



DEFENSE TRAVEL MANAGEMENT OFFICE

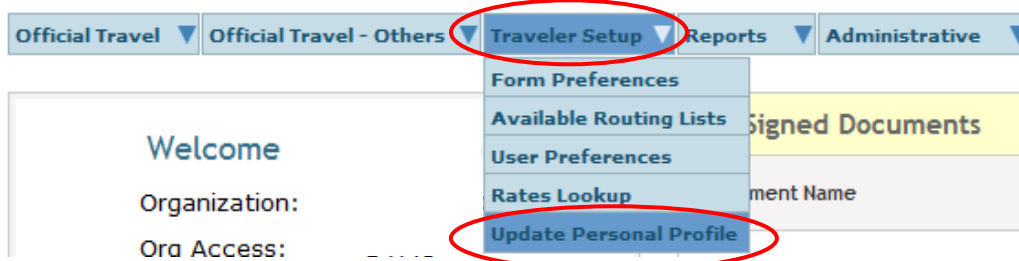
Enter Your DoD ID Number and Update Your Profile

I. Steps

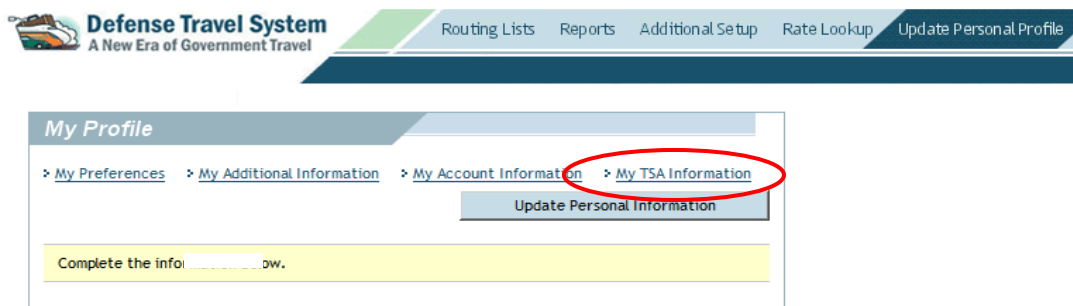
1. Find your DoD ID number, a 10-digit number that should be on the back of your Common Access Card (CAC). It is **NOT** your Social Security Number (SSN). If your CAC displays your SSN, you can find your DoD ID number by signing in to the milConnect website (<https://www.dmdc.osd.mil/milconnect>) and selecting "My Profile".



2. To update your DTS profile, log in to DTS (www.defensetravel.osd.mil) and select *Traveler Setup* > *Update Personal Profile* from the tabs at the top of the DTS Welcome screen.



3. Then, select *My TSA Information* from the profile update from the links at the top.



- 4. Enter your DoD ID number in the Known Traveler Field and select *Update Personal Profile* (see Figure 2). This will save your DoD ID number to your profile so that it will always be included in future reservations.

Defense Travel System
A New Era of Government Travel

Routing Lists Reports Additional Setup Rate Lookup Update Personal Profile

My TSA Information

> My Profile > My Additional Information > My Preferences > My Account Information

Update Personal Information

TSA Secure Flight Information

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Web site at www.tsa.gov.

Please enter the information below to EXACTLY match the state or government issued identification card/document the traveler will be using at airport security. When entering last name, do not include suffixes (e.g., Jr.).

Update Information: This information will be saved to traveler's personal data.

* Last Name: Doe

* First Name: John

Middle Name:

Check if no Middle Name

* DOB: (MM/dd/YYYY) 11/07/1949

* Gender: M F

Redress Number:

Known Traveler Number: 123456789

Changes to the traveler identification information will NOT be updated for previously booked reservations for this trip. If your TSA secure flight identification information needs to be changed for previously booked reservations, please contact your CTO directly.

Update Personal Information

- 5. Additionally, DTS will prompt you to verify your TSA Secure Flight information each time you add an airline reservation to your authorization (see figure below). To save your DoD ID number in your personal profile, enter your DoD ID number in the Known Traveler Field and check the box that says "Save changes to permanent traveler information". Then, select *Save TSA Information*.

Travel/Ticket Identification Information

TSA Secure Flight Information

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Please enter the information below to EXACTLY match the state or government issued identification card/document the traveler will be using at airport security. When entering last name, do not include suffixes (e.g., Jr.).

* Last Name: Dillon-Williams

* First Name: Aimee

Middle Name:

* DOB: (MM/dd/YYYY):

* Gender: M F

Redress Number:

Known Traveler Number:

Save changes to permanent traveler information

Save TSA Information