DEFENSE LOGISTICS AGENCY
THE NATION'S COMBAT LOGISTICS SUPPORT AGENCY

September 20, 2023

## *Joint Lessons Learned Info System (JLLIS): Registration & Access Steps*

The Joint Lessons Learned Info System (JLLIS) is a part of the Office of the Chief of Staff's Joint Training Platform (JTP), and is an online repository for DLA Energy policies, reference documentation, and other relevant materials for internal and external DLA Energy users and customers.

The JLLIS requires users to create an account and is accessible via CAC/PIV card or via username and password. For instructions on how to register for an account or assistance with navigating in the JLLIS system, please see below.
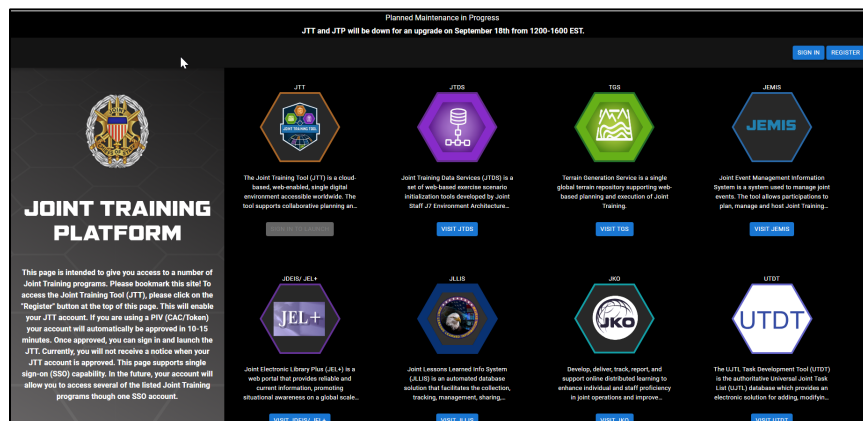
Creating an Account in JTP & JLLIS:

1. Navigate to the Joint Training Portal (JTP) URL at https://jtp.jten.mil/jtp/ and accept the Use & Consent monitoring notice.

SCREEN: JTP Use & Consent Box
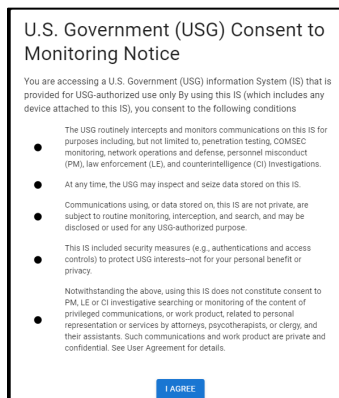
2. The JTP homepage will appear. You will first need to Register for a JTP account before accessing JLLIS.
3. Click the **Register button** in the upper righthand corner of the JTP homepage.

SCREEN: JTP Homepage

4. The **Registration for Joint Force Development** popup screen will appear. Populate the fields with your user information.
   a. If you are a CAC/PIV-enabled user, ensure that the **CAC user** box is checked.
   b. Enter your information in the **Profile Information** section. If you are a contractor or civilian employee, enter N/A in the **Service** and **Rank** fields.
   c. Select the appropriate **Organization** from the dropdown. If you are a DLA employee (not affiliated with any of the other listed services), select **Other**.
   d. Enter your supervisor's information in the **Point of Contact (POC) Information** section. Your access request will be sent to the POC listed for approval prior to gaining access.
5. Click the **Submit** button.

SCREEN: Register to Joint Force Development Window

6. Your request will be routed to the JLLIS administrators for approval. You will receive an automated email when your request has been approved.
7. Once your JTP account has been created, navigate back to the JTP homepage and click the **Visit JLLIS** button below the Joint Lessons Learned Info System (JLLIS) crest.
   a. You will be prompted to register your account within JLLIS. Please enter your user details to register. If you are a DLA Employee, enter DLA in the registration prompts.

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**Navigating to DLA Energy Material within JLLIS:**

1. Navigate to the Joint Training Portal (JTP) URL at https://jtp.jten.mil/jtp/, sign in to the platform using your CAC/PIV card and accept the Use & Consent monitoring notice.
2. On the JTP homepage, click the **Visit JLLIS** button below the JLLIS crest.
   a. If the browser redirects you to a blank white screen that does not refresh automatically, please try refreshing your browser and/or signing in again on the JTP homepage.
   b. If the **User Authentication pop-up** window shown below appears, please refresh the browser.

SCREEN: *User Authentication Error Message Pop-Up*
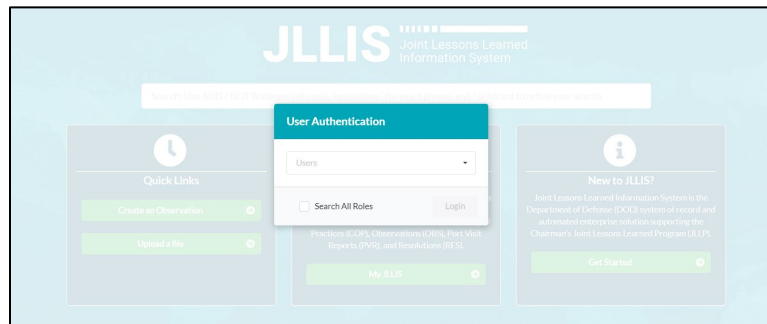
3. The **JLLIS homepage** will appear.
4. In the **search field**, enter the phrase "DLA Energy Portal". The **search field** will display a dropdown with suggested results; select the "DLA Energy Portal" option.

