AMTrain User Guide

Table of Contents

Contents

Introduction

What is AMTrain?

AMPED 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 AMPED 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.

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.

*AMTrain Login Screen*

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.
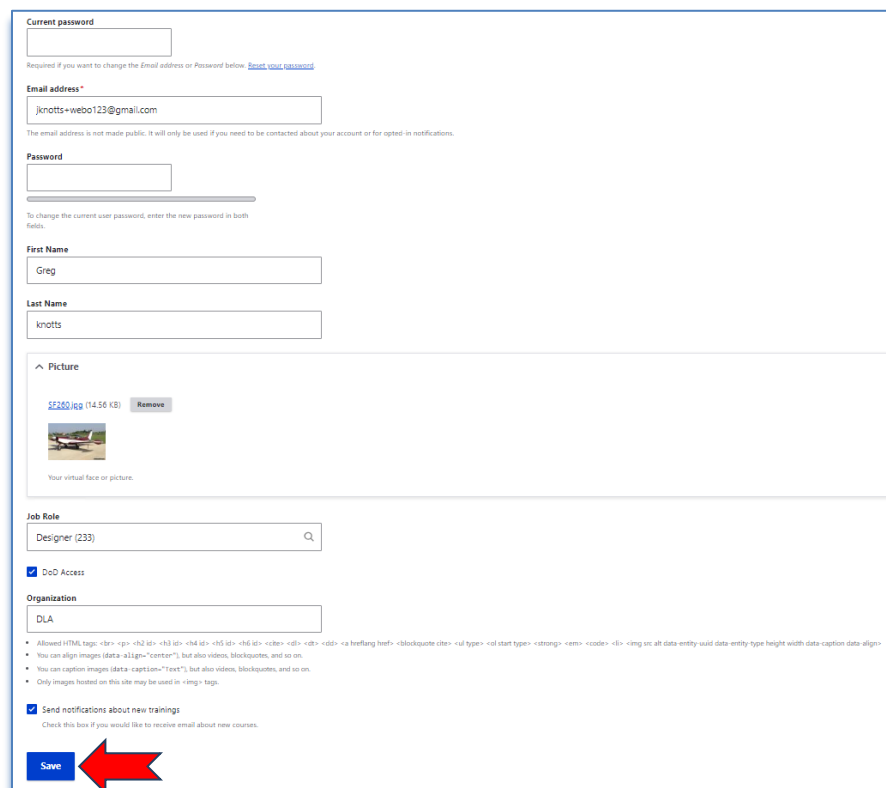
Once complete, click the "Create New Account" button.

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.
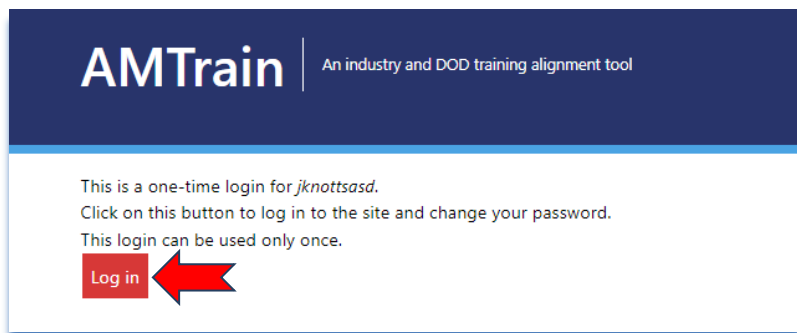
One-time login

This page is the Profile edit page. Input and confirm a password and click the "Save" button. The account is now set up. Clicking the links in the upper left will redirect to the Homepage or Profile page.
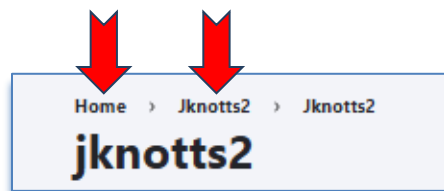
Profile Edit page

The Profile edit page can be accessed at any time to update information or change the password by going to the User Profile page. Mouse-over the Profile Icon in the right header and click the "My Account" link in the

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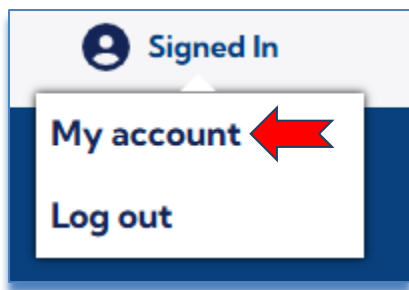
This redirects to the User Profile page. Clicking the "Edit" link will redirect to the User Edit page where updates can be done.

