

# Joint Capability Technology Demonstration



***JCTD TECHIPEDIA USER GUIDE***

**7 January 2016**

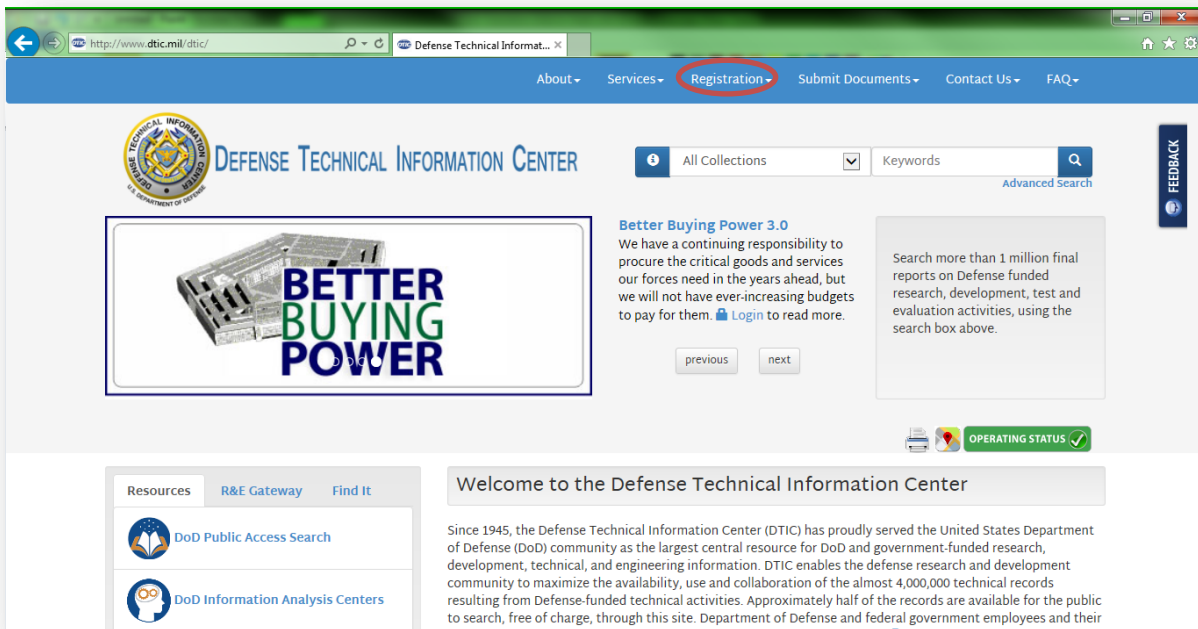
# TABLE OF CONTENTS

<i>Registering for an Account</i> .....	<b>3</b>
<i>Requesting access to the JCTD Techipedia site</i> .....	<b>5</b>
<i>Uploading documents within the JCTD Techipedia site</i> .....	<b>7</b>
<b>SINGLE FILE METHOD – QUICK METHOD</b> .....	<b>7</b>
<b>MULTIPLE FILE METHOD</b> .....	<b>9</b>

