

AMTrain User Guide

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Introduction

What is AMTrain?

AMTrain solves a critical requirement to execute a library of deep and rich assets from both industry and defense in an easy-to-access and navigate digital catalog. The lynchpin of this program also includes mapping and alignment of core competencies within the additive manufacturing industry. Competencies detailed as knowledge, skills, and abilities (KSAs) are aligned to the Additive Manufacturing Body of Knowledge (AMBoK) built and validated by both America Makes members and the industry at large. These competencies, over 300 identified, are used to link training assets to job roles, allowing for efficient filtering of applicable trainings and enabling AMTrain to identify secondary and tertiary trainings based on the user's profile. Users MUST create an account and then login to be able to access the available training assets.

User Support

If a user encounters any issue with access, or site functionality, they can reach out to:

James Knotts

Quotient Project Lead

jknotts@quotient-inc.com

Work: 410-309-9000 ext. 147

User Help/Feedback

A Help button is also provided through which users can request assistance or submit suggestions for improvements, new features, or any issues they encounter. The Help button is in the header in the upper right corner of the screen on every page, and when clicked generates a popup with multiple functions. The popup defaults to "Feedback" but "Support Request" and "Bug Report" can also be selected.

Files can be attached if desired.

Need Help?

Summary*

The summary of the feedback.

Description

Feedback description.

Type*

Feedback ✓ (indicated by a red arrow)

Feedback
Support request
Bug report

Upload your image.
One file only.
10 MB limit.
Allowed types: png gif jpeg webp.

Author

jknotts (2)

The user ID of the website feedback author.

Authored on

08/05/2025 11:34:11 AM

The time that the website feedback was created.

Send

Feedback Popup

User Account Creation

Initial Creation

Account registration for new Users is a two-part process. To initiate this process, users must go the AMTrain url:

<https://www.amtrain.org>

Note: IE is not a supported browser for AMTrain. It is no longer supported by Microsoft and is considered a security risk. Users who connect using IE might encounter issues. Supported Browsers include Chrome, Firefox, Edge, and Safari.

The user will see the initial login page. The links allow you to create a new account or reset a password for an existing account. Password resets generate an email with a link to the password reset page. Links in the footer lead to the About page for AMTrain, a Contact page, and the NCDMM, American Makes and OSD ManTech Home pages.




[Log in](#) | [Create new account](#) | [Reset your password](#)

Username*
Password*



Support
[User Guide](#)
[Contact](#)

America Makes
Supported By OSD ManTech

NCDMM

AMTrain Login Screen

Note: When you request an account on AMTrain, a **verification email** will be sent to the email address provided. This email contains a link to set your AMTrain password. If you do not receive an email, please check your spam folder. If no email is found, please reach out to AMTrain Support at jknotts@quotient-inc.com.

Email address

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Username

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

First Name

Last Name

Picture

No file chosen

Your virtual face or picture.
One file only.
2 MB limit.
Allowed types: png gif jpg jpeg.
Images must be larger than 220x220 pixels.

Current Job Role

Organization

About text formats
No HTML tags allowed.
Lines and paragraphs break automatically.
Web page addresses and email addresses turn into links automatically.

☐ **Send notifications about new trainings**
Check this box if you would like to receive email about new courses.

AMTrain Account Creation Screen

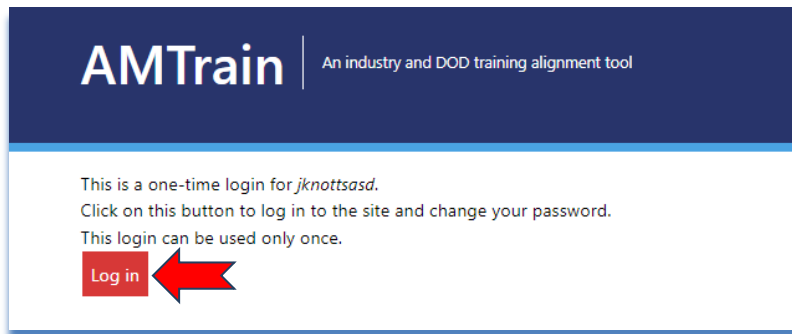
Once on the AMTrain account creation page, fill out all required fields (Denoted by a red asterisk *).

An image can be uploaded to personalize the user profile.

The “Send Notifications” checkbox may be selected to receive emails when new training assets have been uploaded.

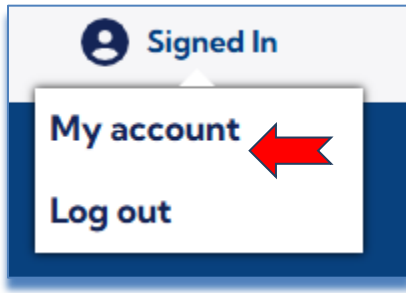
Once complete, click the “Create New Account” button.

This will generate an email with a verification link. Clicking the link will redirect to the one-time login page. Click the “Log in” button and you will be redirected to the password creation page.



One-time login

This page is the Profile edit page. Input and confirm a password, add a profile image if desired. You can also select/change your Job Role and Organization and select whether you wish to receive email notifications of new training assets. Click the “Save” button. The account is now set up. Clicking the “Home” link in the upper left will redirect to the Homepage.

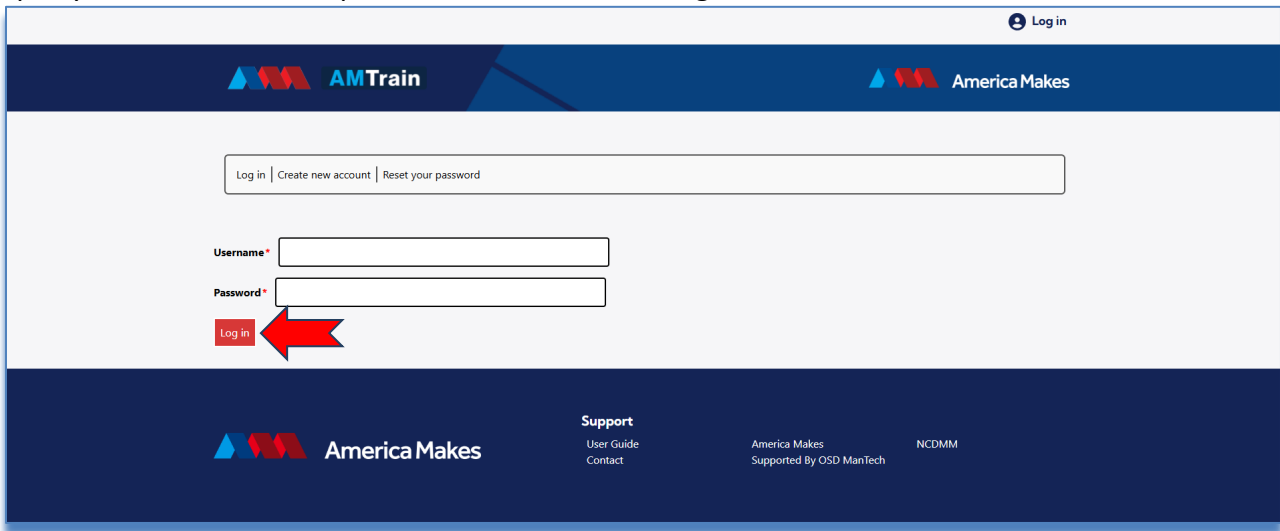


This redirects to the User Profile page. Clicking the “Edit” link will redirect to the User Edit page where updates can be done.

Note: AMTrain automatically identifies DoD users based on the domain name (.mil). Users designated as DoD will be able to view and access DoD-specific training assets. Non-DoD users will not see these assets. Requests can be made to be designated as DoD personnel by contacting AMTrain support. Any requests will be reviewed, and you will be notified of a decision.

Site Login

To log into AMTrain, go to the URL: <https://amtrain.org>
You will be redirected to the Home page.
Click the “Login” link in the upper right. You will be redirected to the Login page.
Input your username and password and click the “Login” button.



AMTrain login screen

AMTrain Homepage

The AMTrain Homepage is the starting point for locating AM training. It contains numerous paths to narrow the available library of training assets to training sets that align with the user’s needs.

Add My Program
Get Help
Signed In

AMTrain
America Makes

Welcome to AMTrain

America Makes has developed an online platform to provide a training asset pathway across America Makes, the DoD enterprise, and the industry at large to assist those seeking to enter or expand into the additive manufacturing industry in obtaining skills for the desired additive manufacturing job role.

