Joint Capability Technology Demonstration

JCTD TECHIPEDIA USER GUIDE

7 January 2016
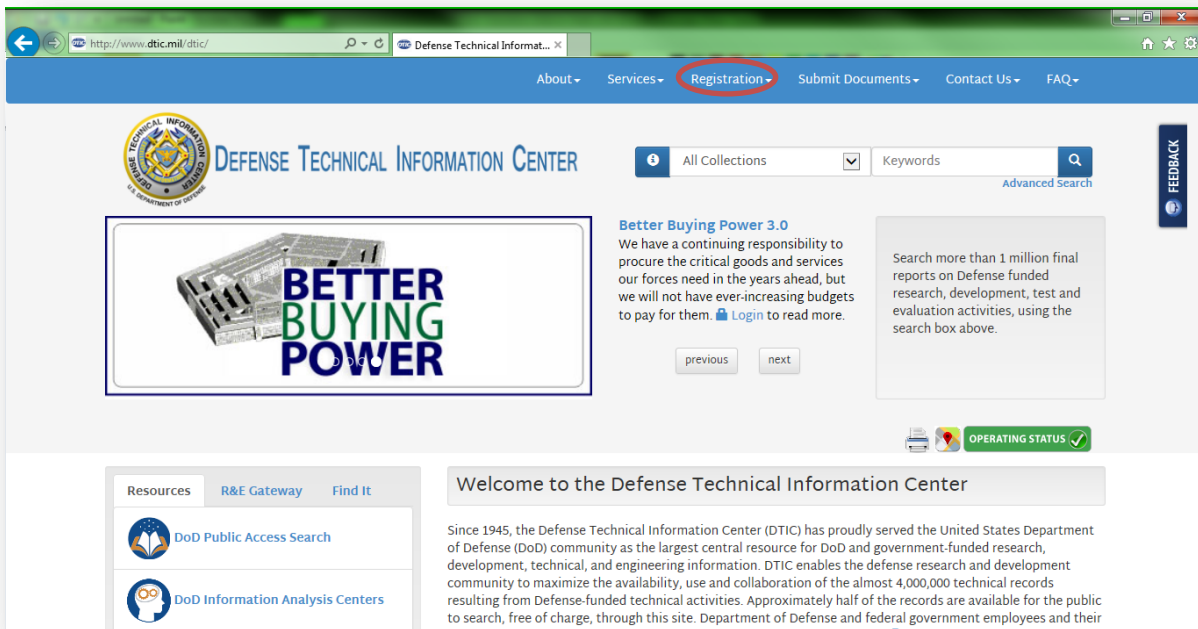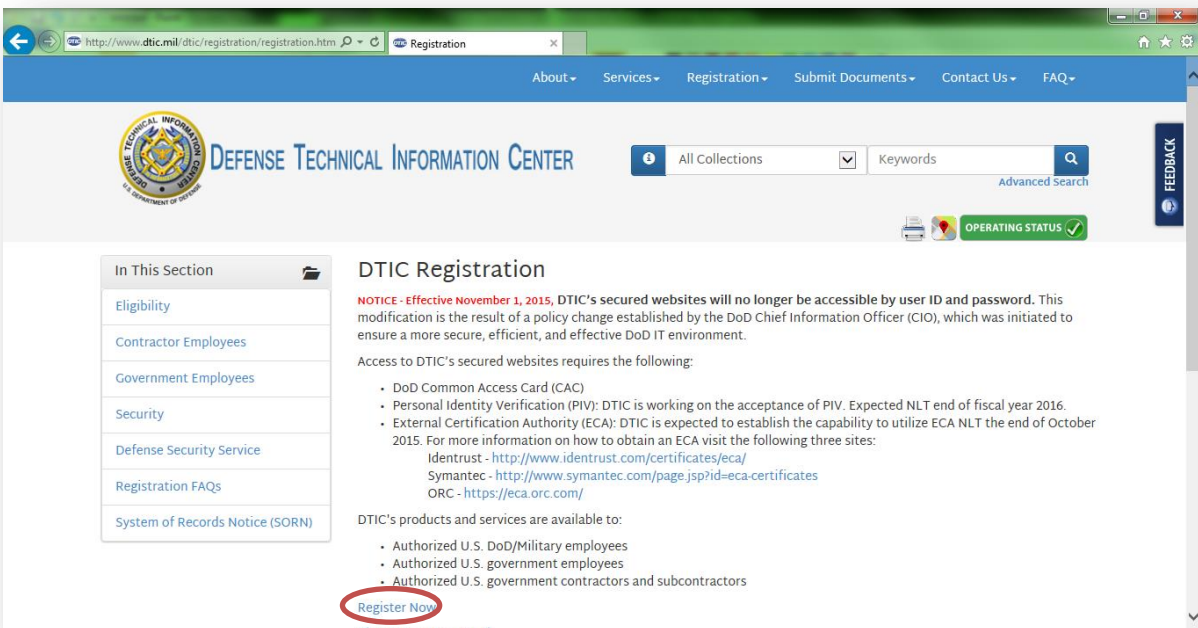
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For best results, please ensure