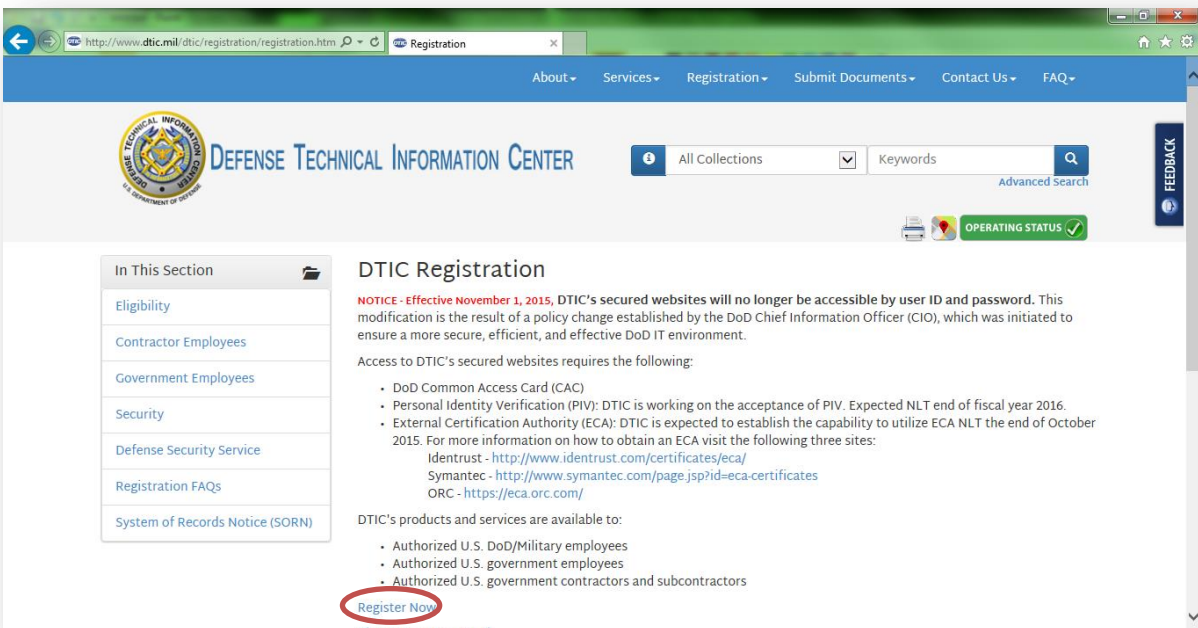
For best results, please ensure to use Internet Explorer as your web browser. You must have a DoD Common Access Card (CAC) to request an account as the JCTD Techipedia page and its contents are CAC protected.

### Registering for an Account:

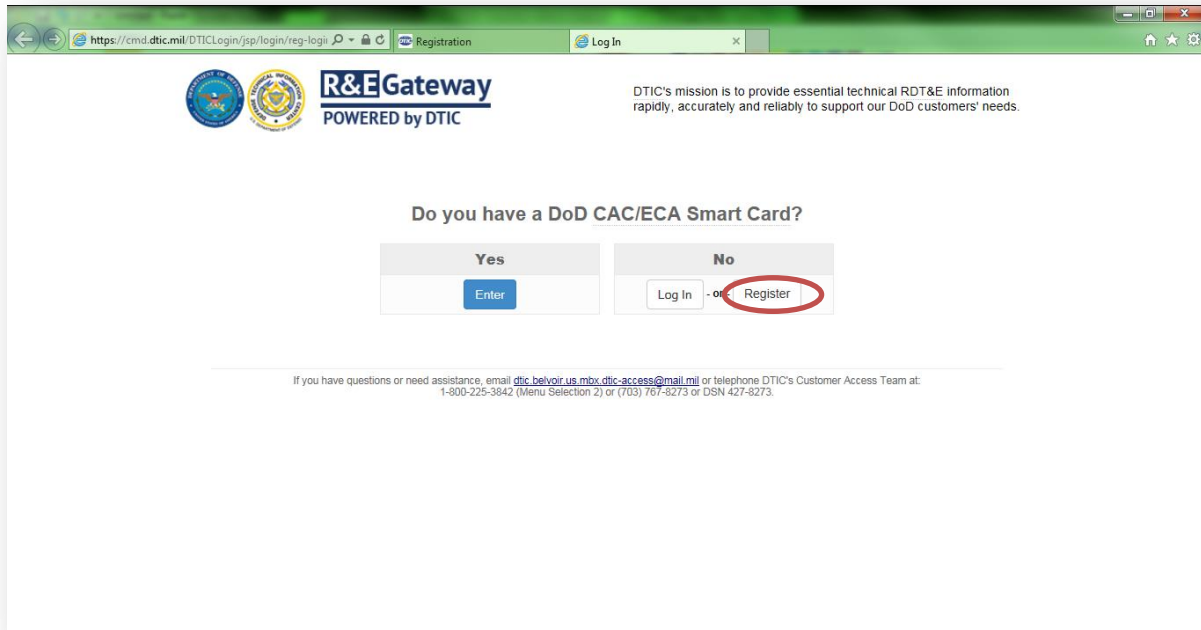
- 1) Go to <https://www.dtic.mil/dtic>
- 2) Click on **Registration**