AMTrain will allow incumbent workers/veterans to align their competencies and military skills to industry competencies and identify virtual training assets to fill competency gaps for the desired job role.

Training assets registered on AMTrain will provide opportunities to gain competencies to build or upskill based on specific job roles.

[See all training](#)

Our numbers

We are consistently growing to better serve our users and the DoD.

20+
Providers

100+
Courses

35+
Job Roles

Jobs Roles

Expeditionary Innovator

Click to see Expeditionary Innovator training.

[See training](#)

Maintenance Repair Technician

Click to see Maintenance Repair Tech training.

[See training](#)

Program Manager

Click to see Program Manager training.

[See training](#)

[See all job roles](#)

Explore Training

Training Navigator

Need help? Let us walk you through the process of defining which training you will need for your job position. It can also show you related courses that might be of interest.

[See training](#)

Job Categories

Start your search at the Job Categories level. Refine your search in a way that highlights training within a defined area or interest. Navigate the various job families and use the filter options.

[See training](#)

Advanced Search

Even when you're looking for a specific training asset, you can use the various filtering options to search the AMTrain database to locate training that can meet very granular, highly specific requirements.

[See training](#)

Training Assets

LEVEL
JOB FAMILY

TOOLINGU SITE

TOOLINGU

Design For Material Joining 302

"Design for Material Joining" provides an overview of basic design considerations for material joining. This course introduces users to the various microstructural processes associated with material joining, also known as hot joining.

Defense Acquisition University

LOG 5590 Additive Manufacturing Overview

The Online Training (OT) course provides a multi-disciplinary overview of additive manufacturing and its applications within the Department of Defense, including product support and end-user property considerations for each of the various integrated product support elements.

TOOLINGU SITE

TOOLINGU

Design For Directed Energy Deposition 302

"Design for Directed Energy Deposition 302" covers the basics of directed energy deposition (DED) and important considerations for DED design.

TOOLINGU SITE

TOOLINGU

Additive Manufacturing Methods and Materials 301

"Additive Manufacturing Methods and Materials" provides a comprehensive introduction to the methods and materials that are used in additive manufacturing (AM).

TOOLINGU SITE

TOOLINGU

Introduction to Additive Manufacturing Software 204

This course introduces users to basic additive manufacturing (AM) software capabilities. It provides an overview of key capabilities in AM software packages, including design, workflow, information management, quality control, and security.

TOOLINGU SITE

TOOLINGU

Introduction to Additive Manufacturing 101

"Introduction to Additive Manufacturing 101" provides an overview of additive manufacturing (AM), including its history, advantages, disadvantages, basic steps, methods, and materials.

[See all training assets](#)

Learn from our top providers

America Makes

Support
User Guide
Contact

America Makes
Supported By OSD Marshall

NCDMM

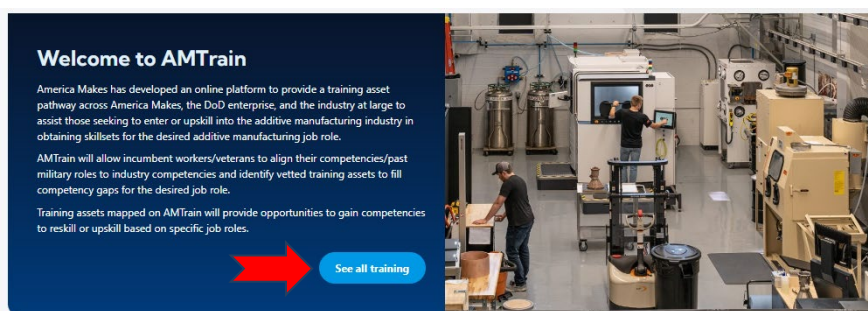
The header contains links for various AMTrain functions. The header is present on all AMTrain pages. The “Add My Program” link redirects to the page that lets registered users submit training for approval and publication on AMTrain. This feature is described in detail later in the guide. The “Home” link redirects to back to the Homepage. This allows the user to easily return to the Homepage regardless of where they are in the AMTrain site. The AMTrain logo also redirects back to the Homepage. The “Help” link generates a popup for user support requests (described earlier in the guide). The “Signed In” link creates a dropdown when the user does a mouseover. The dropdown contains “My Account” and “Logout” links. Clicking the “Logout” link logs the user out of AMTrain. While the “My Account” link redirects the user to their Profile page (described later in the guide).

Training Search

The training search function is the primary reason for AMTrain’s existence. The site contains over X training assets from 15 different industries and DoD providers. These trainings range from free online videos to Multi day in-person workshops for which payment is required. Some video training can be directly accessed by the link on the Asset page, while others might redirect to a contact page to request access. AMTrain does not host any training assets itself. All training assets must be accessed through that asset provider’s site and workflow.

AMTrain is unique in the way it has categorized the training assets available through it. The site uses Job Categories (a very high-level grouping of training that might span multiple Job Roles based on general work functions), Job Roles (a position that serves a specific function within a category with defined responsibilities and tasks), and Competencies (Highly specific aspects of a Job Role that is used to filter for desired characteristics) Both Job Categories and Job Roles are critical to narrowing the sometimes-bewildering array of available trainings to those that are required for a specific Job Role. Each Job Role has been extensively researched, and interviews have been conducted with industry leaders to determine the Competencies that should be associated with the Role.

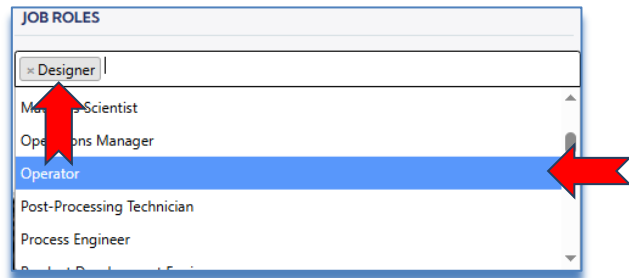
AMTrain provides the user with multiple paths to narrow down their search. Clicking the “See all training” button will redirect to the Asset Search page. This is the fastest way to get started.



The Search page is the final display page for all search paths and contains all the available filters for narrowing the search to meet the user’s needs. Users can filter the displayed assets by selecting from the filter dropdowns or using the Keyword Search. The Search Keywords field will compare any input words or symbols to all metadata associated with all displayed assets. This feature is very useful for targeting a specific area or

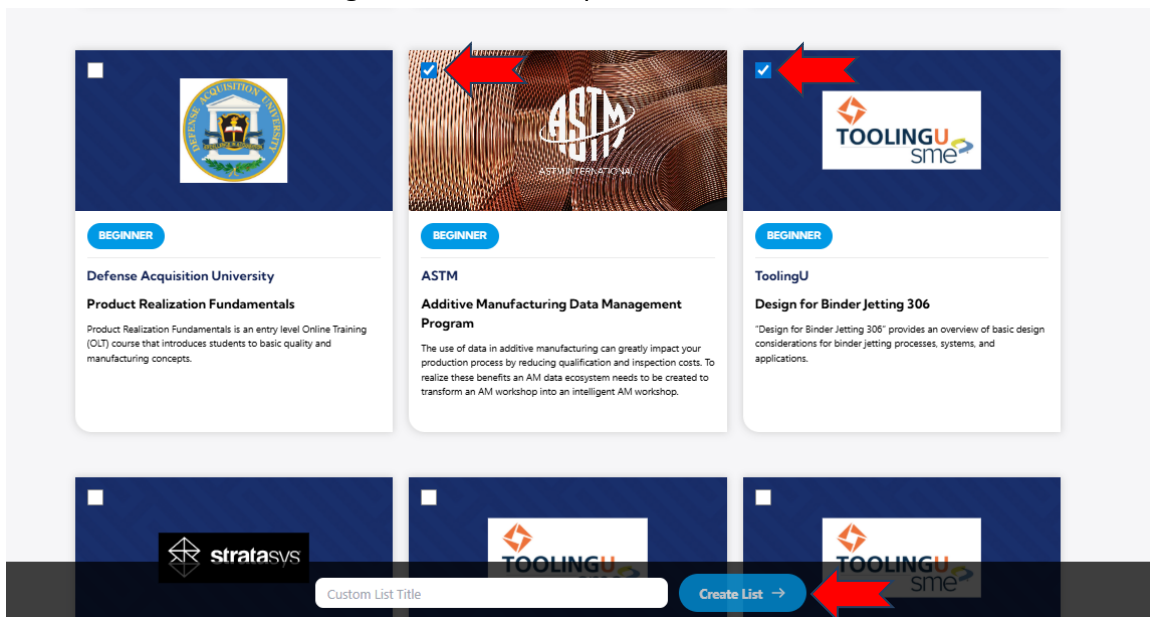
capability the user might be interested in.

