

## Instructions for Accessing Joint Advanced Distributed Learning (JADL)

To access courses, you must register for an account. Please follow these instructions.

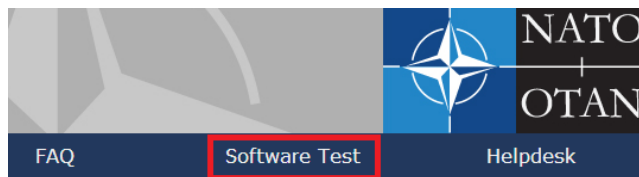
### Access the JADL Server

In a web browser, type in: <https://jadr.act.nato.int/> to display the JADL homepage.

### Verify Your Computer Has the Correct Software

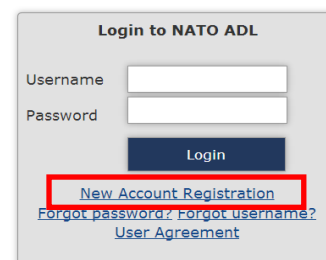
Your computer must be installed with Flash Player and Java RTE plug-ins to run the courses.

1. Click **Software Test** link located in the upper right side of the page. This runs a system check of your computer and offers links to download the required software, if necessary.



### Apply for an Account

1. On the JADL homepage, click **New Account Registration** link.
2. Complete the registration form by filling in all required fields, which are marked with a red asterisk. You may need to scroll down to access the entire form.
3. Input your desired user name and retain them for later use.
4. Accept **User Agreement** by clicking in the checkbox.
5. Click **Register** to submit the form (located on the bottom right of the form). **Upon successful creation of your account, you will receive registration approval by email. Please allow up to two business days for your registration to be processed.**
6. Once email notification of account activation is received, return to <https://jadr.act.nato.int/> and go to **Login to NATO ADL**.
7. Type your user name and the password you were provided and click the **Login** button. You will have an opportunity to change your password once logged in to the system. Information on how to do this is provided below.



### Change Your Password

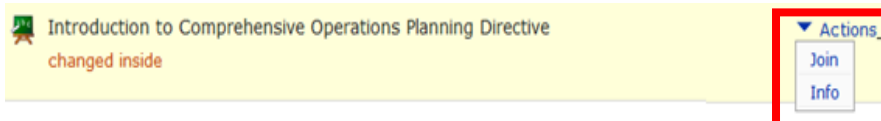
The first time you log in, you should change your system generated password. To change your password, do the following:

1. From *Personal Desktop* page, select **Settings** link.
2. Select **Password** link.
3. Complete required information and select **Save**.
4. If you forgot your password, select **Forgot Password** from Login page.



### Take a Course

1. Under *Courses*, in the Categories section, select a training category.
2. Locate a course and from the *Actions* drop-down menu located on the right side of the screen, select **Join**.
3. Select **Join** link. The course title becomes an active link.
4. Click the course title to open the course.



### Obtain a Course Certificate

To receive a course certificate, all lessons in a course must be completed. To view or print a course certificate, you must have Adobe Acrobat Reader installed on your computer.

1. Click **Certificate** link on the course page. Your course certificate displays and is available for printing.

### Complete the Course Survey

Please take a few moments to evaluate the course by completing the brief course survey. We value your feedback and use it to improve the course.

1. Click **Survey**. Complete the survey and click **Finish Survey**.

**For help with registration, contact: ACT Joint Education and Training at [jadladmin@act.nato.int](mailto:jadladmin@act.nato.int)**