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
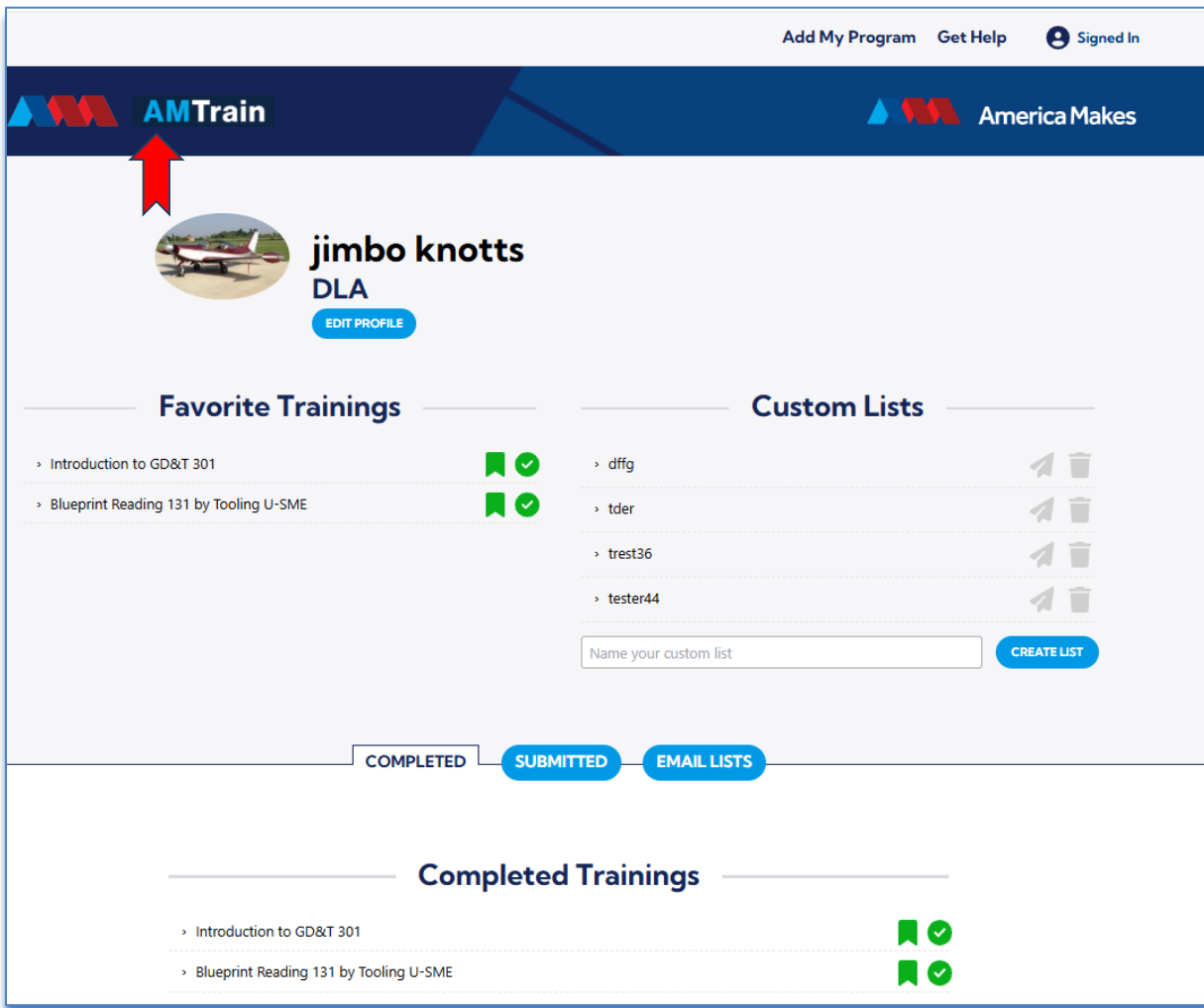
AMTrain User Profile page

Click the AMTrain logo or the "Home" link in the Header.

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.

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 upskill into the additive manufacturing industry in obtaining skillsets for the desired additive manufacturing job role.

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

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

See all training →

Our numbers
We are constantly growing to better serve our users and the DoD.

20+	100+	35+
Providers	Courses	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. Restrict 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
Know what you're looking for? 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 sme
BEGINNER
ToolingU
Design for Material Jetting 303
"Design for Material Jetting" provides an overview of basic design considerations for material jetting. This course introduces users to the materials and mechanical processes associated with material jetting, also known as PolyJetting.

BEGINNER
Defense Acquisition University
LOG 0390 Additive Manufacturing Overview
This Online Training (OLT) course provides a multi-disciplinary overview of additive manufacturing and its application within the Department of Defense, including product support and intellectual property considerations for each of the twelve integrated product support elements.

TOOLINGU sme
BEGINNER
ToolingU
Design for Directed Energy Deposition 303
"Design for Directed Energy Deposition 303" covers the basics of directed energy deposition (DED) and important considerations for DED design.

TOOLINGU sme
BEGINNER
ToolingU
Additive Manufacturing Methods and Materials 141
"Additive Manufacturing Methods and Materials" provides a comprehensive introduction to the methods and materials that can be used in additive manufacturing (AM).

TOOLINGU sme
BEGINNER
ToolingU
Introduction to Additive Manufacturing Software 204
This class introduces users to basic additive manufacturing (AM) software types. It provides an overview of key categories in an AM software processes, including design, verification, information management, quality control, and security.