- 3) Click on **Register Now**

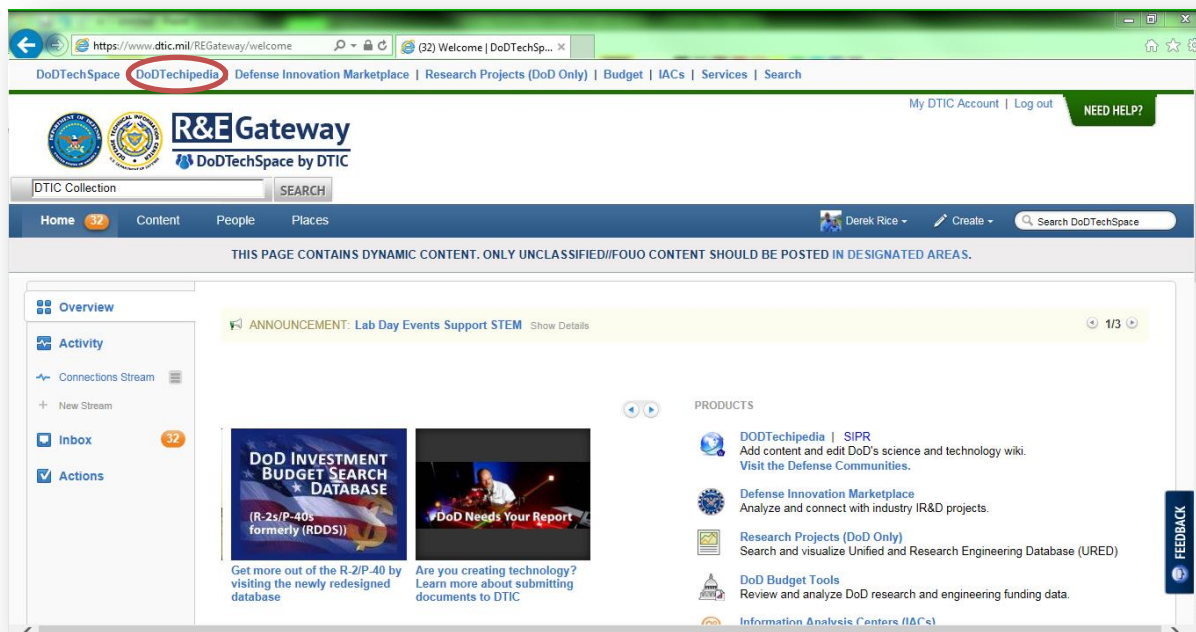


- 4) DTIC will present the following question: **“Do you have a DoD CAC/ECA Smart Card?”**
- If you have navigated here and have already registered your CAC/ECA Smart Card, select **Enter**
  - Otherwise, select **Register** (follow the instructions)

