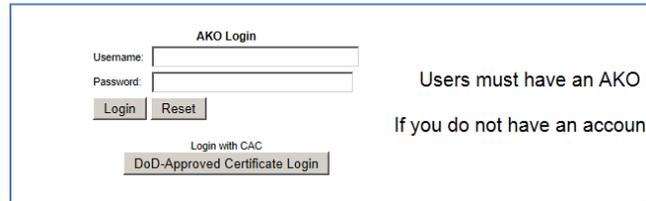


## HOW TO ENROLL IN THE COURT REPORTER CANDIDATE COURSE

1. Go to JAG University at: <https://jagu.army.mil>
2. Log in using either your CAC, or your AKO user name and password.



AKO Login

Username:

Password:

Users must have an AKO  
If you do not have an account

3. Upon logging in, you'll be taken to the JAGU homepage. Click on either **My Courses** link on the homepage.



4. At the next page, use the top-left search box and search for: **Court reporter**. Click the **Go** button to search the course listings.

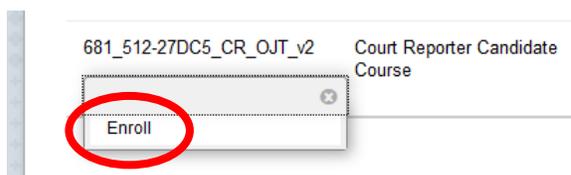


JAGU My C

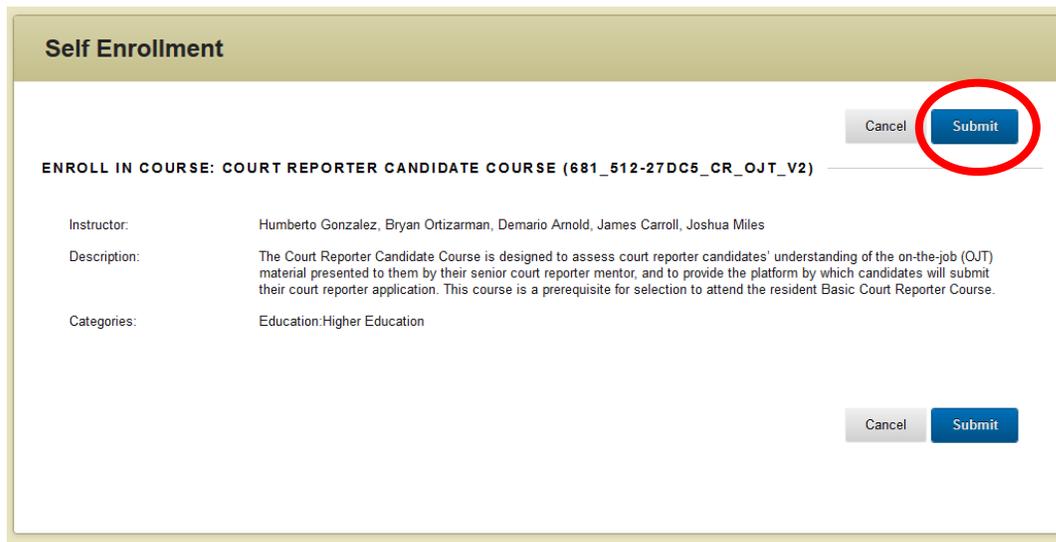
Course Search

Court reporter

5. Upon viewing the course listings, find and hover your mouse over the ID (681\_512-27DC5\_CR\_OJT\_v2) and click the drop-down arrow that will appear. Then click **Enroll**.



5. At the next page, click **Submit**.

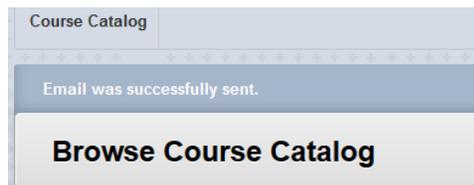


The image shows a 'Self Enrollment' form for a course. At the top right, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is circled in red. Below the buttons, the course title is 'ENROLL IN COURSE: COURT REPORTER CANDIDATE COURSE (681\_512-27DC5\_CR\_OJT\_V2)'. The form includes the following details:

Instructor:	Humberto Gonzalez, Bryan Ortizarman, Demario Arnold, James Carroll, Joshua Miles
Description:	The Court Reporter Candidate Course is designed to assess court reporter candidates' understanding of the on-the-job (OJT) material presented to them by their senior court reporter mentor, and to provide the platform by which candidates will submit their court reporter application. This course is a prerequisite for selection to attend the resident Basic Court Reporter Course.
Categories:	Education:Higher Education

At the bottom right of the form, there are again two buttons: 'Cancel' and 'Submit'.

6. You will then see a confirmation regarding an e-mail being sent to the instructor. The instructor will receive your enrollment request and approve or deny entry to the course. You will receive another e-mail when the request is approved.



*NOTE: Be sure to update your JAGU e-mail address via the My Profile link on the homepage of JAGU.*



If you have any questions regarding the process, please contact the JAGU Support Desk via the links on the homepage of JAGU.