TOOLINGU sme
BEGINNER
ToolingU
Introduction to Additive Manufacturing 111
"Introduction to Additive Manufacturing 111" 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   America Makes   NCDMM
Contact   Supported By OSD ManTech

America Makes   Driven by   NCDMM NATIONAL CENTER FOR DEFENSE MANUFACTURING AND MACHINING

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 Comptencies (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. The ability to use Competencies in the Advanced Search allows the experienced user or manager to identify training assets needed to address individual aspects of AM. Each Job Role has been extensively researched. 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.
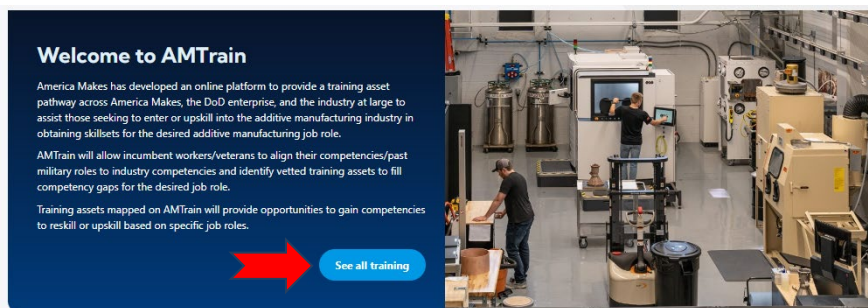
The Search page is the final display page for all search paths and contains all the available filters for narrowing the search to meet