and the webTA Process." Please speak with your individual education counselor to schedule this course – either in a one-on-one meeting or in a group class.