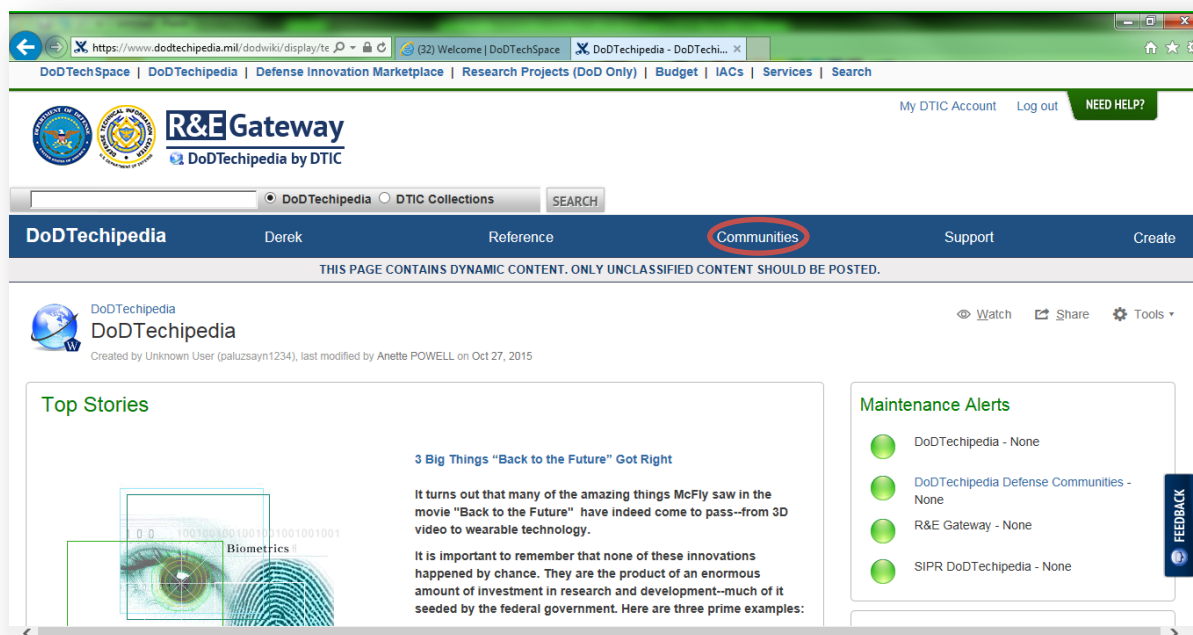


**Requesting access to the JCTD Techpedia site**  
(after you have successfully registered for a DTIC account):

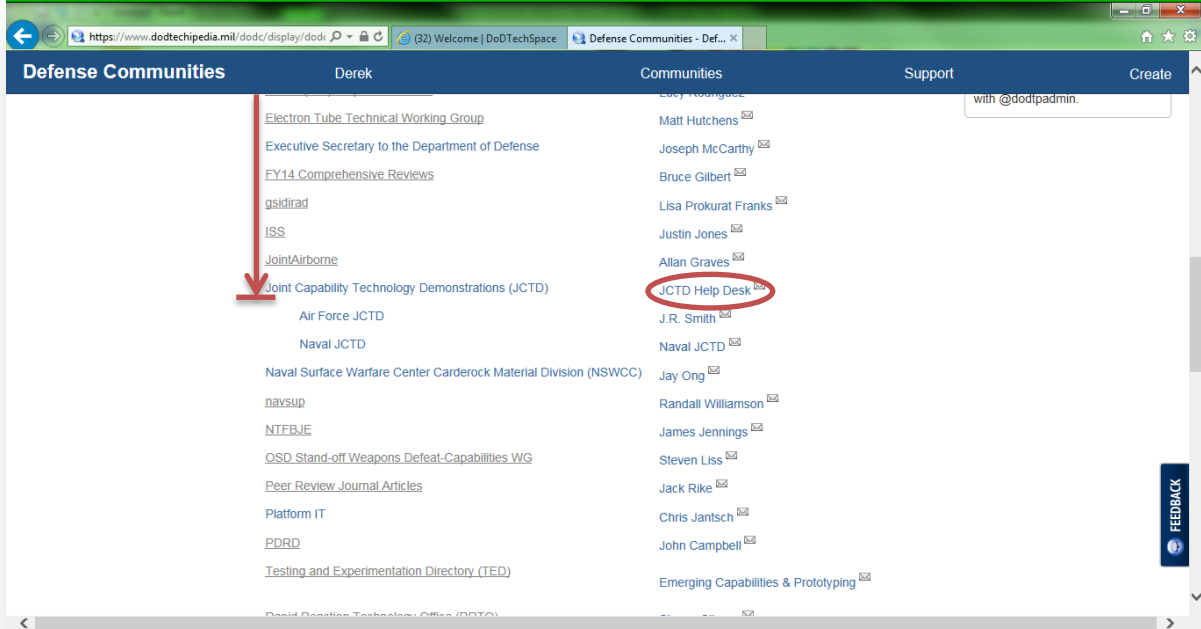
- 1) Go to <https://www.dtic.mil/dtic>
- 2) Click on **DoDTechpedia**



- 3) Click on **Communities** and select **Defense Communities**



4) Scroll down to **Joint Capability Technology Demonstration (JCTD)** and click **JCTD Help Desk**