the user's needs. Users can filter the displayed assets by selecting from the filter dropdowns or using the Keyword Search. The Search Keywords field will compare any 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.
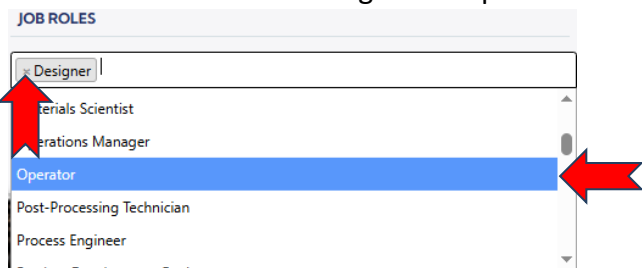

However, selecting multiple filters will narrow the search. Example: Selecting both Delivery Mode: In-Person and Level: Beginner will return all results that are both In-Person AND Beginner level. The filters can be reset and updated over and over as desired to arrive at the needed set of trainings. 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.
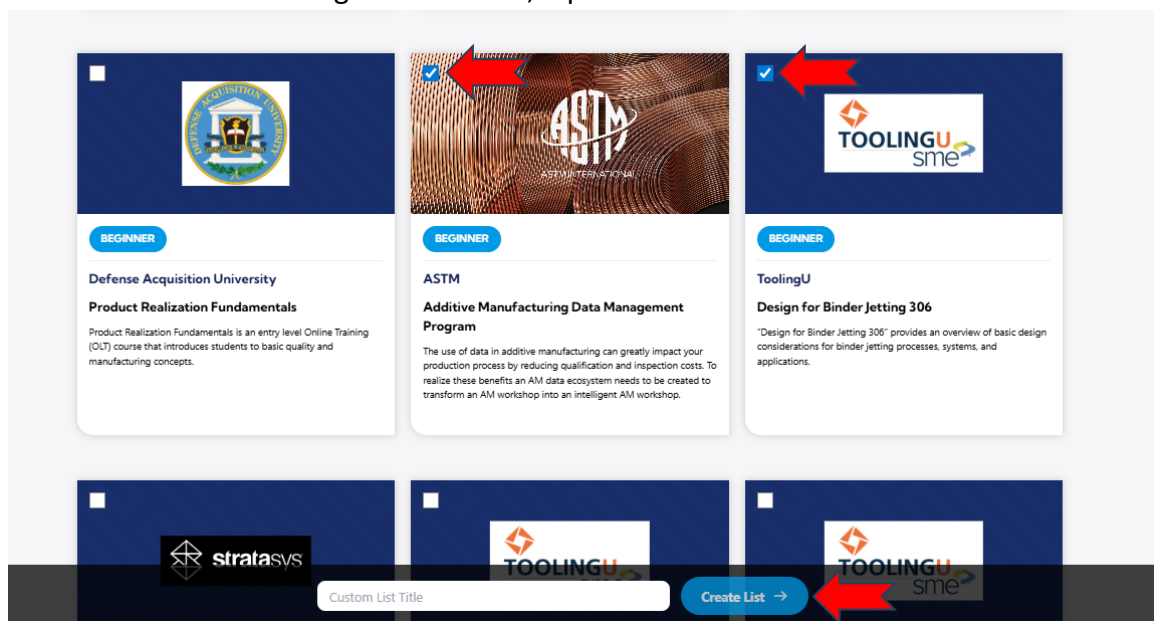
Create List function
You will be redirected to the page for the created list. This list can be sent to other users as a link in an email from your Profile page.
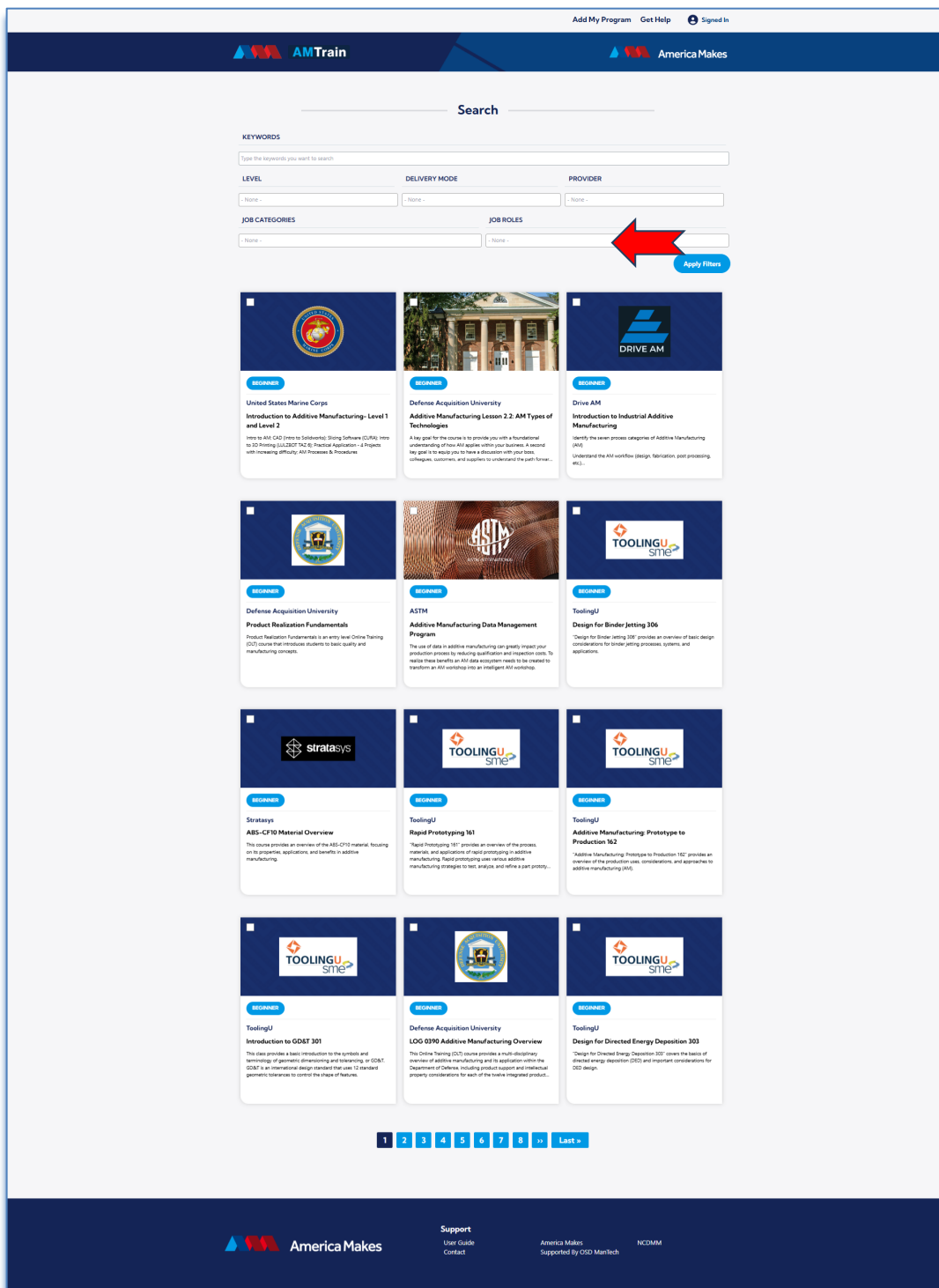
AMTrain Search Results page

