

JOB AID

In order to access and enroll in mandatory HIPAA DHA-US001, and CHCS Basic skills training DHA-US006 you must have MHS (Military Health System) or one of its subordinate units listed as your Primary Organization in your JKO Profile.

To update your JKO Profile:

<https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam>

- 1) Log on to the JKO website using your CAC card or from home computer (link above). Remember to use CG email address if asked.
- 2) Select My Profile, top left once on the JKO DHA Education and Training Page.
- 3) Scroll down until you see Organizations.
- 4) Select "Select Primary Organization".
- 5) Select the black triangle to open the list of organizations.
- 6) Scroll down to locate MHS (Military Health System). Click the black triangle next to the name to open a list of MHS sub-orgs.
- 7) Click on an organization and then click on the Select Organization button.
- 8) Select Save at the bottom of the page. Once your Profile is saved, you will be able to access and enroll in the (HIPAA course DHA-US001) and (CHCS Systems Orientation 1 basic skills DHA-US006).

Enrollment process for CHCS

- 1) Click on the course catalog tab at the top of the page
- 2) Type CHCS in the search window labeled " Title Key Word"
- 3) Click the search button.
- 4) Scroll down to CHCS Systems Orientation 1 basic skills (US006)
- 5) Select the enroll button
- 6) Select Launch to begin training

Enrollment process for HIPAA

- 1) Click on the course catalog tab at the top of the page
- 2) Type HIPAA in the search window labeled " Title Key Word"
- 3) Click the search button.
- 4) Scroll down to HIPAA and Privacy Act Training (US001)
- 5) Select the enroll button
- 6) Select Launch to begin training