to use Internet Explorer as your web browser. You must have a DoD Common Access Card (CAC) to request an account as the JCTD Techipedia page and its contents are CAC protected.
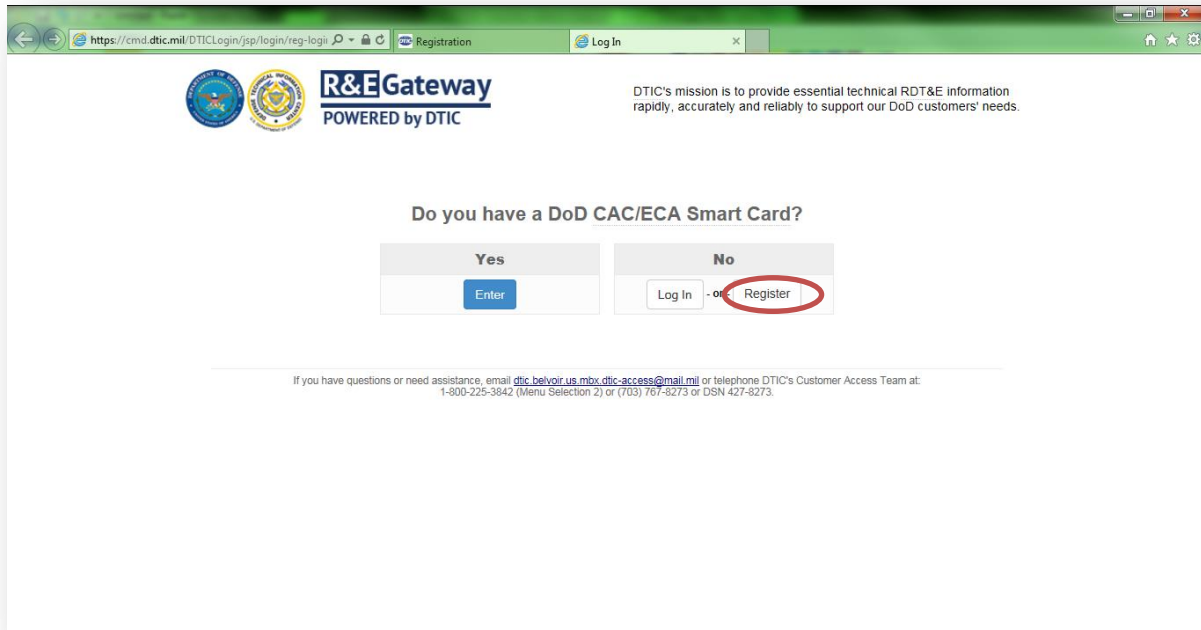
Registering for an Account:

