

Getting Started with the Curriculum
New Hire - Curriculum Readiness Checklist

Upon being hired by a school – Contact your BDE JROTC Staff immediately (must receive an official hire letter from IMD). BDE JROTC Staff will email the following information to request a SMARTCadet account for the new hire at support@jrotc.education:

- Last Name:
 - First Name:
 - Middle Name Initial:
 - Rank:
 - BDE:
 - Position:
 - Current Email Address:
 - Phone #:
 - School Name:
 - School City:
 - School State:
 - School District:
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- ☐ When you receive the SMARTCadet email from support@jrotc.education, download and install Curriculum Manager V3 (CMv3) from your Smart Cadet account
 - ☐ Register for a Conover Online account: <https://www.conovercompany.com/support/jrotc-instructor-signup>
 - ☐ Watch Video Tutorials on CMv3, JUMS, and Conover Online:
 - ☐ <https://www.usarmyjrotc.com/curriculum-manager-version-3-help-video-tutorials/>
 - ☐ <https://www.usarmyjrotc.com/jums-help/>
 - ☐ <https://conoveru.com/how-to-use-your-new-conover-online-administrator-account/>
 - ☐ Request access to Google Drive containing off-line Curriculum materials for interim use: usarmy.knox.usacc.list.hq-jrotc-education@army.mil
 - ☐ JROTC Curriculum Guide (download and read):
 - ☐ https://www.usarmyjrotc.com/wp-content/uploads/2022/08/02_JROTC_Curriculum_Guide_v11.pdf
 - ☐ JUMS User Guide (download and read):
 - ☐ https://www.usarmyjrotc.com/wp-content/uploads/2022/08/WEB_JUMS_USERS_GUIDE.docx
 - ☐ Cadet Command Regulations (download and read entire CCR 145-2, CCR 145-8-3): <https://www.usarmyjrotc.com/library/>
 - ☐ Register for JROTC School of Cadet Command (JSOCC) Phases I (Online) and II (Fort Knox)(See your BDE JROTC Staff)

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Notes:

- **SMARTCadet is where you will download CMv3.** It also has evolving features to help you and your cadets manage various requirements (assignments, portfolios, and more).
- **CMv3 is the primary platform for providing instruction to cadets in the classroom.** In CMv3, you will load your JUMS rosters, build a curriculum plan by period, select the lessons and hours you want to teach; must teach the core hours, then, for each lesson selected, have access to each lesson's primary slide deck, lesson plan, lesson plan overview, and corresponding exercises, assessments, student learning plans, and activities. The primary slide deck and most assessments can be tailored in CMv3 to meet each instructor's preferences (watch corresponding videos for all desired usages).
- JUMS is similar to eMILPO (for managing enlisted records) and TOPMIS (for managing officer records) and DTMS (for managing training). In JUMS, you can manage clothing records, build manning rosters, track events and program compliance, do promotions and awards, and more.
- Conover Online is necessary to assign "Winning Colors" and "Personal Skills Map" to all cadets.
- Curriculum textbooks and notebooks (PDF) are included in CMv3 and SMARTCadet, and can be downloaded. If you need physical hard copies of textbooks or notebooks, visit <https://www.usarmyjrotc.com/textbooks/> for directions on how to order CMv3 books.
- You will likely be expected to teach cadets prior to gaining access to and proficiency on the above systems (**before attending JSOCC**): recommend you obtain these materials off-line in the interim. Most DAIs and Brigade trainers can provide you these materials. For urgent or extenuating personnel circumstances, contact the Army JROTC Education and Curriculum Division at USARMY.KNOX.USACC.MBX.HQ-JROTC-EDUCATION@ARMY.MIL for curriculum inquiries.