The filters allow multiple selections to be made in each filter. Selecting multiple choices within a filter broadens the search. As an example, selecting Job Role: Design and Operator will return all trainings associated with either Designer or Operator.



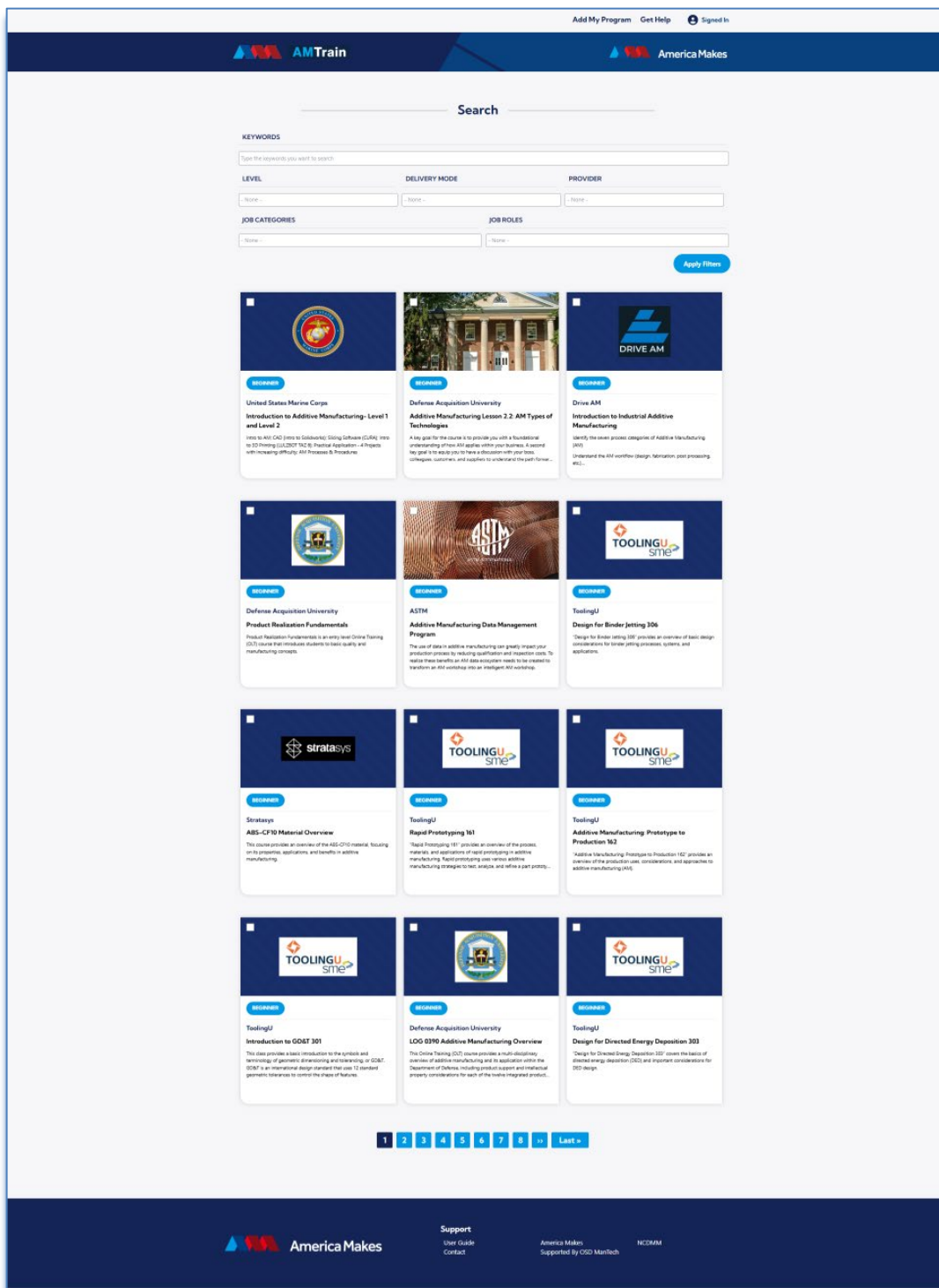
However, selecting multiple filters will narrow the search. Example: Selecting both Delivery Mode: In-Person and Level: Beginner will return all results that are both In-Person AND Beginner level. The filters can be reset and updated over and over as desired to arrive at the needed set of trainings. Simply make the changes and click the “Apply Filters” button. Remove filters by clicking the “x” on the filter.

The checkboxes in the upper right corner of each tile allows the user to save that training to a custom list. When a checkbox is selected, a bar will appear at the bottom of the screen with an input field for a list name. When the desired trainings are selected, input a list name and click “Create List.”



Create List function

You will be redirected to the page for the created list. This list can be sent to other users as a link in an email from your Profile page. This function can also be accessed directly from the Profile page. This capability is detailed later in the guide.



AMTrain Search Results page

Asset Page

Clicking on any asset tile will redirect to that asset page. This page shows all available information on the asset. Links to the asset are available by clicking on the “Got to Training” buttons below the Description and information table; or by clicking on the “Link” in the table. The link to the training might redirect to a contact page or login page depending on how the training is hosted. Additional steps might be required to access it.

The Related Trainings section shows any additional trainings that have been associated training asset. If no trainings are associated, this section will be blank.

Users can mark a training asset as completed by clicking on the Checkmark next to the asset title. This will also list the asset on the user's profile page as "Completed", making it easier to keep track of which trainings were done. Clicking the Star next to the asset title will mark the asset as a "Favorite". This will likewise be noted on the user's profile page. This feature allows a user to save a training asset for quick access without going through the search filters.

Additive Manufacturing Data Management Program

The use of data in additive manufacturing can greatly impact your production process by reducing quality and inspection costs. To realize these benefits an AM data ecosystem needs to be created to transform an AM workshop into an intelligent AM workshop. The benefits, and challenges, of creating an AM data ecosystem will be discussed along with a real-world example to focus on the lessons learned and pitfalls to avoid. This program includes the OnDemand Webshop. A workshop is also available for sale individually.

[Go to training →](#)

Training Information

TAGS

KEYWORDS

[CYBERSECURITY IN AM](#) [DATA MANAGEMENT](#) [WORKFLOW OPTIMIZATION](#)

PROVIDER

[ASTM](#)

[Go to training →](#)

TECHNICAL SPECS

Level	Beginner
Certification	Public
Job Family	Process Engineering
Delivery Method	Online
Source Type	N/A
Duration	N/A
Cost	Free
Asset Provider	ASTM
Link	Go to training
Location	
Seats Available	
Status	

Related Trainings

ASTM
Additive Manufacturing Data Management Program
The use of data in additive manufacturing can greatly impact your production process by reducing quality and inspection costs. To realize these benefits an AM data ecosystem needs to be created to transform an AM workshop into an intelligent AM workshop.

ASTM
Additive Manufacturing Processes Program
Although, additive manufacturing is often called a disruptive manufacturing process, it is a collection of several technologies.

ASTM
Additive Manufacturing Testing Program
Implementing and measuring technical properties is a key step in the growth of additive manufacturing in industrial sectors to ensure quality control and performance.