1) Go to *https://www.dtic.mil/dtic*

2) Click on *Registration*
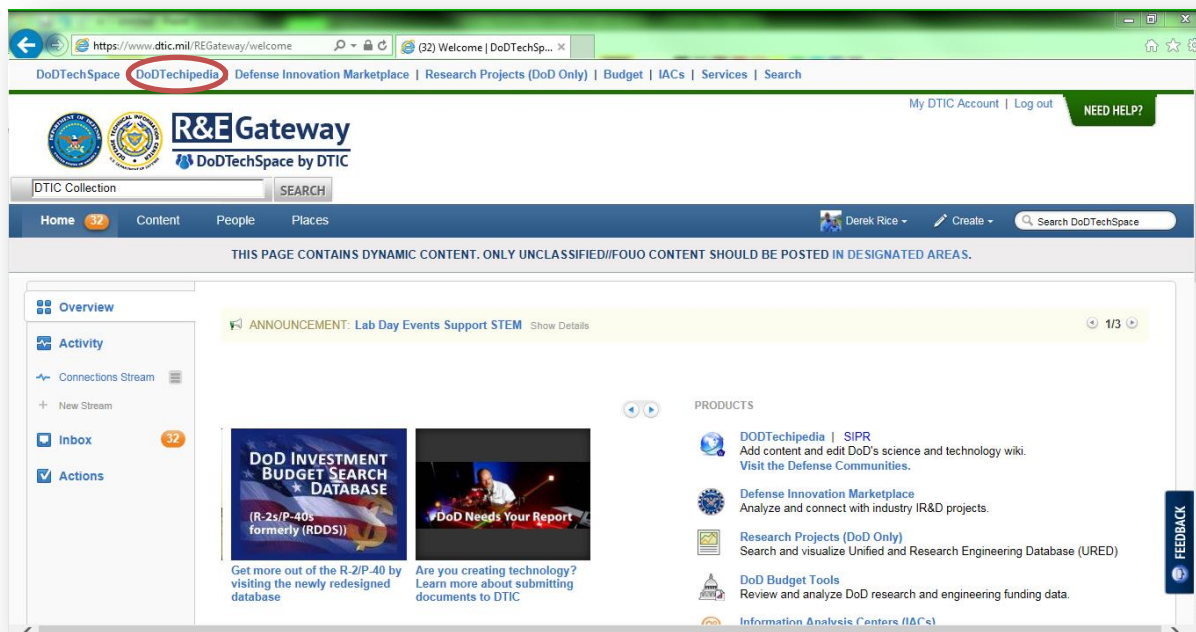

3) Click on *Register Now*

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***

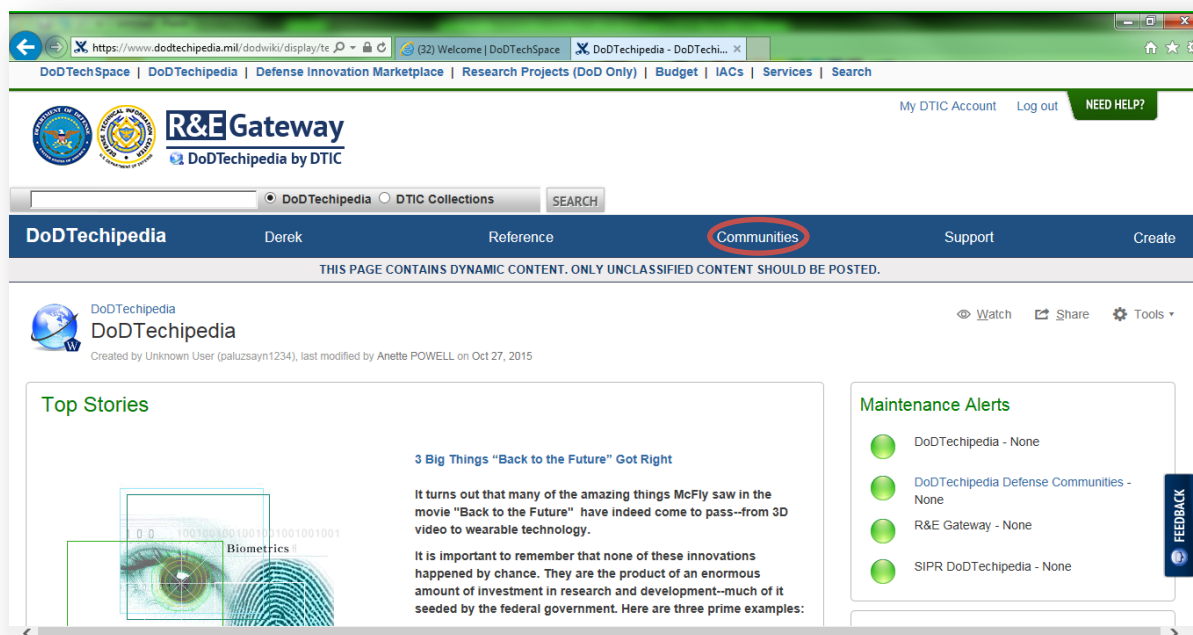   **-** Otherwise, select ***Register*** (follow the instructions)

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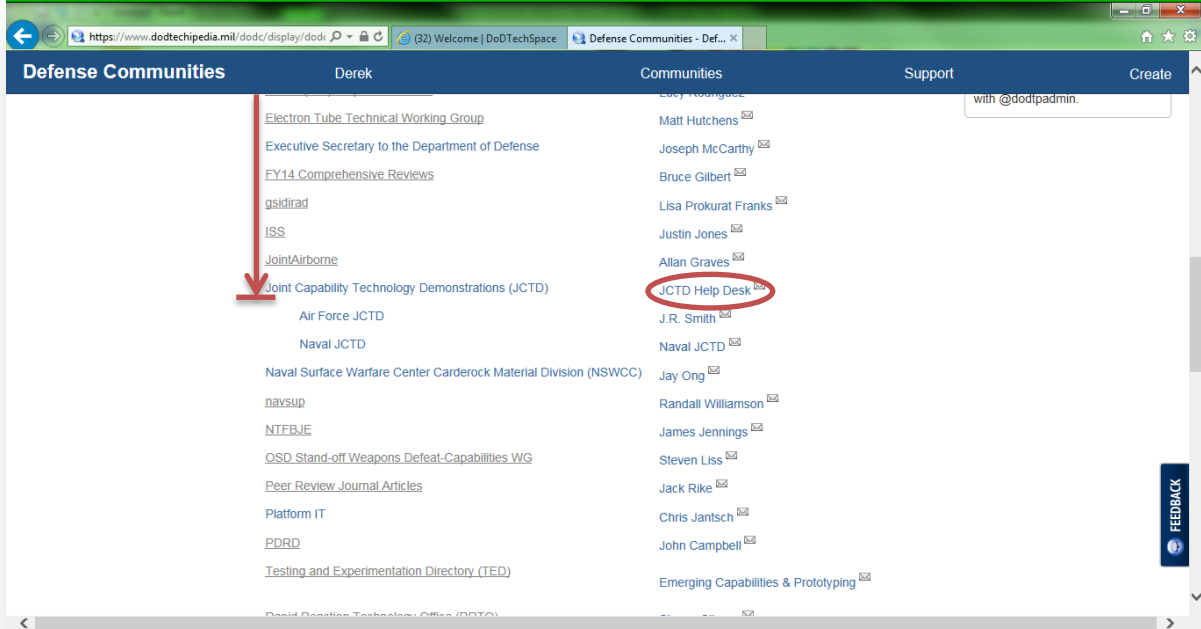(after you have successfully registered for a DTIC account)**:**

