

My Training Hub



Visual Style Guide

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Introduction to the Logo

The visual identity is the outward expression of My Training Hub. It uniquely and distinctively sets it apart from other organizations. The logo is the primary element of that identity. However, other components play an important role in establishing the My Training Hub visual style.

The artwork, combined with BlackJack and Avenir Heavy, is the official My Training Hub logo.

Proper use of the logo and how it is combined with other graphic elements is described on the following pages.





Safe Area and Size

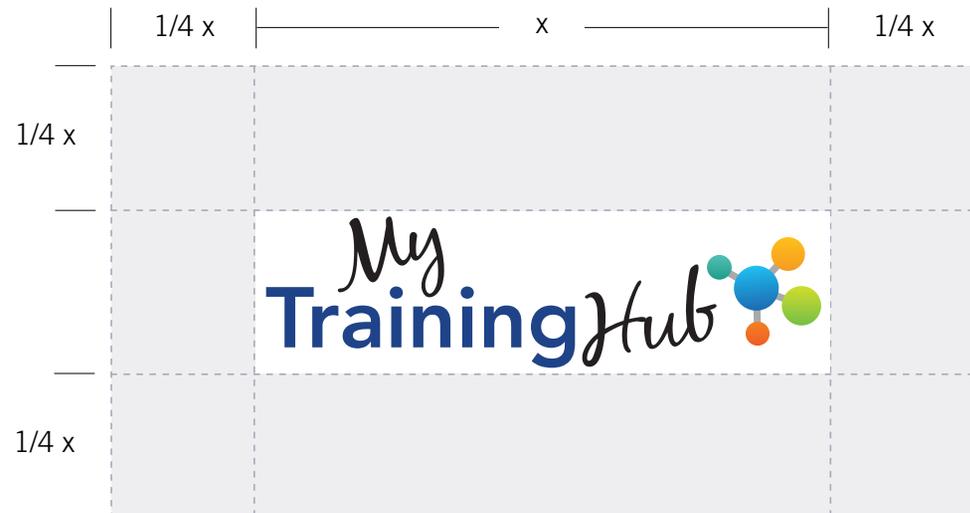
A safe area around the logo will ensure visibility and impact. As illustrated, the minimum safe area measures 1/4 width of logo.

x = width of logo
 $1/4 x$ = safe area

Use the safe area between the logo and other graphic elements such as type, images and other logos to ensure it retains a strong presence wherever it appears. Where possible, allow even more space around the logo.

The minimum acceptable dimension is 100 pixels wide at 72 pixels per inch.

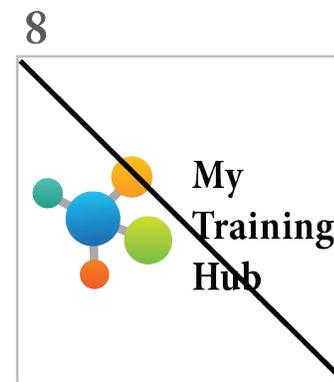
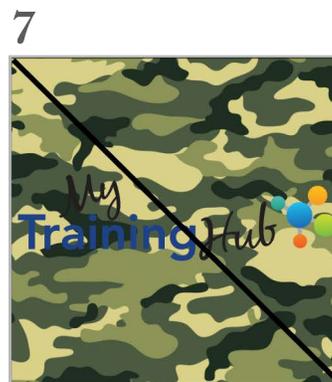
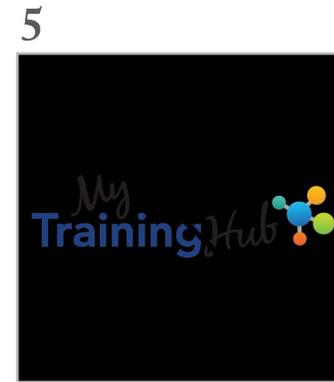
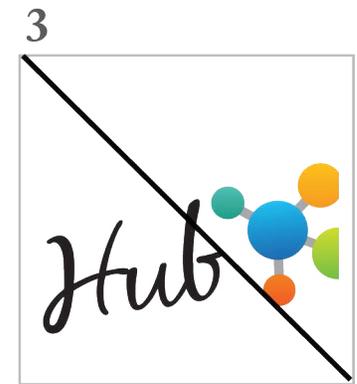
Minimum = 100 pixels wide
at 72 pixels per inch