America Makes
Support
User Guide
Contact

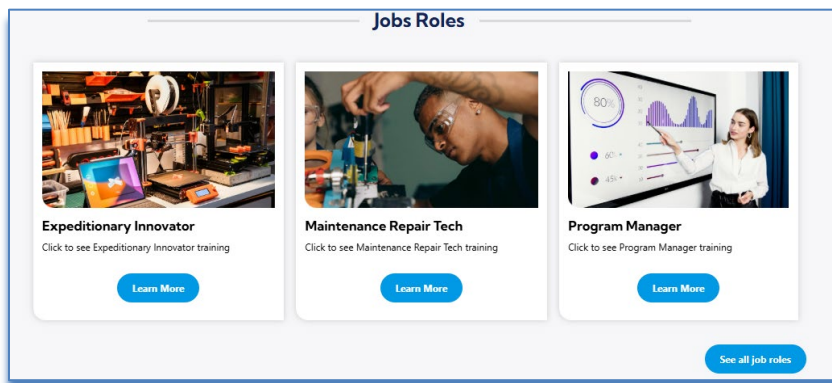
America Makes
Supported By CDD ManTech

NCDMM
NATIONAL CENTER FOR
DEFENSIVE MANUFACTURING
AND MATERIALS

Asset page

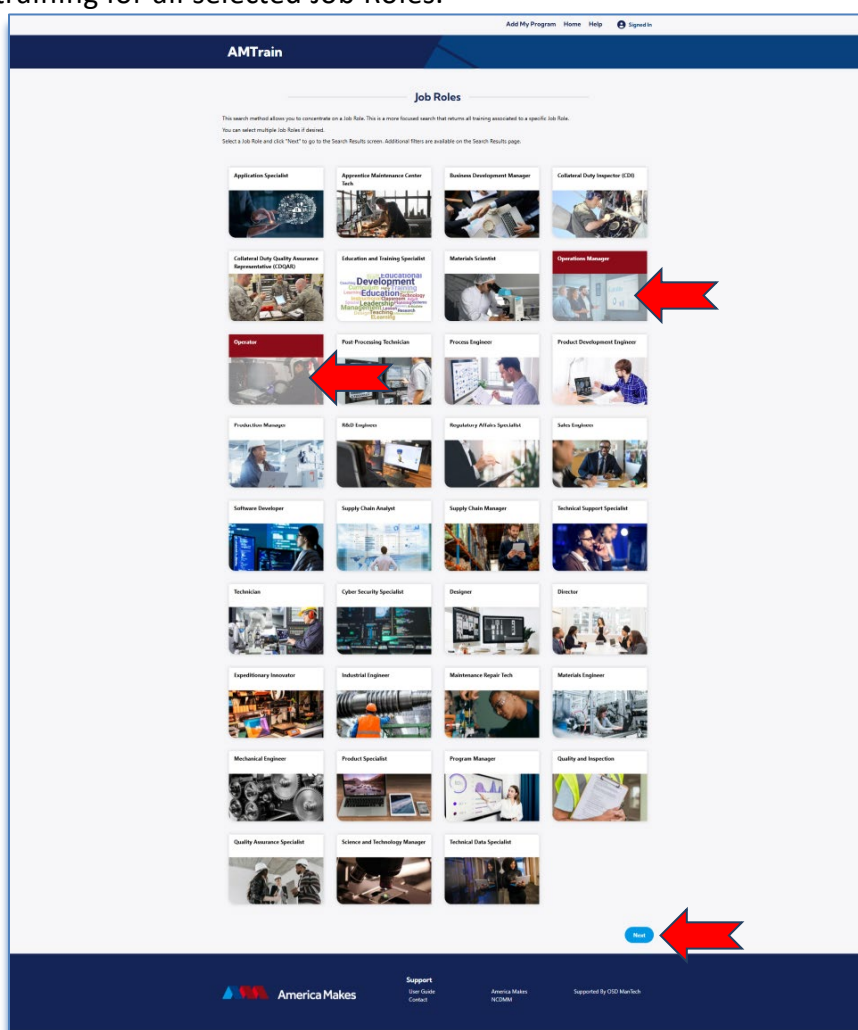
Job Roles

AMTrain provides multiple paths for users to find the training they need. While the "Go to Training" button shows the user all training in the system and forces them to filter on the Search Results page; the other paths simplify this process. The Job Roles block on the Homepage shows three tiles. Clicking one will redirect to the Search Results page showing the results for that Job Role. This is the same as going to the Search page and selecting that role from the filters.



Job Roles Block

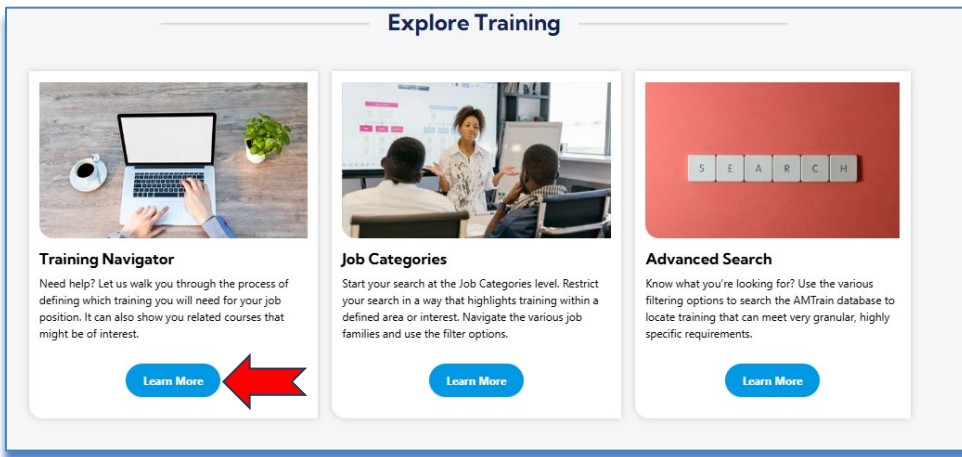
Clicking the “See all Job roles” button redirects to the job roles page. Clicking a tile highlights it, multiple tiles can be highlighted. Clicking the “Next” button will redirect to the Search Results page showing available training for all selected Job Roles.



Job Roles page

Explore Training

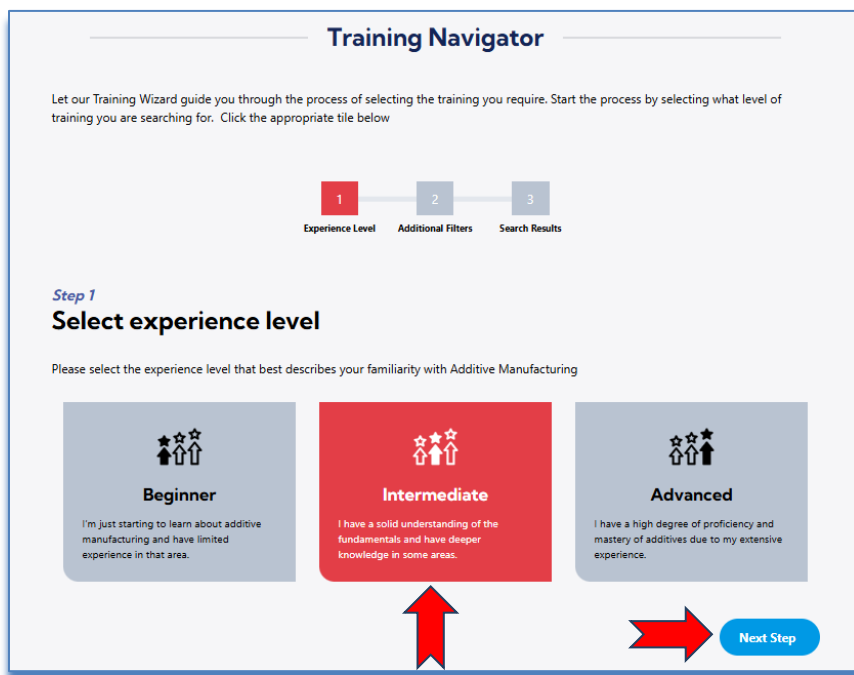
The Explore Training block contains three choices for filtering the training results. The Training Navigator, Job Categories, and Advanced Search. Each provides a different method of getting the training results desired.