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 competency search.


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.
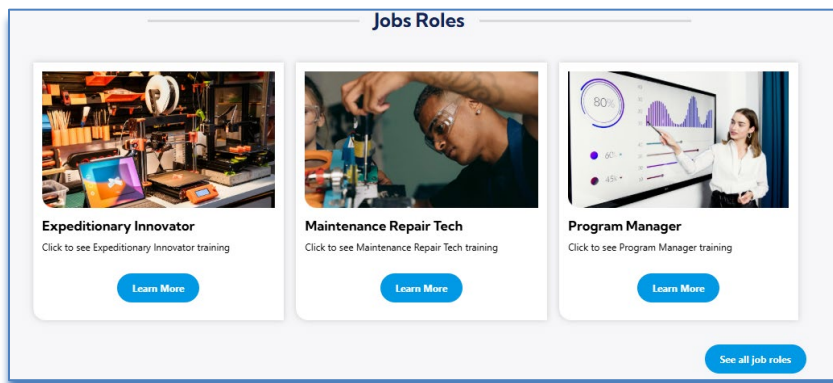
Job Roles Block

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.
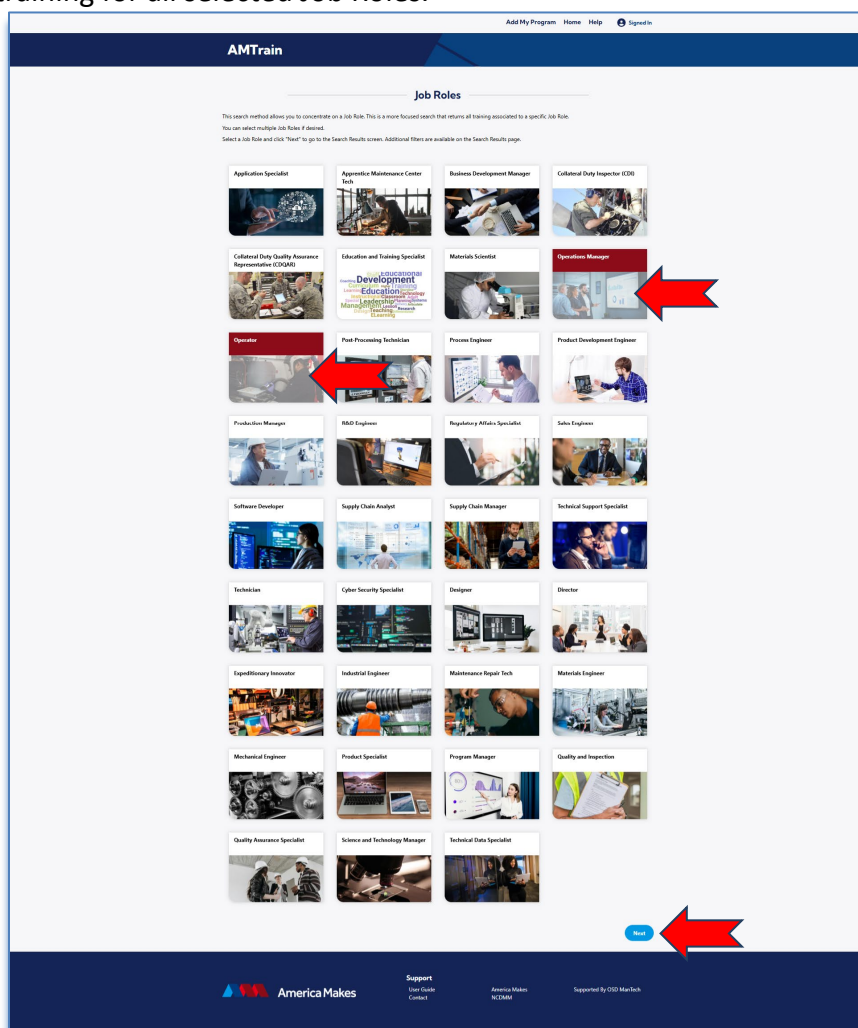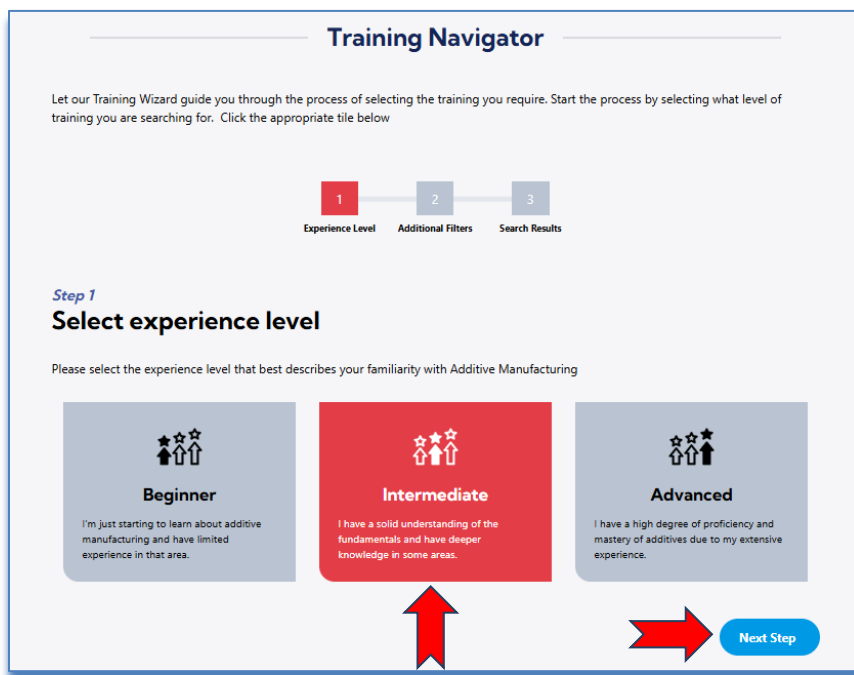

Job Roles page

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.
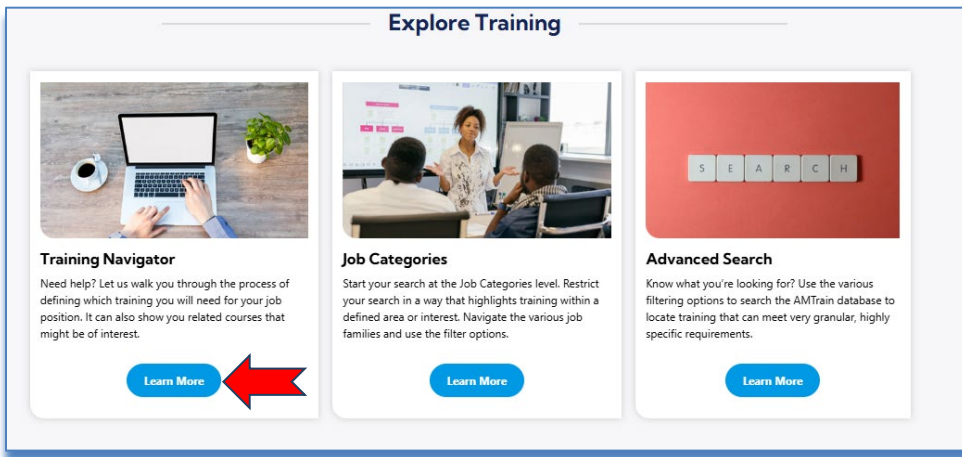
Explore Training Block