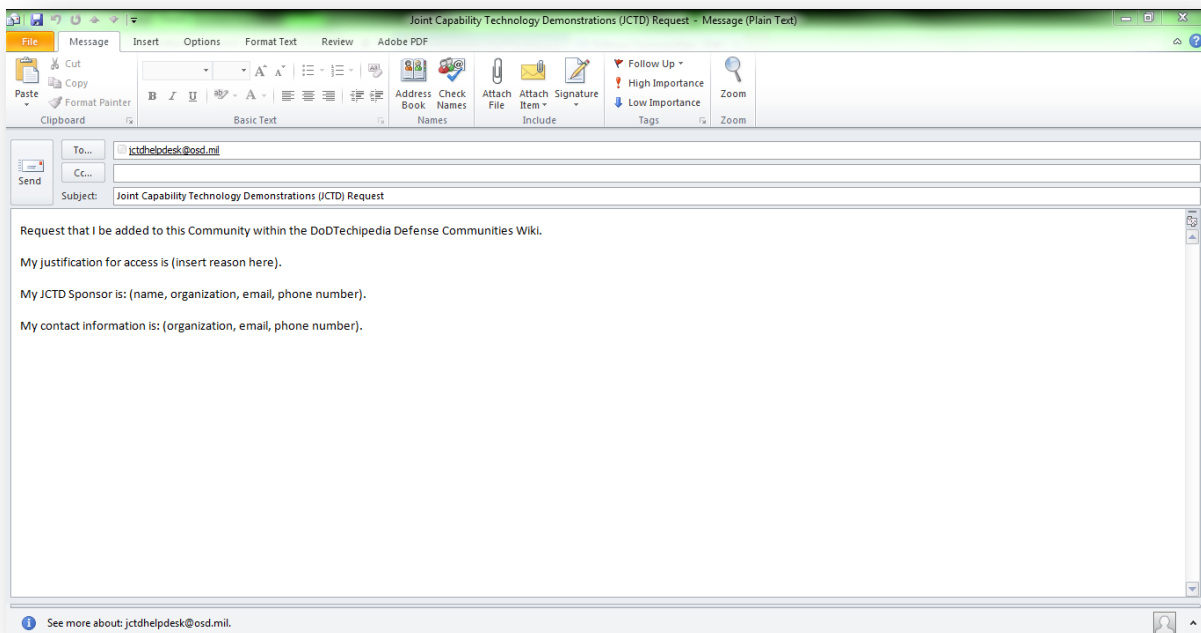


Scrolling down to Joint Capability Technology Demonstrations (JCTD) and selecting **“JCTD Help Desk”** will open a draft email (pictured below) to be filled out and submitted to the JCTD Help Desk

5) Complete the request by providing: justification for access, sponsor contact information (typically someone within the JCTD community), and your contact information

6) You will receive an email reply when your access has been granted to the JCTD Community Space.

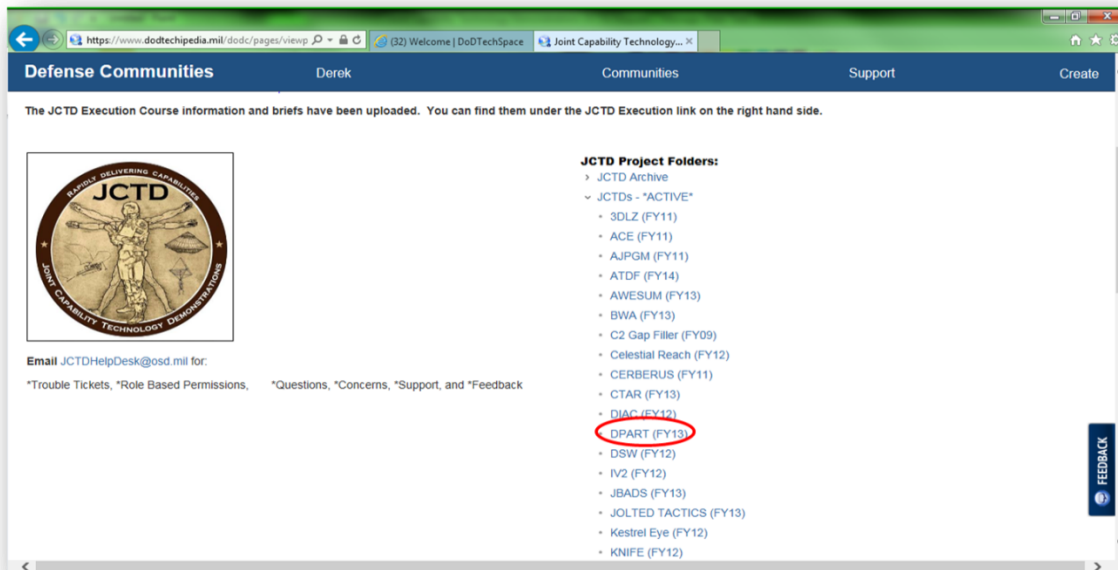
**\*Users will be granted “View” access only, unless JCTD Sponsor requires them to have greater permissions\***