1) Go to *https://www.dtic.mil/dtic*
2) Click on *DoDTechipedia*

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

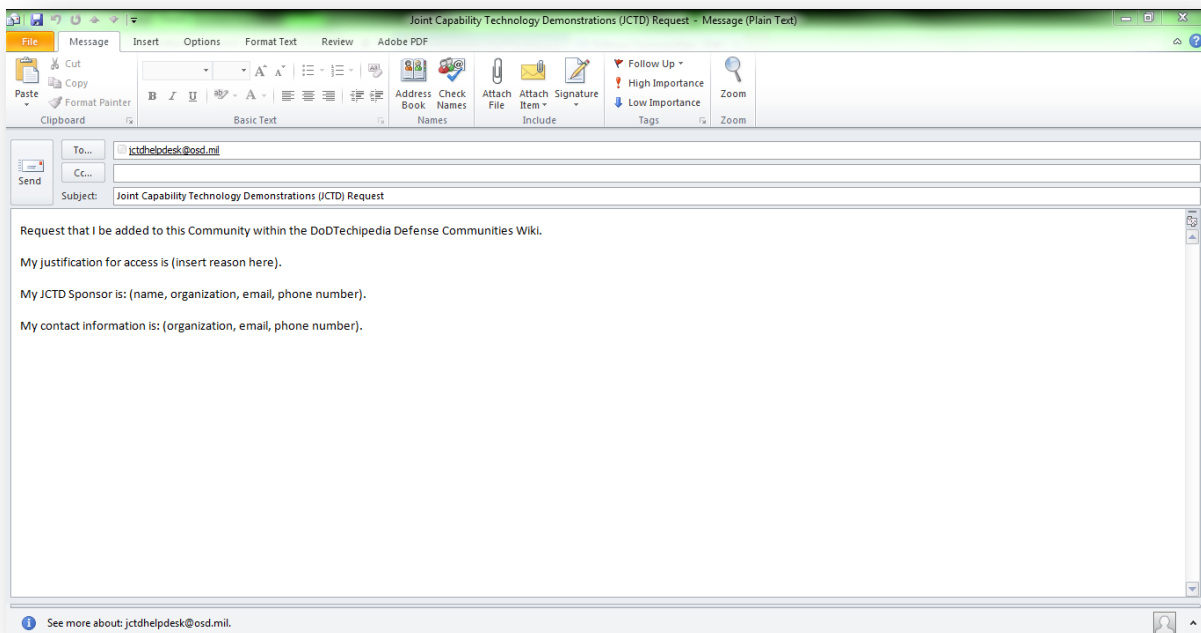4) Scroll down to *Joint Capability Technology Demonstration (JCTD)* and click *JCTD Help Desk*