Explore Training Block

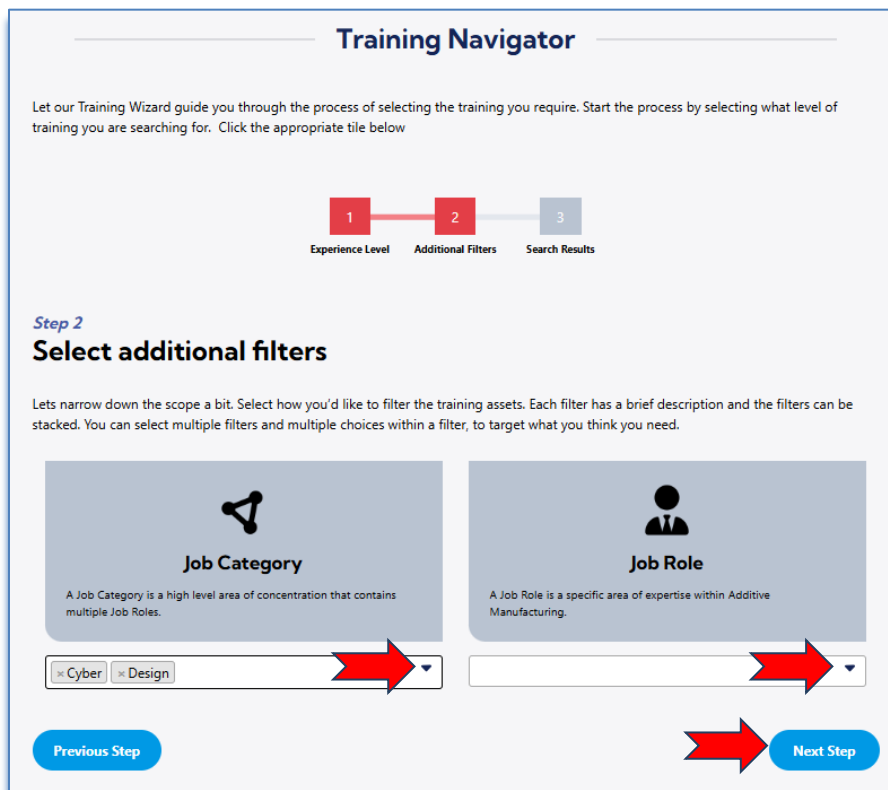
Training Navigator

The Training Navigator is designed for the user who does not know what they need. It is similar to a “wizard” that will take the user through multiple steps to arrive at a set of trainings that will best meet their needs. Clicking the “Learn More” button on the Training Navigator tile redirects to the Level page. Select a Level and click the “Next” button.



Training Navigator-Level page

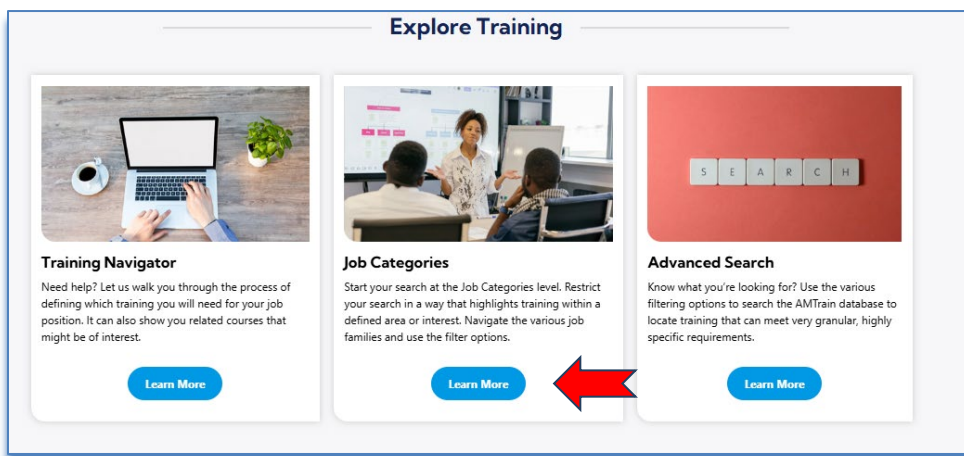
The user is redirected to the Additional Filters page. Here, the user can select from Job Roles and Job Categories. Multiples of each can be selected to expand searches. Begin typing in the input fields for either Roles or Categories and then select from the choices displayed in the dropdown. When satisfied, click the “Next” button. This will redirect to the Search Results page. Filters can be used as previously described.



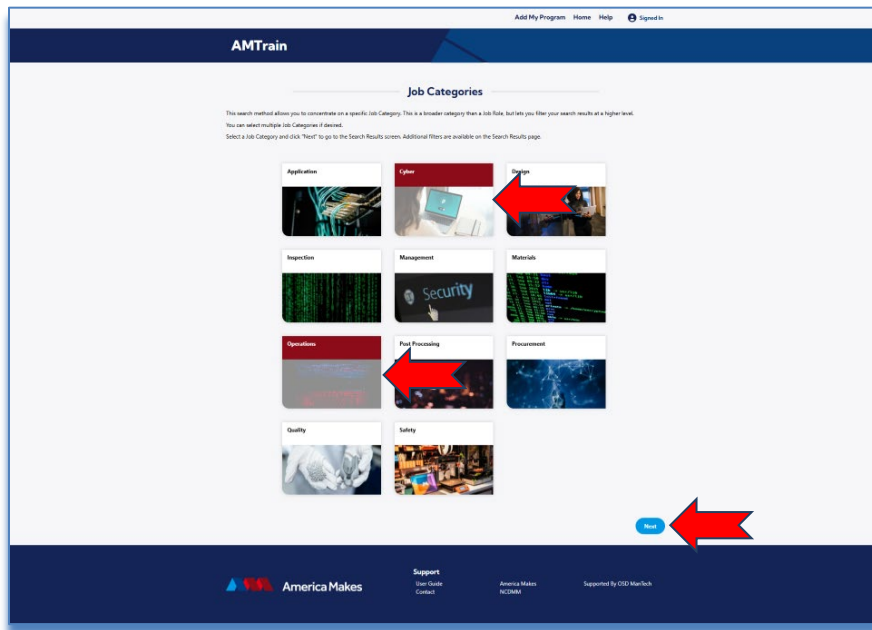
Training Navigator Additional Filters

Job Categories

The Job Categories page functions identically to the Job Roles page. Clicking the “Learn More” on the Job Categories tile redirects to the Job Categories page.



Clicking a tile (multiples can be selected if desired) and clicking the “Next” button will redirect to the search Results page showing all training results for the tile(s) selected.



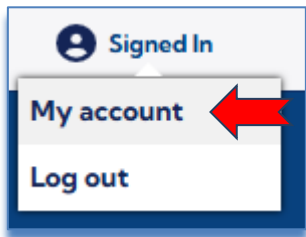
Job Categories page

Advanced Search

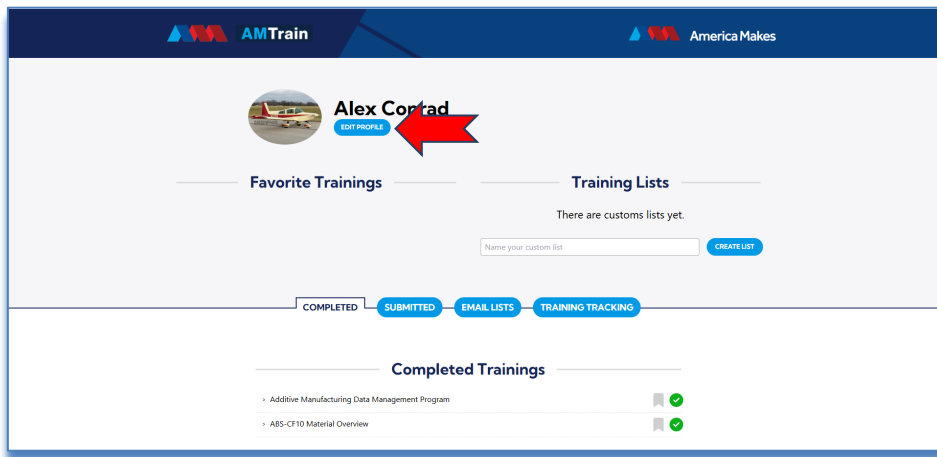
The Advanced Search is currently a placeholder and is a different path to get directly to the search results page.

User Profile

The user profile page is accessed by mousing over the “Profile” link in the header and clicking on the “My Account” link in the dropdown menu. This will redirect to the user profile page.



Here users can see some aspects of their profile displayed as well as any training they have marked as Favorites or Completed.