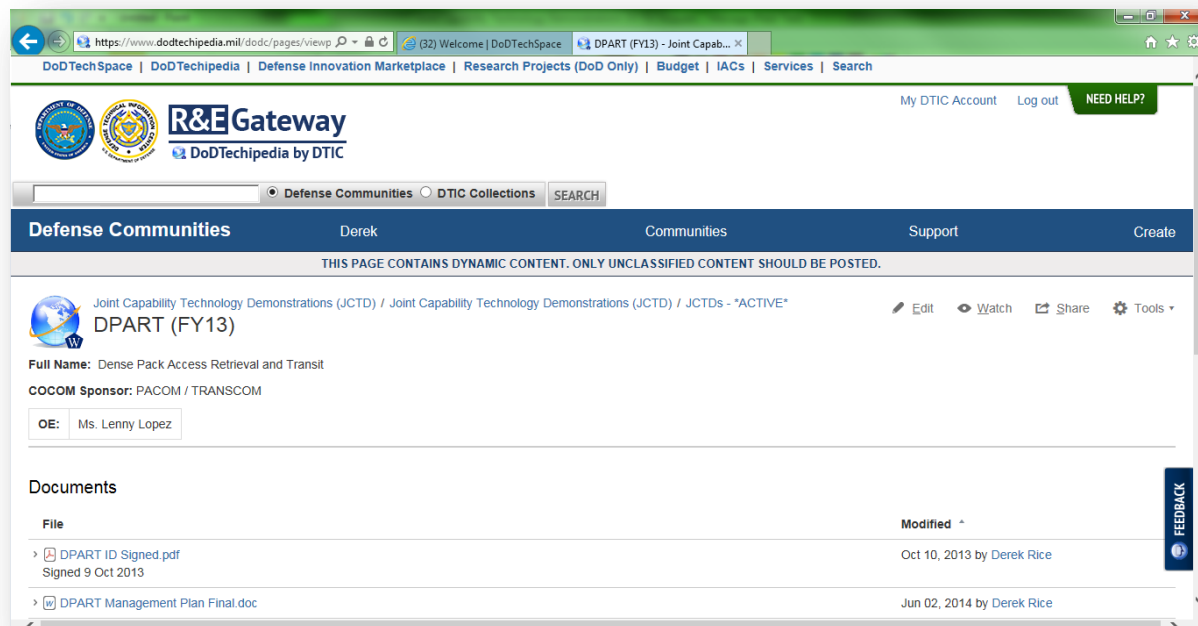
## Uploading documents within the JCTD Techipedia site (permissions granted through your JCTD Sponsor):

### Single File Method – Quick Method

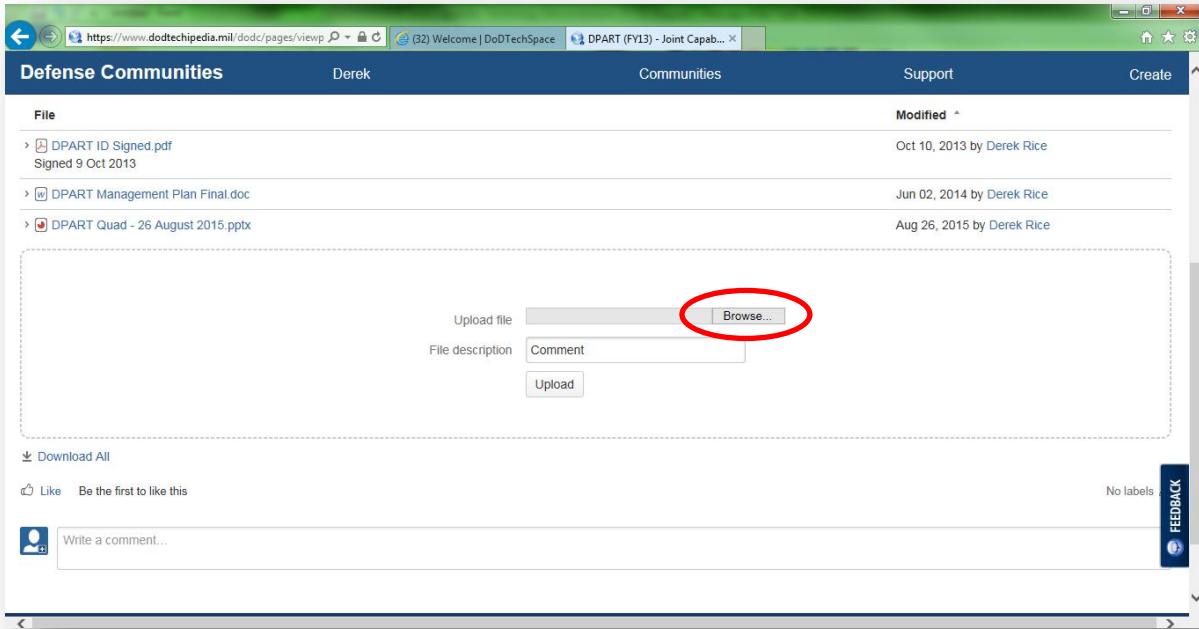
- 1) Go to <https://www.dtic.mil/dtic> and select **Defense Communities**
- 2) Select **Joint Capability Technology Demonstration (JCTD)**
- 3) Browse to your JCTD of interest (example: DPART)