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

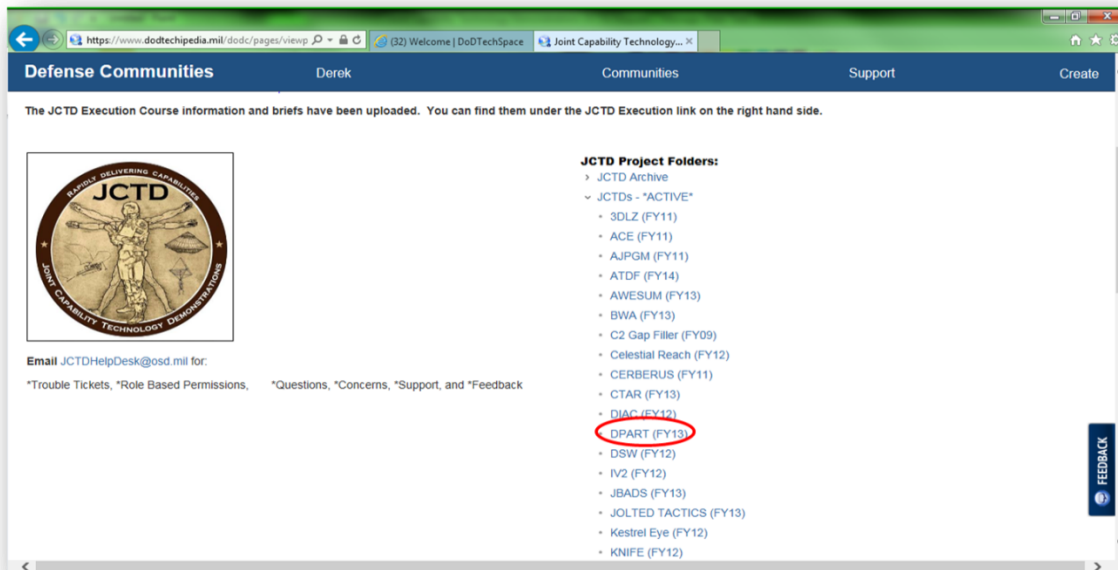6) You will receive an email reply when your access has been granted to the JCTD Community Space. ***Users will be granted "View" access only, unless JCTD Sponsor requires them to have greater permissions***
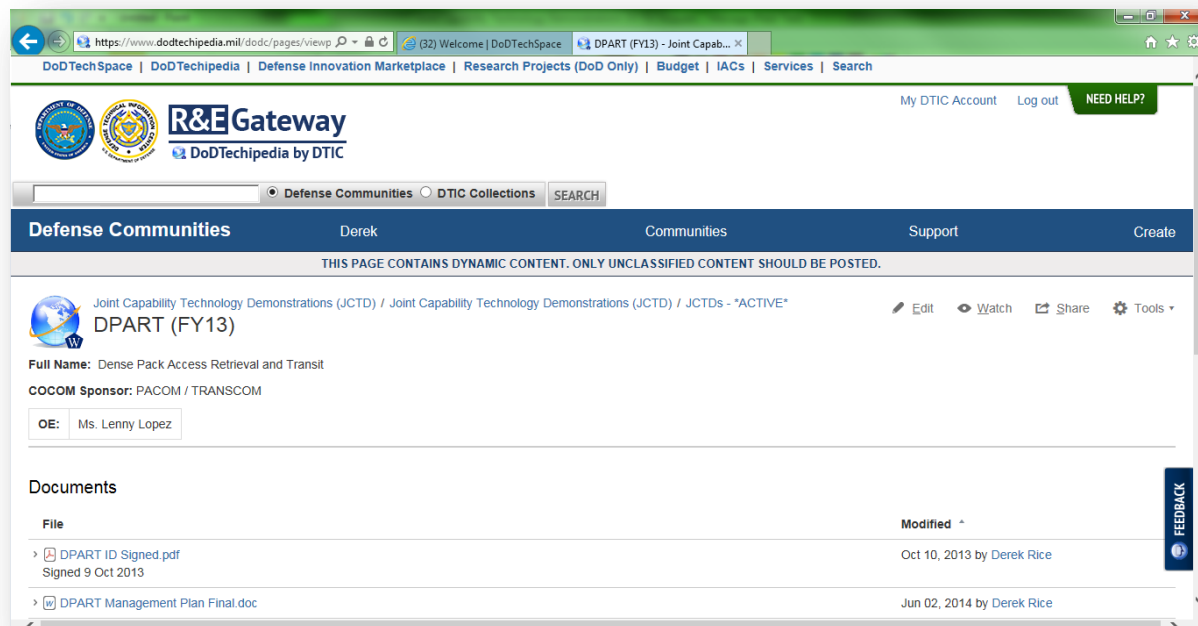
Uploading documents within the JCTD Techipedia site
(permissions granted through your JCTD Sponsor):