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 though 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.
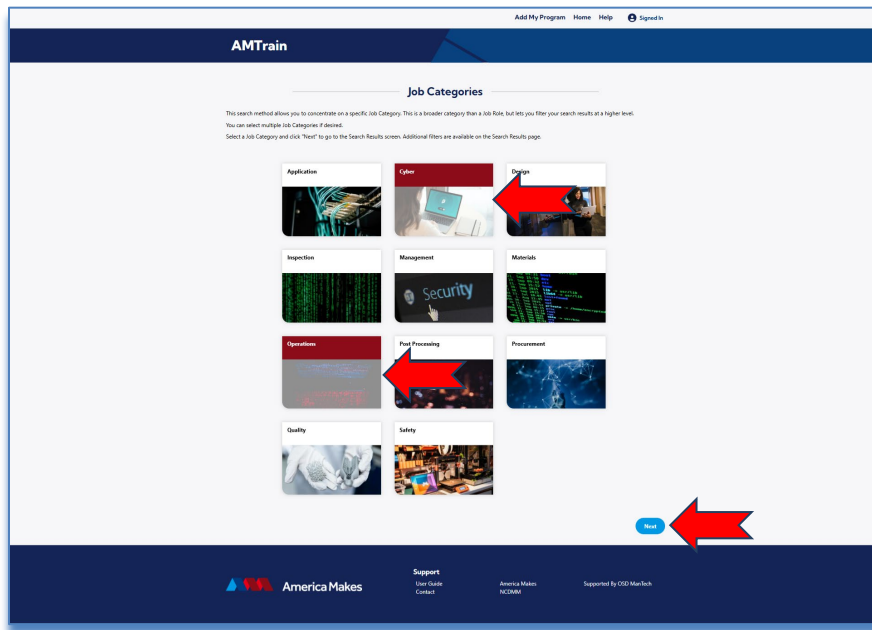

Clicking a tile (multiples can be selected if desired) and clicking the "Next" button will redirect to the search Results page showing all training results for the tile(s) selected.
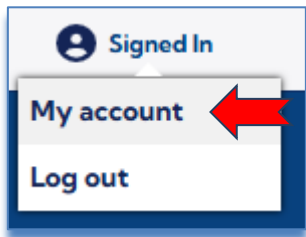
Job Categories page

Advanced Search

The Advanced Search is another path to get 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 trainings they have marked as Favorites or Completed.
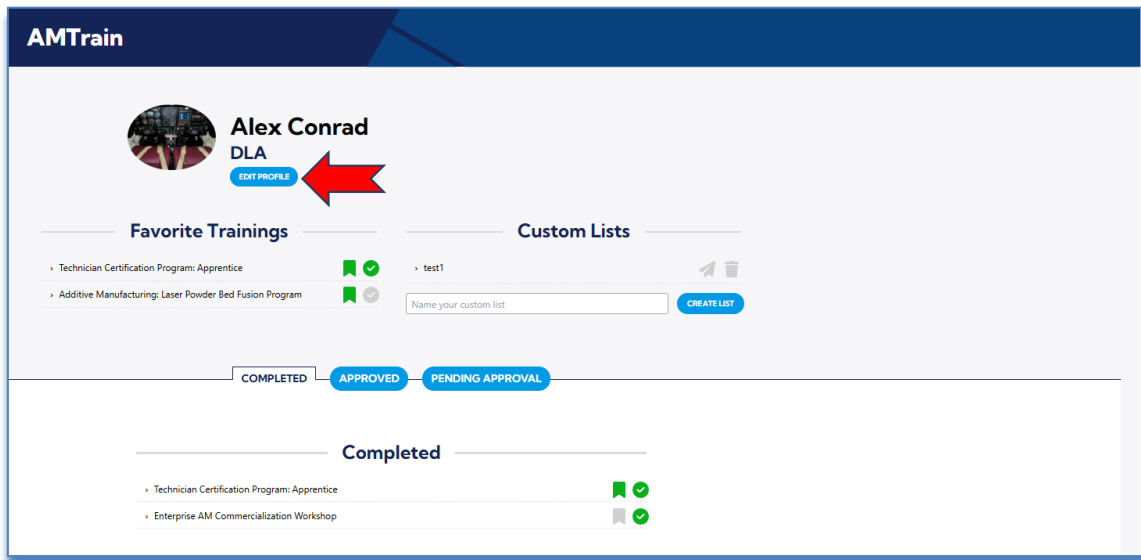
Profile page