- 4) Selecting your JCTD of choice will bring you to the following page:
  - a. Page displays the Oversight Executive, COCOM in support of the JCTD, and any key documents that have been uploaded



- 5) Scroll down to select **Browse**
- 6) Upload desired file into Techipeida



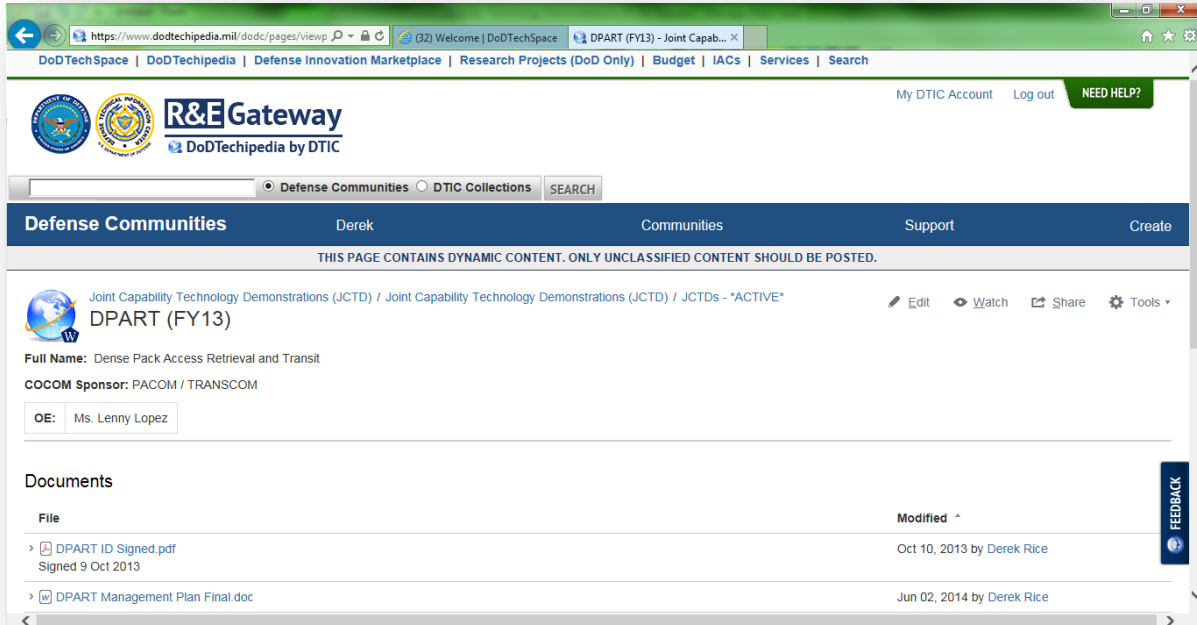
The aforementioned method is the quick way to upload files within Techipeida. The following section will describe the method users can use to upload multiple files at time.