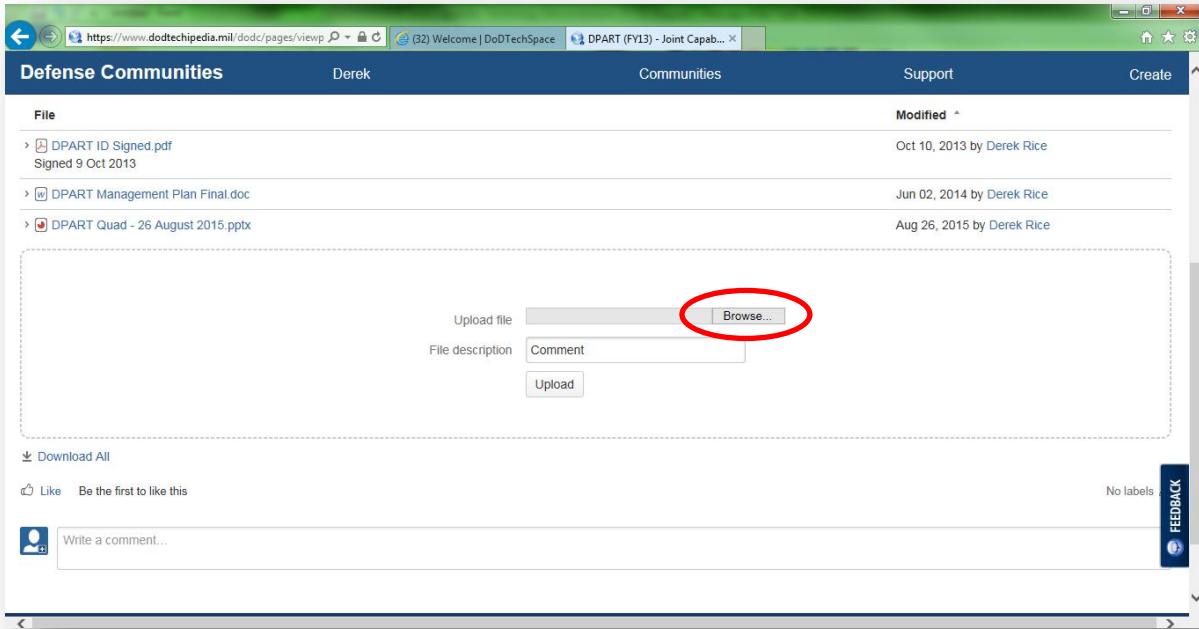### Single File Method – Quick Method

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*
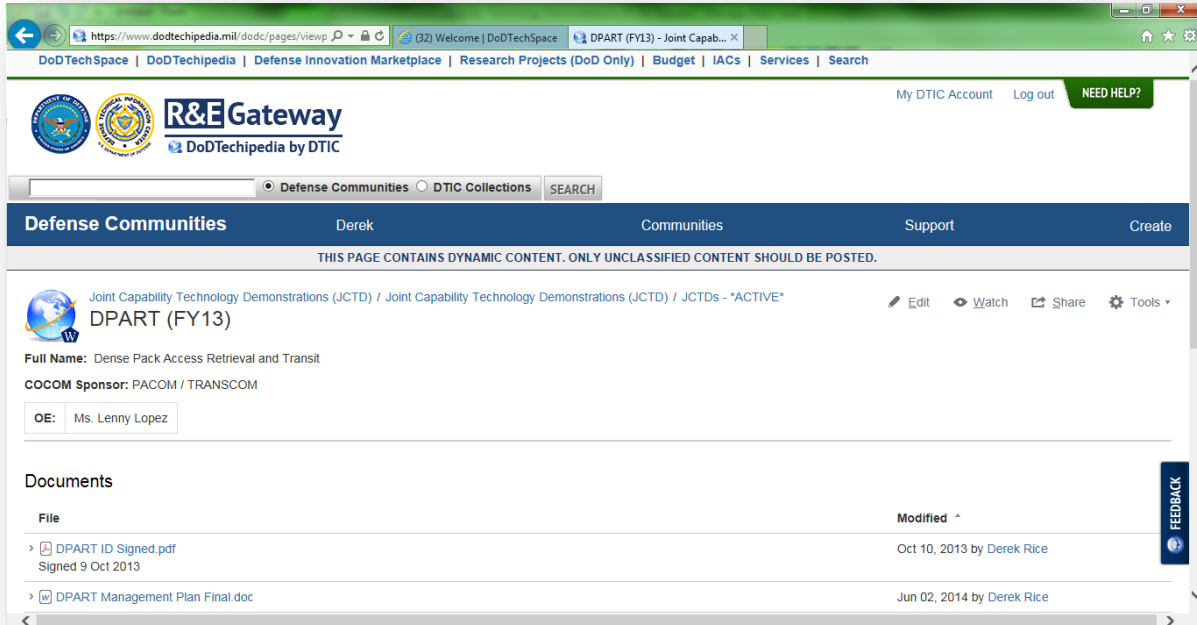6) Upload desired file into Techipeida