Profile page

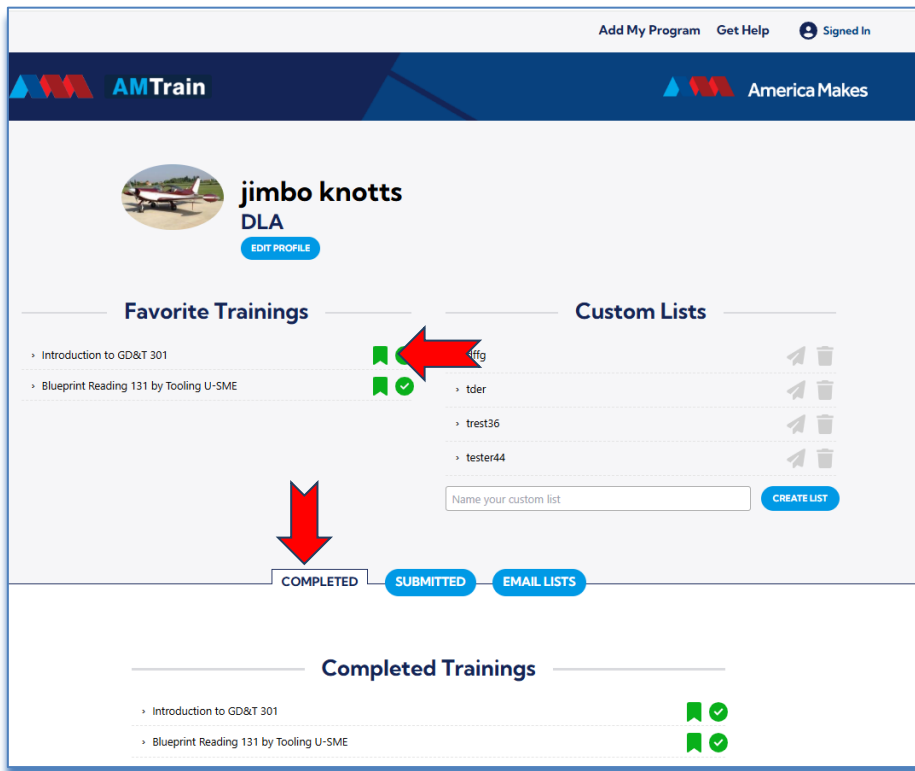
Profile Edit

The “Edit Profile” button redirects the user to their Edit Profile page. Here the user can change their password, name, thumbnail, job Role and Organization.

Edit Profile page

Favorites and Completed Trainings

Favorited trainings are listed in a separate list, while the trainings marked as Completed are shown in the three tabs at the bottom of the page along with Submitted trainings, Email List, and Training Tracking. Clicking on each tab shows any relevant training assets. Training asses marked as Favorites or Completed have both icons next to them. Clicking the Favorite icon or Completed checkmark next to a listed training asset will unmark it as a Favorite or Completed. This can be switched back and forth, but once the page is refreshed, deselected assets will vanish, and the user must go through the training search to remark them.



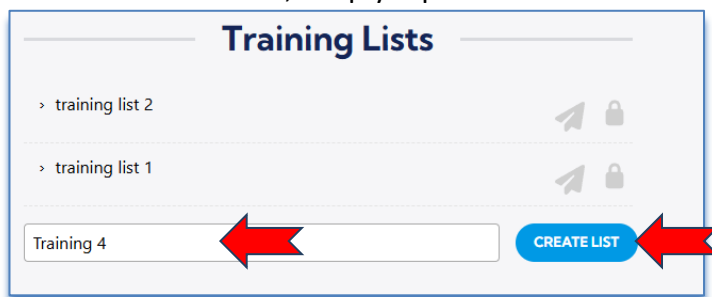
Profile Page

Submitted Trainings

Tabs at the bottom of the Profile track Completed trainings and Submitted trainings. The submitted list will show the current status of a training that has been submitted for review.

Assets can be saved to a Custom List. This allows users to group training assets into relevant associations. This feature also allows the user to send an email with a link to a page containing the named list of assets. The export feature is a great time saver for managers, teachers, or instructors who need to have a group of people to all take the same group of trainings. Particularly if these are recurring.

To create a named list, simply input a list name and click the “Create List” button.



The user is redirected to the Create List page.

Input a name for the list and begin typing in the Training field. A dropdown will appear based on the inputs. Select from the dropdown and click the “Add Training” button. When all desired trainings are added, click the “Save” button. The “Preview” button will show the page as it will be displayed. When the list is exported, this

page will be accessible through a link in the email.

The 'Create List' form includes a 'Title' field with the value 'Training 4', a 'Body' field with a rich text editor, and a 'Trainings' section with a search bar and a list of items. The 'Trainings' section has an 'Add' button and a 'Remove' button. The 'Trainings' form shows a list of trainings with a search bar and a 'Save' button. Red arrows point to the 'Add' button in the 'Create List' form and the 'Save' button in the 'Trainings' form.

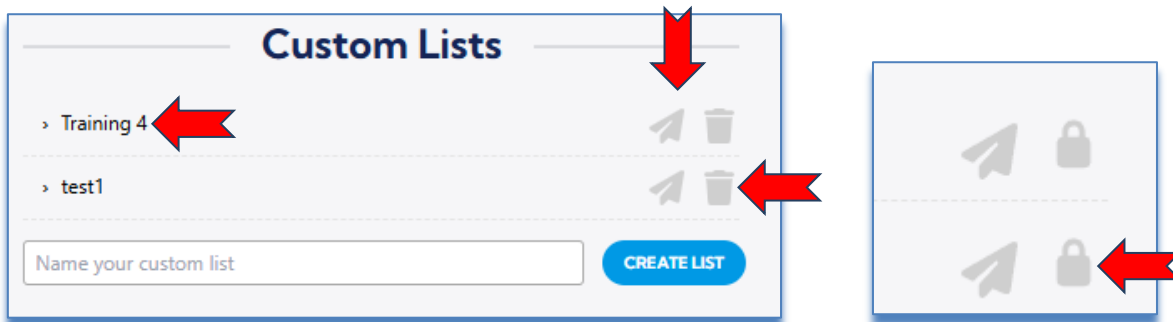
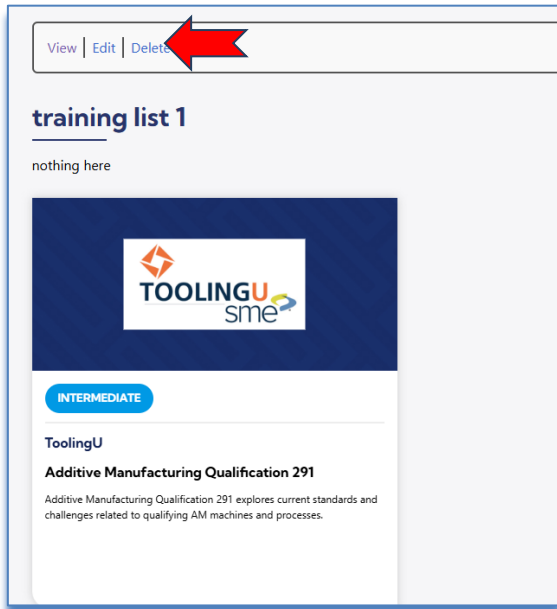
Upon clicking “Save”, the user will be redirected to the list page.

The 'AMTrain' list page displays a table of training items. The first item is 'Defense Acquisition University' with the title 'Additive Manufacturing Lesson 6.3: AM Future Directions'. The second item is 'Naval Air Systems Command' with the title 'CORE-480-216 Advanced Modeling Using Creo Parametric 3.0'. The page includes a header 'AMTrain' and a footer with 'America Makes' and 'Supported by OSD MarTech'.

Custom List page

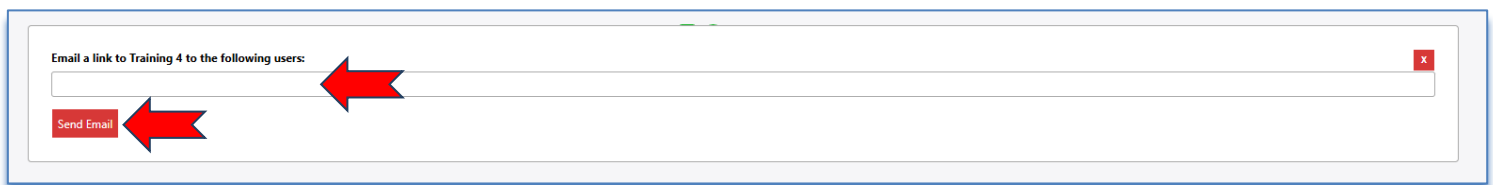
The list can be accessed by clicking the name in the Training List table. The saved list can be deleted by clicking the “Delete” button, or the trashcan next to the list name on the profile page.

If the Training List is associated with an Email List, the Training List is locked and cannot be deleted. You must remove the Training List from the Email List, or delete the Email List, in order to delete the Training List. A locked List will show as a “Lock” icon instead of a trashcan.



To export the list to other AMTrain users, click the “Share this list” icon next to the list name. This will generate a popup where you can input user emails. The system utilizes a type-ahead feature that assists with inputting emails by matching to existing emails within the system. A dropdown list will be displayed that will change as characters are input.

Note: emails to unregistered user emails can be input, but they will be unable to access the list page displaying the training assets until they register and login.