Incorrect Usage

Incorrect use of the My Training Hub logo can compromise its integrity and effectiveness. To ensure accurate and consistent reproduction of the logo, always use the approved digital artwork. Never alter, add to or recreate the logo.

1. Do not reconfigure or change the size and placement of the logo.
2. Do not stretch or squeeze the logo to distort proportions.
3. Do not crop the logo or remove the logo text.
4. Do not change the logo colors.
5. Do not place the logo on a black background or one that would clash with the colors of the logo. Instead, use the "white text" version.
6. Do not place the logo on a neon background or one that would clash with the colors of the logo.
7. Do not place the logo on a busy photograph or background.
8. Do not recreate elements of the logo.



Color Palette

The primary My Training Hub color palette consists of dark blue, blue and teal. Secondary accents consist of lighter blue, yellow and gray.

The My Training Hub colors are equivalent to the Pantone® numbers listed here. For four-color process printing, use the Cyan-Magenta-Yellow-Black — CMYK — values. For on-screen applications such as video or broadcasts, use the Red-Green-Blue — RGB — values. For web applications, refer to the hexadecimal — HEX — values associated with each color.

Pantone 294 C
C100 M86 Y29 K22
R0 G46 B109
HEX 002E6C

Pantone 285 C
C91 M63 Y3 K0
R24 G100 B171
HEX 1864AB

Pantone 3265 C
C77 M7 Y41 K0
R0 G173 B166
HEX 00ADA6

Pantone 306 C
C72 M9 Y3 K1
R0 G174 B221
HEX 00AEDD

Pantone 123 C
C0 M26 Y97 K1
R254 G192 B26
HEX FEC01A

Pantone Cool Gray 1 C
C13 M9 Y7 K0
R219 G221 B225
HEX DBDDE1

Typography

The My Training Hub brand uses two primary typefaces. They are Avenir and Myriad Pro.

When Avenir is not available, Gotham should be used. When Myriad is not available, Arial should be used.

When developing web-related products, the primary fonts that should be used are Avenir and Myriad Pro. These fonts should be used for headers, subheaders and content.

Avenir Light
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890&.,;:\$%!?(*)

Avenir Book
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890&.,;:\$%!?(*)

Avenir Medium
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890&.,;:\$%!?(*)

Avenir Oblique
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890&.,;:\$%!?()*

Avenir Black
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890&.,;:\$%!?(*)

Myriad Pro Regular
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890&.,;:\$%!?(*)

Myriad Pro Italic
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890&.,;:\$%!?()*

Myriad Pro Semibold
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890&.,;:\$%!?(*)

Myriad Pro Semibold
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890&.,;:\$%!?()*

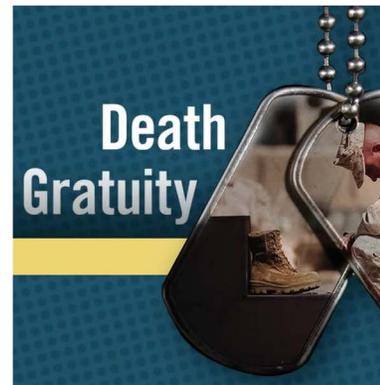
Myriad Pro Bold
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890&.,;:\$%!?(*)

Myriad Pro Bold
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890&.,;:\$%!?()*

Tone and Style of Photography

A significant feature of My Training Hub is the use of course imagery pulled from individual trainings combined with authentic military imagery.

To engage users, the images should supplement the training content and should compliment the learning experience. Specific word associations may include: educational, user friendly, customized, convenient, self-paced, patriotic, welcoming, friendly, clean, simple, trusted and innovative.