The aforementioned method is the quick way to upload files within Techipedia. The following section will describe the method users can use to upload multiple files at time.
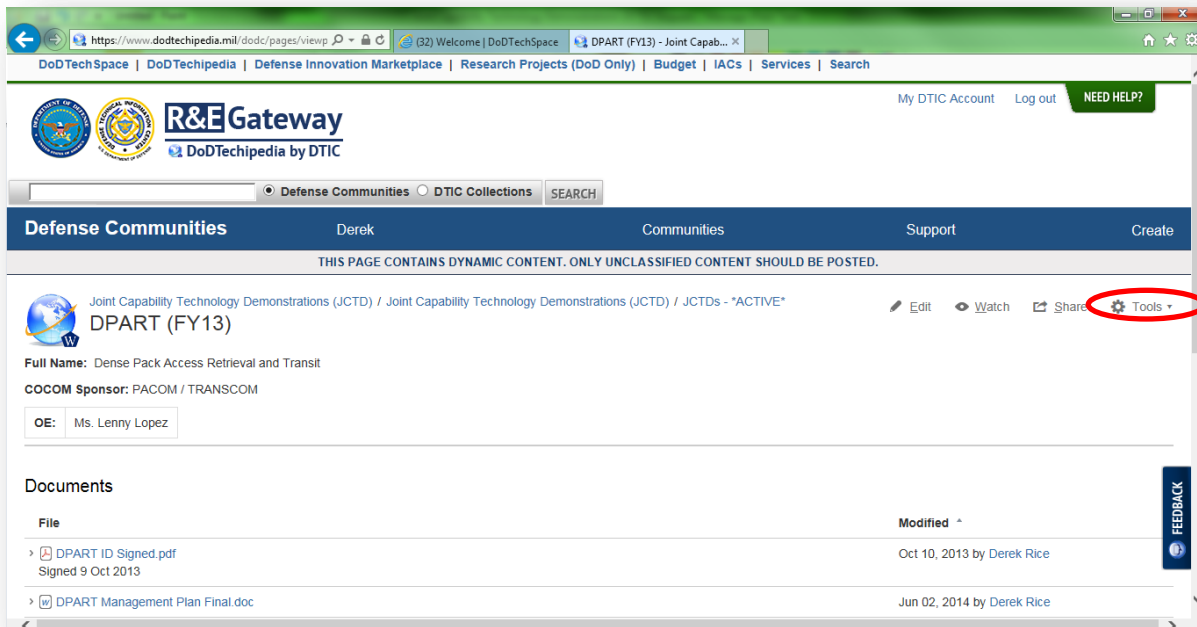
Uploading multiple documents within the JCTD Techipedia site
(permissions granted through your JCTD Sponsor)**:**

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*

4) Selecting *Attach more files* presents users with the following screen
   a. Techipedia provides a column of 25 upload file prompts to the user

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*