

HIGHER EDUCATION PROGRAM (HEP)(formerly College 101)

This course is designed for the Active Duty Service member seeking to attend an institute of higher learning using military Tuition Assistance (TA). Training covered in the HEP course: 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 plus other forms of funding. Successful completion of this training course is required prior to receiving TA.

1. Log on to JKO (Joint Knowledge Online) URL: <https://jkodirect.jten.mil>
2. Access JKO using **CAC** or JKO account (you may create new account).
3. To find the HEP course, select “**Course Catalog**” on the top menu bar. Below the search bar click “**ALL**” and scroll down. Choose “**HEP**” to get the link to the prep course.
4. When you click the “**Higher Education Prep Course**” view details will pop-up. Read and close it to get to the Launch mode.
5. Click the “**Launch**” bar to start the HEP preparation course.
6. The course is divided into different lessons. Click the “**Start**” bar on the upper left side to proceed with the course. Some lessons have multiple slides, click the “**Next**” bar found at the lower right side of the slide to complete each lesson.
7. To get to the next lesson, click the “**Next Lesson**” bar on the upper left side of the screen. You may review previous lessons by clicking the “**Previous Lesson**”.
8. You may stop and continue the HEP course at a later time. To complete the course, just log on to your account and click “**Resume**”.
9. Upon completion of the lessons, you will receive a **Certificate of Completion**. Print and submit a copy of your certificate to the Quantico Voluntary Education Center at QuanticoEdCenter@usmc-mccs.org for **update to your WEBTA student account**.