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

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 and Email List (coming feature). 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.
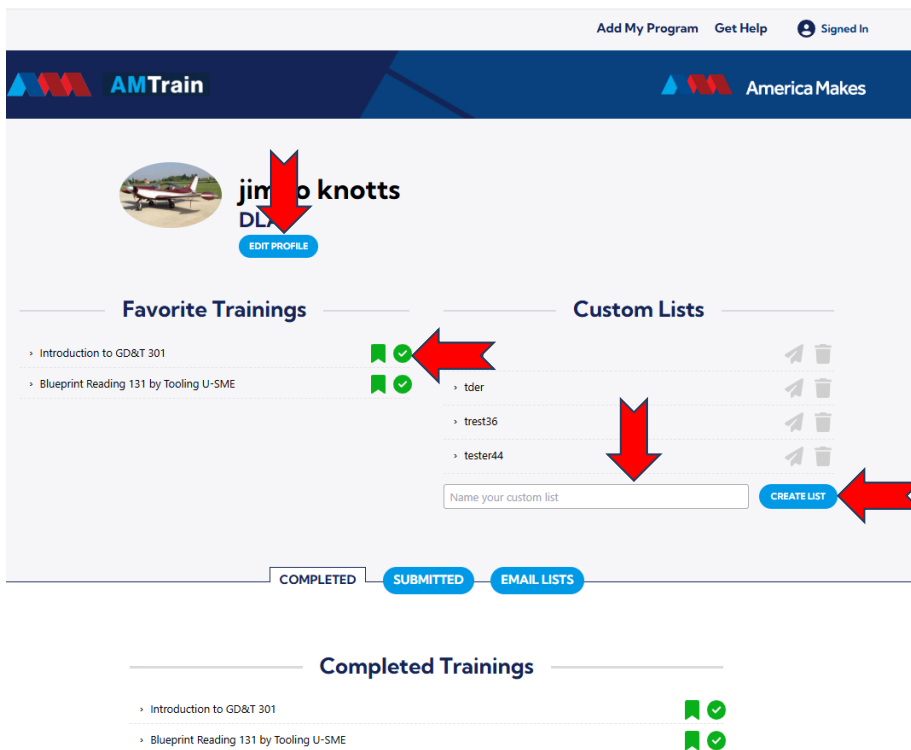
Tabs at the bottom of the Profile track Completed trainings and Submitted trainings. The submitted list will show the current status of a training that has been submitted for review. Assets can be saved to a Custom List. This allows users to group training assets into relevant associations. This feature 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.
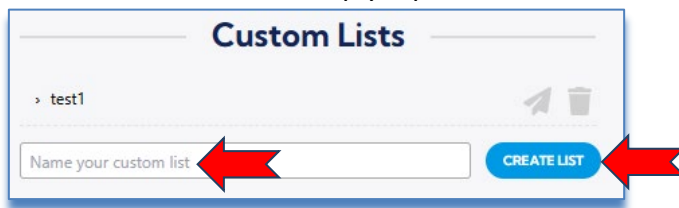
The user is redirected to the Create List page.

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.

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

Custom List page

The list can be accessed by clicking the name in the Custom 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.
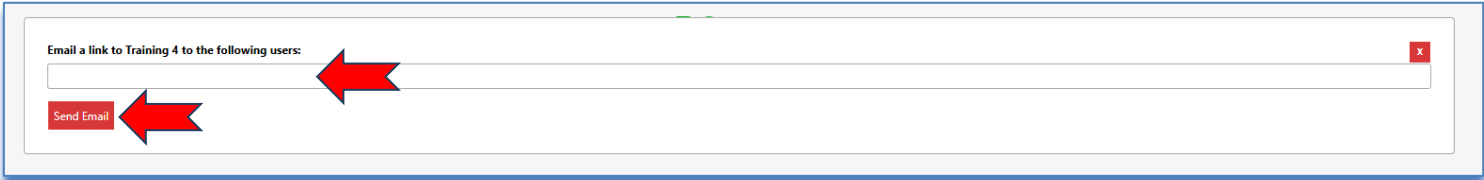
To export the list to other AMTrain users, click the "Share this list"" icon next to the list name.