SCREEN: *JLLIS Homepage*
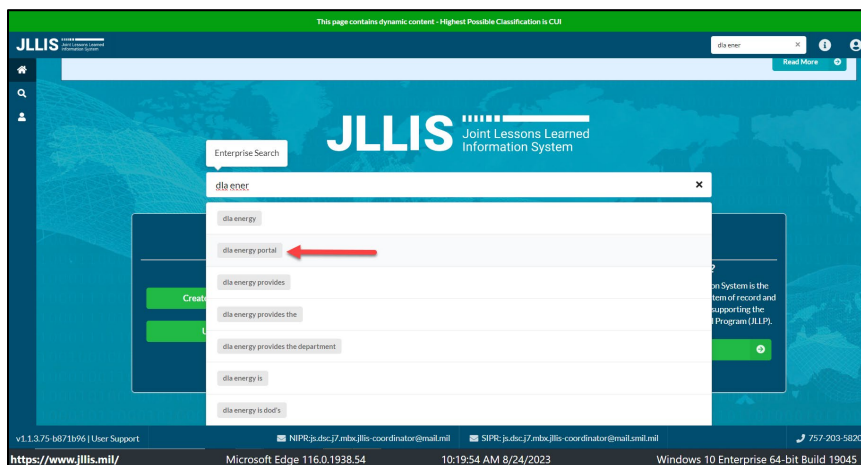
5. The **search results** screen will appear, and the **DLA Energy Portal** should appear as the first result.

> Note: There may be several pages that use the terms words "DLA", "Energy", and "Portal" in some fashion; those other pages will provide other types of information pertaining to various DLA Energy functions (e.g. Government Fuel Card Program information). However, the **main** DLA Energy Portal that contains DLA Energy policies and reference material is titled specifically as "DLA Energy Portal".

6. Click the **View** button on the **DLA Energy Portal** result.

SCREEN: JLLIS Search Results

7. The **DLA Energy Portal** page will appear with page information listed below the title. Navigate to the tabs in the second box to view additional page details and documents.

    a. To view contact information for the POCs responsible for posting information to, and maintaining, the DLA Energy Portal page, please click the **Contacts** tab.

*SCREEN: JLLIS DLA Energy Portal Page*

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b. To view the documents posted to the DLA Energy Portal and access download functionality, please click the **Attachments** tab. The **Attachments table** will display listing all documentation (e.g. 2A DoDAAC Listings, Job Aids, Newsletters, FAQs) available, separated into sections.

   i. To download a copy of a document, click the **Download arrow button** associated with the desired document within in the **Download** column.

SCREEN: JLLIS DLA Energy Portal Page
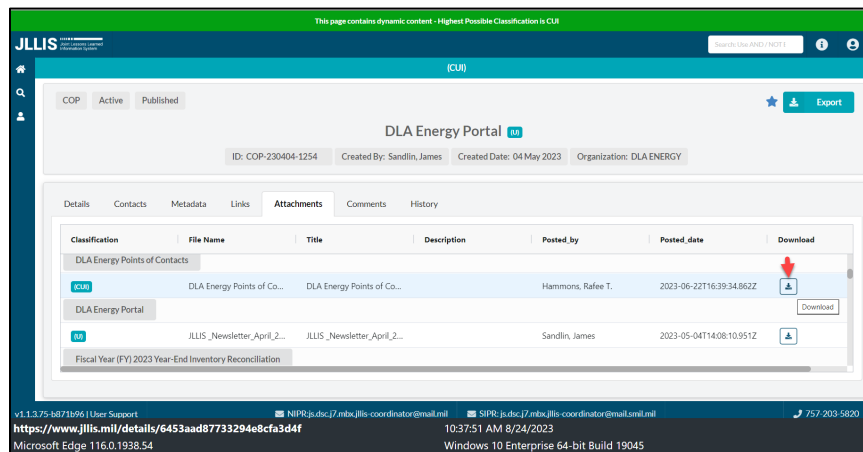
   ii. The document will download to your **browser downloads page**. You can either open the document and then save locally by clicking the **Open button**, or save locally (without opening) by clicking the **Save As** button.

SCREEN: JLLIS DLA Energy Portal Page
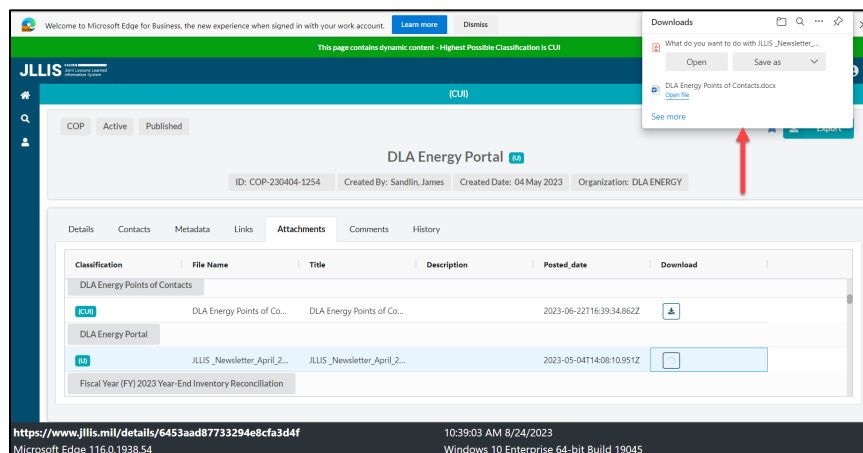
For JLLIS Technical Support, please contact the JLLIS Help Desk at (757)-203-5820 or via email at js.dsc.j7.mbx.jllis-coordinator@mail.mil