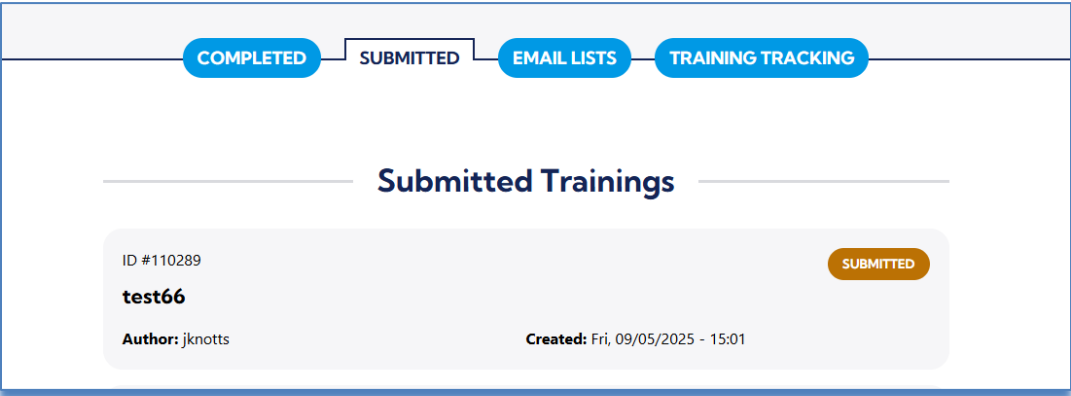


Input the desired users to receive the list of training assets and click the “Send Email” button. An email will be sent to all users that were input and will contain links to the trainings in the list.

Submitted

The Submitted tab tracks all trainings submitted for review by the user. Submitted trainings will be reviewed by an admin

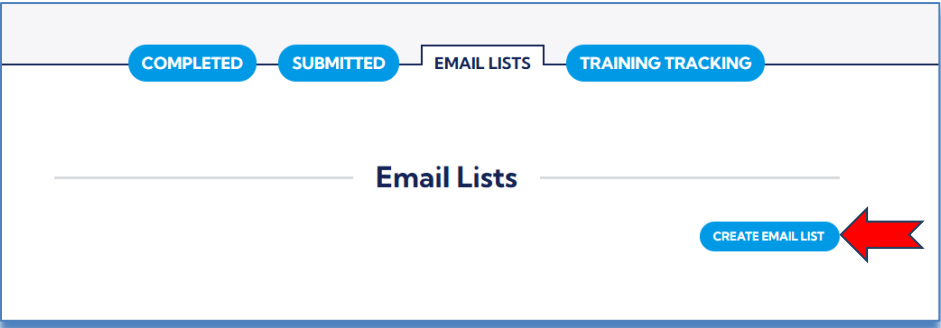
and published if they are deemed suitable. The status of a submitted training will update to inform the user of where the submission is in the workflow. The statuses shown are Submitted and Approved.



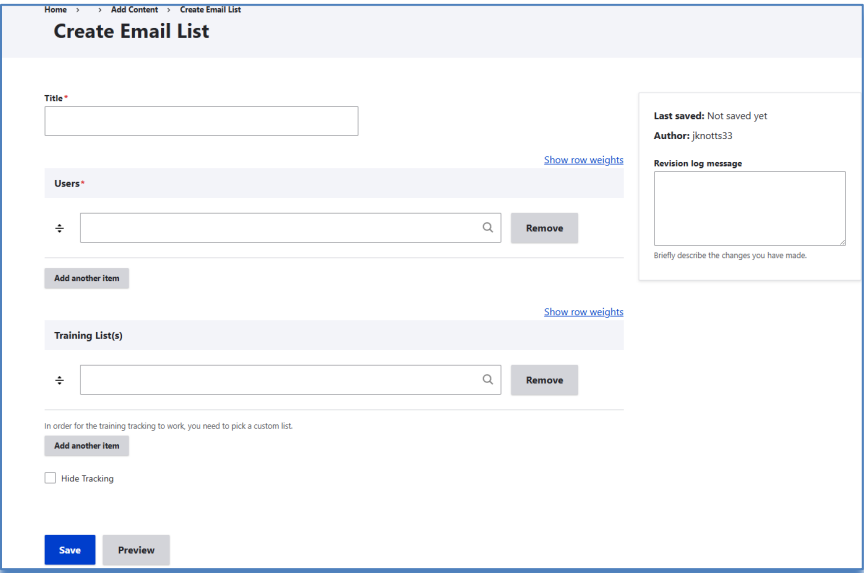
Submitted tab

Email Lists

The Email Lists tab allows the user to create a list of users that can be used as a base to send messages and Training Lists (described previously) to groups of users. This feature is very useful to managers with groups of workers or instructors with classes full of students; who all need to undertake the same group of trainings. To create an email list, click on the Email Lists tab and then the “Create List” button.

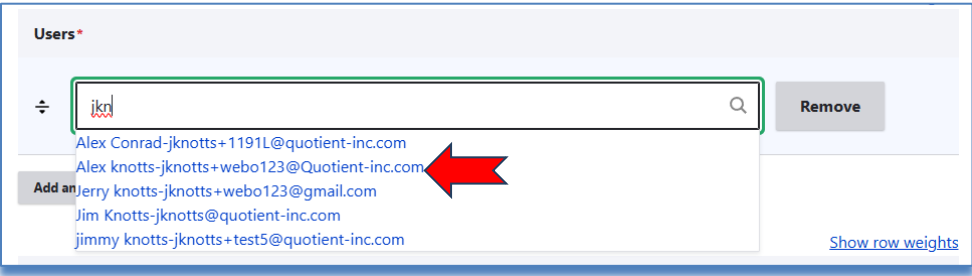


Email Lists tab



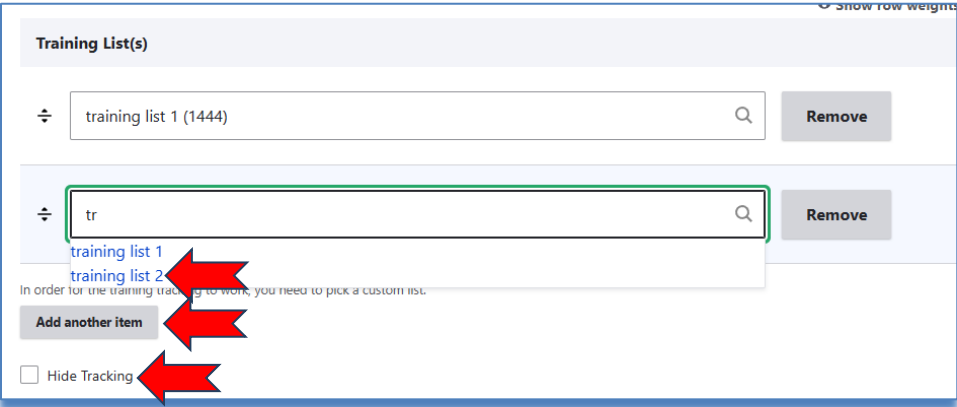
Create Email List page

You will be redirected to the Create Email List page. Input a title. Begin typing the user’s name or email address in the “Users” field. A type-ahead dropdown will appear. Select the desired user and click the “Add another item” button. Continue to add users as desired.



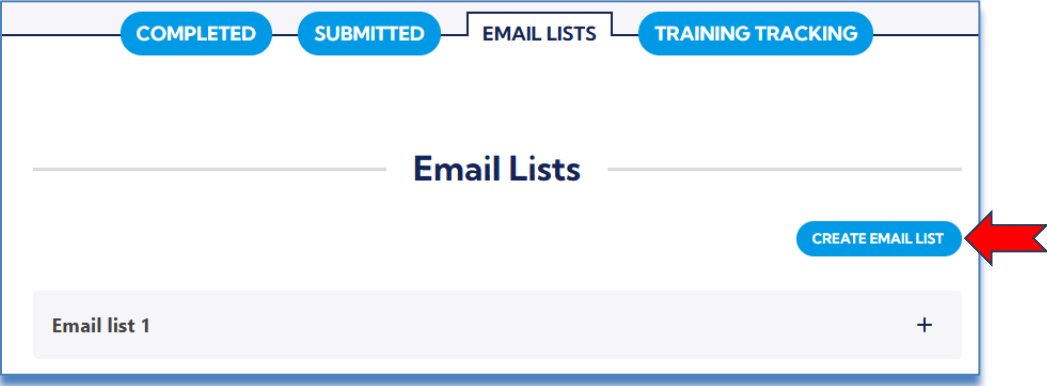
The screenshot shows a section titled "Users" with a search bar containing the text "jknr". Below the search bar, a dropdown menu displays a list of email addresses: "Alex Conrad-jknotts+1191L@quotient-inc.com", "Alex knotts-jknotts+webo123@Quotient-inc.com", "Jerry knotts-jknotts+webo123@gmail.com", "Jim Knotts-jknotts@quotient-inc.com", and "jimmy knotts-jknotts+test5@quotient-inc.com". A red arrow points to the second email address in the list. To the right of the search bar is a "Remove" button. Below the dropdown is an "Add another item" button. At the bottom right of the section is a link that says "Show row weights".