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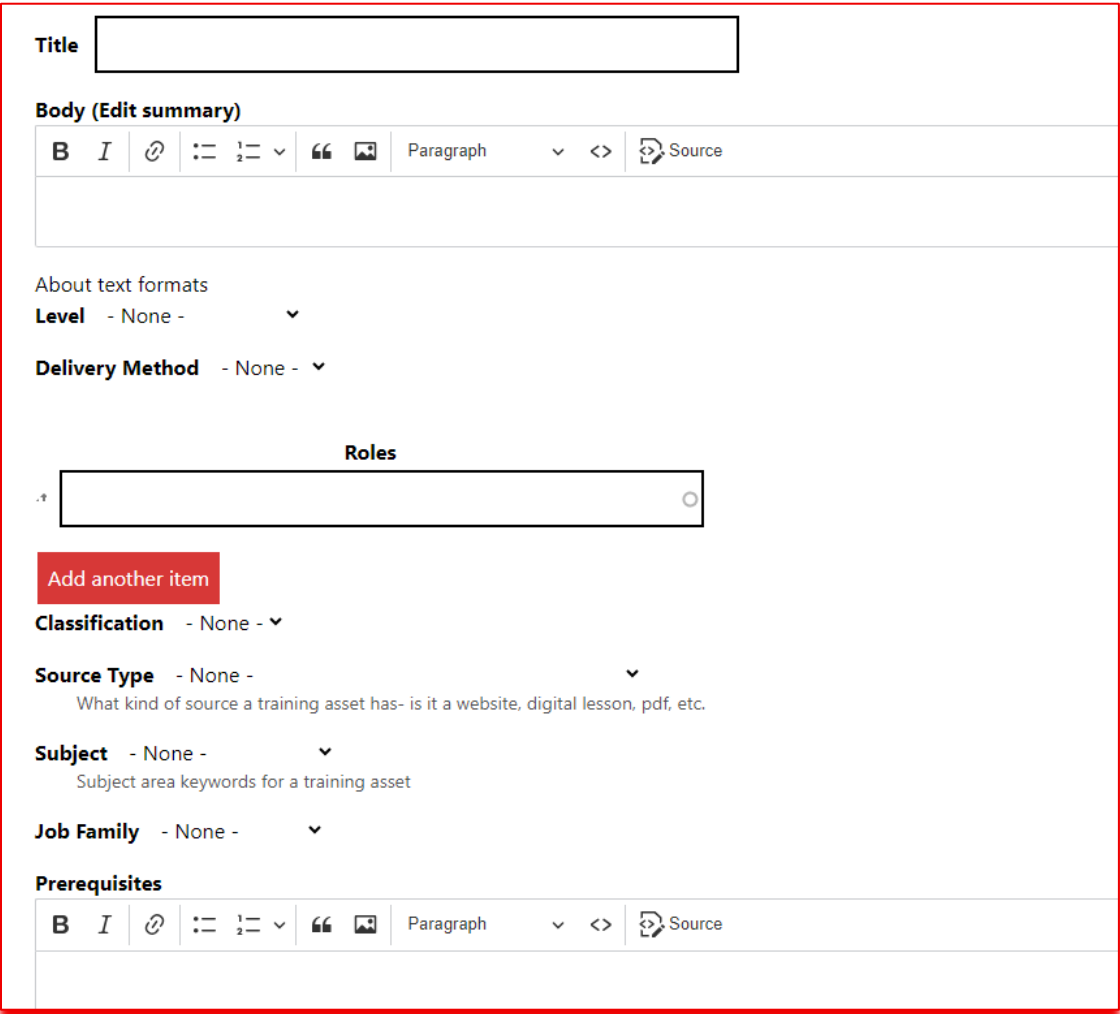
Note: emails to unregistered user emails can be input, but they will be unable to access the list page displaying the training assets until they register and login.

Email a link to Training 4 to the following users:

Send Email

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 a link to the training list page described previously.

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.

Title

Body (Edit summary)

B I ⊘ ≔ ≟ ∨ ❝ 🖾 Paragraph ∨ <> Source

About text formats

Level - None - ∨

Delivery Method - None - ∨

Roles

Add another item

Classification - None - ∨

Source Type - None - ∨
   What kind of source a training asset has- is it a website, digital lesson, pdf, etc.

Subject - None - ∨
   Subject area keywords for a training asset

Job Family - None - ∨

Prerequisites

B I ⊘ ≔ ≟ ∨ ❝ 🖾 Paragraph ∨ <> Source

America Makes   Driven by NCDMM

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.

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

Body: A description of the asset.

Level: The level of the asset.

Delivery Method: Online or in-person.

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 Family: The job family of the training.

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

Training Provider: The organization responsible for the training.

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.

**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.

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 Pending Approval tab.
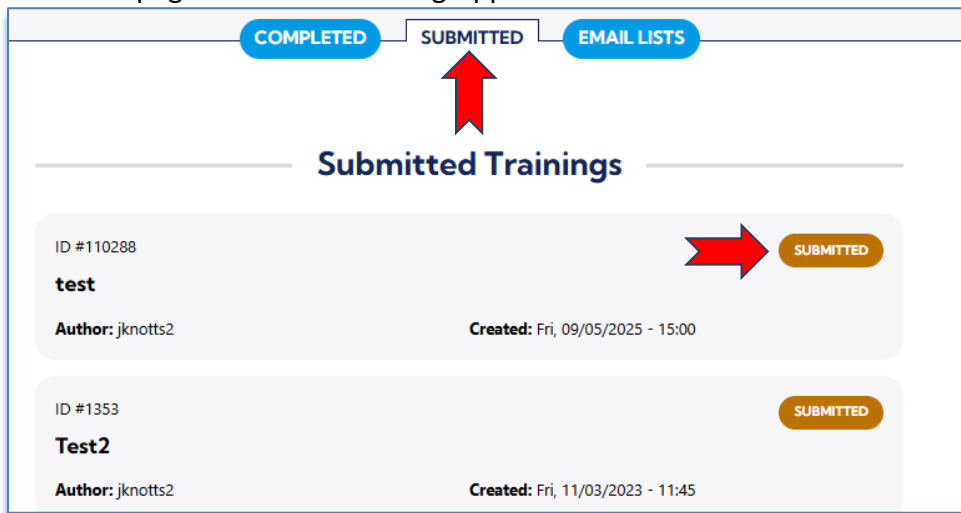
Once approved, it will be displayed under the Approved header on the Profile page. The asset will then be visible to all users through the search function.

This completes the AMTrain user guide. If any issues are encountered, or any questions regarding functionality, please reach out to the AMTrain support team at email: jknotts@quotient-inc.com