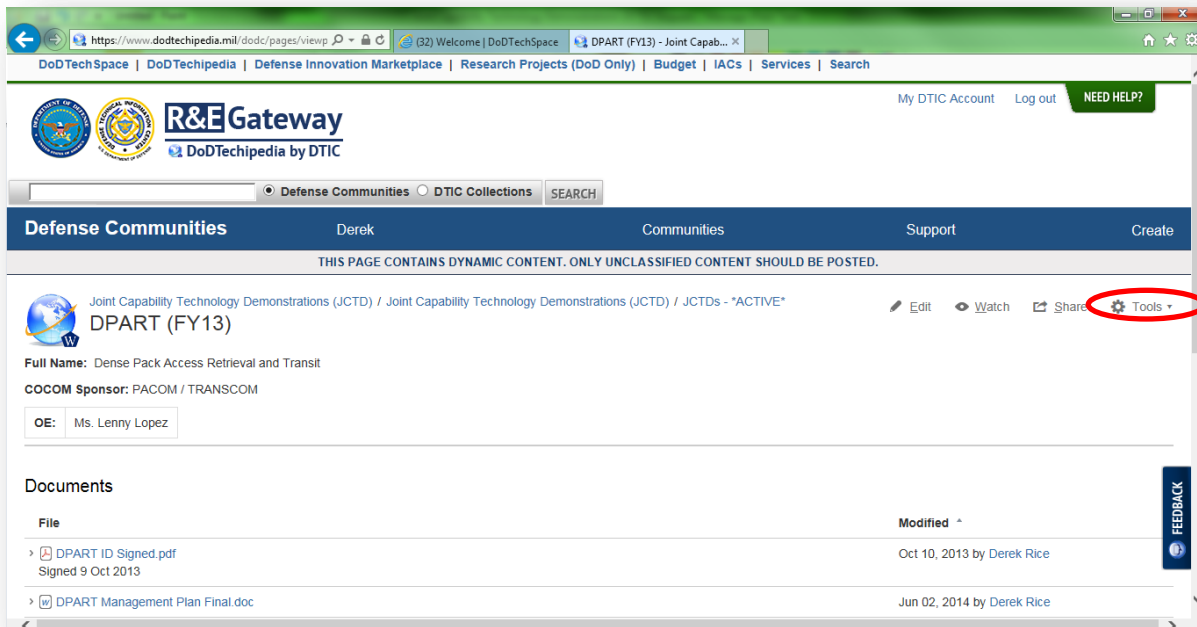
## Uploading multiple documents within the JCTD Techipedia site (permissions granted through your JCTD Sponsor):

### Multiple File Method

- 1) Selecting your JCTD of choice will bring you to the following page:
  - a. Page displays the Oversight Executive, COCOM in support of the JCTD, and any key documents that have been uploaded



- 2) Click **Tools** and then select **Attachments**



### 3) Select *Attach more files*

The screenshot shows a web browser window with the URL <https://www.dodtechpedia.mil/dodc/pages/viewp>. The page title is "Attachments" and it is part of the "Defense Communities" site. The user is logged in as "Derek". The page displays a table of attachments:

Name	Size	Creator	Creation Date	Labels	Comment
> DPART Quad - 26 August 2015.pptx	294 kB	Derek Rice	Aug 26, 2015 10:36	No labels	
> DPART Management Plan Final.doc	3.22 MB	Derek Rice	Jun 02, 2014 11:50	No labels	
> DPART ID Signed.pdf	4.71 MB	Derek Rice	Oct 10, 2013 14:13	No labels	Signed 9 Oct 2013

Below the table is a "Download All" link. The "Attach File" section contains an "Upload file" field with a "Browse..." button, a "Comment" text area, and an "Attach" button. A red circle highlights the "Attach more files" link located below the comment field. A "FEEDBACK" button is visible on the right side of the page.

THIS PAGE CONTAINS DYNAMIC CONTENT. ONLY UNCLASSIFIED CONTENT SHOULD BE POSTED.  
Defense Technical Information Center

### 4) Selecting *Attach more files* presents users with the following screen

- a. Techipedia provides a column of 25 upload file prompts to the user

The screenshot shows the "Attach File" section of the interface. It displays a column of 25 upload file prompts, each consisting of an "Upload file" field with a "Browse..." button and a "Comment" text area. The prompts are arranged vertically, allowing users to upload multiple files simultaneously. A "FEEDBACK" button is visible on the right side of the page.

- 5) Select **Browse** and select desired file to be upload
- 6) Once all files are selected, scroll to the bottom of the page and select **Attach**