Print Examples

My Training Hub Getting Started Quick Reference Guide

- Step 1 - Access My Training Hub**
 - Open your Web browser and type <https://myhub.militaryonesource.mil> in the URL address bar. Or
 - Go to the Military OneSource website at <http://www.militaryonesource.mil>. Scroll to the bottom of the page and click on the My Training Hub icon under the "Looking for this?" header.
- Step 2 - Create a new account**
 - Click the Get Started button.
 - When the DoD Notice and Consent page displays, click I have read and understand the statement and I agree to comply with all applicable regulations concerning use of the information from this website.
 - Click the Proceed to Login button.
- Step 3 - Register a new account**

When the Welcome page displays, click the Register Now button. Complete the one-time registration page and click the Register button at the bottom of the page when you are finished.
- Step 4 - Log in to My Training Hub**

From the Welcome page, type the same email and password you entered during the registration process and click the LOGIN button.
- Step 5 - Create a user profile**

Complete the required fields (both the red asterisks) and then click the Save and Continue button. This creates your account.
- Step 6 - Locate, enroll and launch a course**

To find a course once the Course Catalog window displays, you can either:

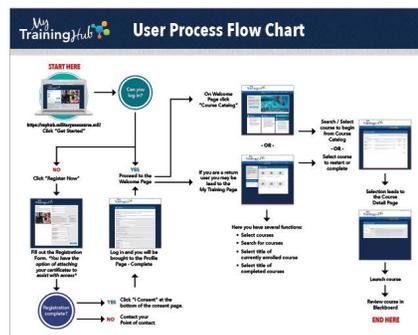
 - Type the name of a course in the Search Catalog box and click the magnifying glass icon. The search results will display in a Course/Results table.
 - Click the Enroll link listed in the Actions column for the course you want to take. The course catalog page will refresh.

Click the Launch Course link now displayed in the Actions column for your course. The Course Home page will display.

Click the course name to start the course.

OR

 - Scroll down the Course Catalog page to view the available course offerings.
 - Click the Enroll link listed in the Actions column for the course you want to take. The Course Catalog page will refresh.
 - Click the Launch Course link now displayed in the Actions column for your course. The Course Home page will display.
 - Click the course name to start the course.
- Step 7 - View and print Certificate of Completion**
 - Once you have completed your course, click the red X in the top, right corner of the browser displaying your course.
 - Click My Training on the menu bar. This page will show you the courses you are currently enrolled in, as well as those you have completed.
 - Click the Get Certificate button displayed under the course you completed.
 - If you are using Internet Explorer, a bar at the bottom of the screen will give you the option to open, save or cancel.
 - If you are using Firefox, a small window will open and give you the option to open, save or cancel.
 - Once the Certificate of Completion is displayed, you can immediately print it on a printer of your choice, or you can click the PRINT FRIENDLY VIEW (PDF) link to open the certificate in Adobe Acrobat and save it to your computer.
 - Print or save your certificate and then close the certificate of completion window.

My Training Hub High quality training, customized for our military community.

Audience
Trainings are designed for the military community and those who support it.

Purpose
My Training Hub provides access to online training at any time.

Features
My Training Hub offers exceptional flexibility. Users can take courses at their own pace, at a time and place convenient for them.

Benefits
My Training Hub can consolidate eLearning courses, eTutorials, training videos and externally created courses into one central location. The system provides for multi-organization collaboration and interaction.

Access Options
Accessing and using My Training Hub is simple and intuitive. Users have the option to log in using a Common Access Card or an email address and password.

Reporting
Monthly and quarterly data will track the number of users and the average time each user spends on a course.

Trainings
My Training Hub currently hosts several training courses, and many more will be added soon. The new eSAT, for example, helps guide military sponsors as they assist service members during a move.



Screenshot courtesy of 6/1/2015

<https://myhub.militaryonesource.mil/>

Screen Examples