Begin typing the name of the desired Training List in the dropdown and select ones to be associated with this Email List, and click “Add another Item”. The selected Training List will be added. Multiple training Lists can be associated with a single Email List, and these can be added/updated/removed in the Email List’s edit page. When Training Lists are sent via an Email List, the trainings and users are automatically tracked. To prevent this, select the “Hide Tracking” checkbox.



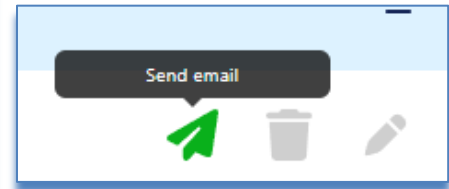
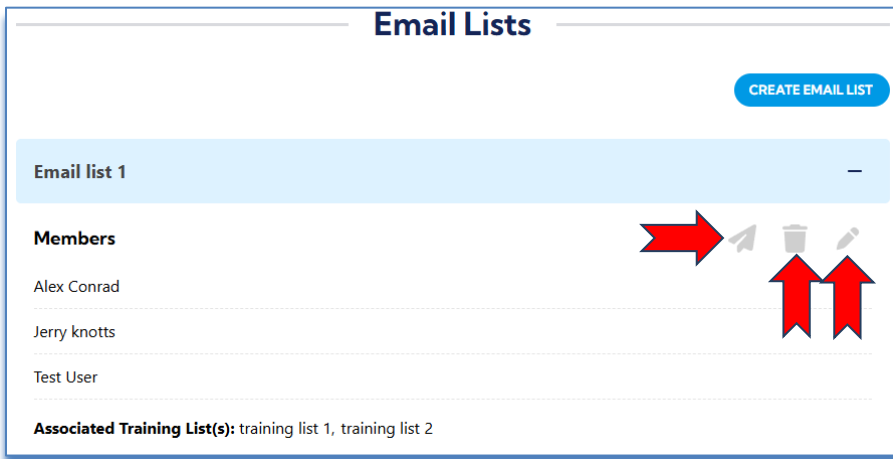
The screenshot shows a section titled "Training List(s)" with a search bar containing the text "training list 1 (1444)". Below it, another search bar contains the text "tr". Below the second search bar, a dropdown menu displays a list of training lists: "training list 1" and "training list 2". A red arrow points to the "training list 1" option. Below the dropdown is an "Add another item" button. At the bottom left of the section is a checkbox labeled "Hide Tracking".

When finished, click the “Save” button at the bottom of the page. The created list now appears on the Email Lists tab.



The screenshot shows a navigation bar with four tabs: "COMPLETED", "SUBMITTED", "EMAIL LISTS", and "TRAINING TRACKING". The "EMAIL LISTS" tab is selected. Below the navigation bar, the main heading is "Email Lists". To the right of the heading is a button labeled "CREATE EMAIL LIST", which is highlighted by a red arrow. Below the heading is a list item labeled "Email list 1" with a "+" icon to its right.

Click the + icon to view the list. You will see the information related to this list such as the users in the list and any training’s associated with the list. The Pencil Icon redirects to the Edit page where you can make changes to the Email List. The trashcan, deletes the list.

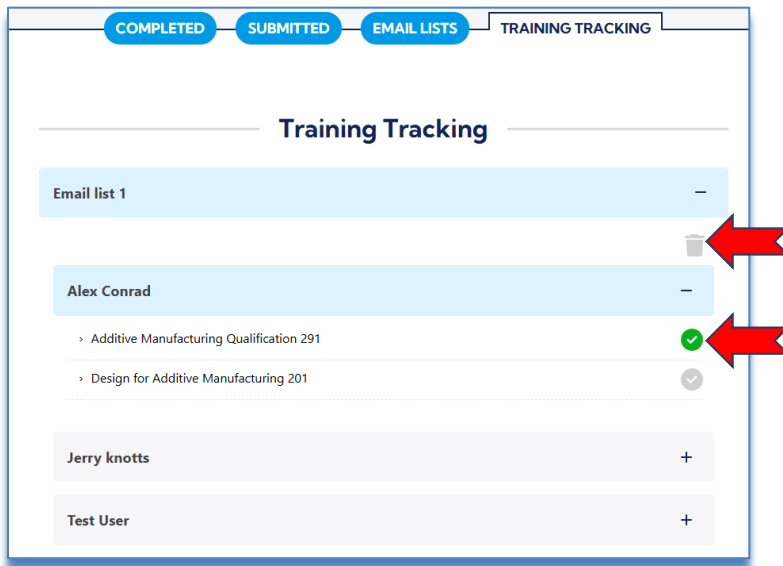


Clicking the “Send Email” icon will generate the send Email popup.

Emails can be sent by filling in the Subject and Message fields and clicking “Send Email”. If you want to also attach a Training List(s), clicking the checkbox will show all available. The associated Training Lists can be selected individually or in any combination. Once an Email List with an associated Training List is sent, it is automatically shown in the Training Tracking tab.

Training Tracking

The Training Tracking tab shows all Email Lists that were sent with Training Lists attached. This tab tracks the completed training so that the sender can ensure all emailed recipients have completed all trainings. This is a manual, self-assessment process. Clicking the + icon will open the list and show all users, clicking the + sign next to a user will show all trainings for that user for that Email List. The sender can mark a training as “Completed” and it will show on their Completed List, as well as in the training Tracker. In the event a recipient does not have computer access, the sender can set a training to “Completed” in the tracker. When this happens, the training is added to that user’s Completed list as well. A tracked list can be deleted by clicking the trashcan in the list.



Submit a Training

Clicking the “Include my Program” link in the header will redirect to the Submit a Training page. This page allows users to submit training assets for review and posting on AMTrain. The Submission page is lengthy and has many

data fields that must be completed.
Training Asset Submission Page

The various fields should be filled out as much as possible as all data will be displayed to users on the Asset page. Required fields are identified by a red asterisk.

Title: The title of the asset that will be displayed on the asset tiles.

Description: A description of the asset.

Level: The level of the asset.

Delivery Method: Online or in-person.

Roles: Associated Job Role(s) can be added here. Multiple roles can be added.

Classification: DoD (CUI) vs Publicly available (Public).

Note: Assets listed as CUI will only be visible to users with a .mil email address.

Source Type: The specific type of delivery method.

Subject: The subject area for the training.

Job Category: Add the Job Category(s) of the training. Multiple categories can be added.

Prerequisites: Any prerequisites that should be taken prior to this training.

Asset Provider: The organization responsible for the training.

Thumbnail: Add an image that will appear on the Asset tile and page. Clicking the “Add media” button opens the Media Library, where you can select from the available images. If you want to load a custom image, please send it to an admin to be added to the library.

Link/URL: The actual URL that goes to the training.

Link/URL: The descriptive text for the URL.

Status: The status of the training. Is it currently available? Under Development? Etc.

Content Owner: The person or org that has ownership of the asset.

POC: Name of the POC for the asset.

POC Email: The email for the POC.

Learning Objectives: A description of the purpose for this training. What does it how to impart?

Duration: The duration of the asset in minutes/days.

Cost: The cost (if any) for taking the training.

Location: The location of the training if it is one of the in-person types.

Seats Available: Available openings to take the training.

Certification: Any Certifications that are provided for completing the training.

Audience: The group in the industry that the training is slanted toward.

Date Created: The date the training was created.

Related Training: Add trainings that are related to this one. Such as being part of a sequence, (1.2, 1.3, etc.), or for the same machine, build process, etc. Click in the field to bring up the dropdown and begin typing to narrow the selection options.

Keywords: Add keywords that are associated with the training to improve searches. Click in the field to bring up the dropdown and begin typing to narrow the selection options.

Once all information has been entered, you can click “Preview” to see what the asset page will look like, or “Save” to submit the training.

An email will be generated notifying an Admin that the training has been submitted for review. The training will remain in “Draft” status and not be visible to other users until the Admin Approves it. The training will appear on the Profile page under the Submitted tab. The status will change from “Submitted” to “Approved” to let the user know the training is now available to access.

