

## FAOweb Instructions

After logging in to JKO as normal or at <http://jko.jten.mil/faoweb>:

Click the **My Profile** tab.

Under Organizations, choose **Select Primary Organization** or **Select Secondary Organization**. This will launch the **Find an Organization** window.

In the search block, type Foreign Area Officer and click **Apply Filter**.

Click on **(FAOWEB) Foreign Area Officer Web**. It should now be highlighted with a light blue background.

Click on **Select Organization**.

You will be returned to your profile page and FAOweb should now be listed as either your Primary or Secondary Organization. Click **Save** at the very bottom of the page. You should receive an email from JKO indicating a change has been made to your profile

Click on **Community** from the top menu bar.

Select **Foreign Area Officer Web (FAOWEB)** and you will be directed to the page. If this option is not available, log out and log back in and return to the **Community** tab. FAOweb should now be available.

When logging in to JKO in the future, you will be directed to the **My Training** tab. You may access FAOweb by returning to the **Community** menu and selecting FAOweb. Please note, whichever Community is your Primary will determine the appearance of JKO but will not impact your access to other JKO content.

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### Instructions for FAOweb Materials on the Mobile App

To access the FAOweb mobile app:

Under **Course Catalog**, search for and enroll in Introduction to JKO Mobile.

When you complete the course, you will be assigned a PIN. Your PIN is aligned to your Primary Community (or generic to JKO if you have not selected a community) and helps direct you toward appropriate content. First-time users who select FAOweb as their community will receive a PIN ending in 67 and, when logging into the mobile app, will see FAOweb branding.

Go to the app store on your mobile device and search for JKO Mobile Learning. Download and install the app, using your PIN to log in. If you lose your PIN, you can find it in your profile information on JKO desktop. If asked for payment information, select **Skip**, the app is free.

To locate FAOweb content, navigate to Library and then Language and Culture.