



Information Paper: Accessing “Travel Card Program” Training

Introduction

The DTMO-sponsored Travel Card Program course covers the basics about the Government Travel Charge Card (GTCC) program. The course provides information on obtaining, using, and paying balances on the GTCC, and is mandatory for all persons who have one. The course is approximately 75 minutes in duration.

Access and Login

To access the course, navigate to Passport at <https://www.defensetravel.dod.mil/passport> (Figure 1). You will need to have a user account to login to Passport. If you do not have an account, you may create one by selecting the **Register** button, complete then submit the form.



Figure 1: DTMO Passport Account Login

Trax

The DoD Travel Explorer Home page displays (Figure 2). Navigate to the Training courses by selecting the **Training** icon.

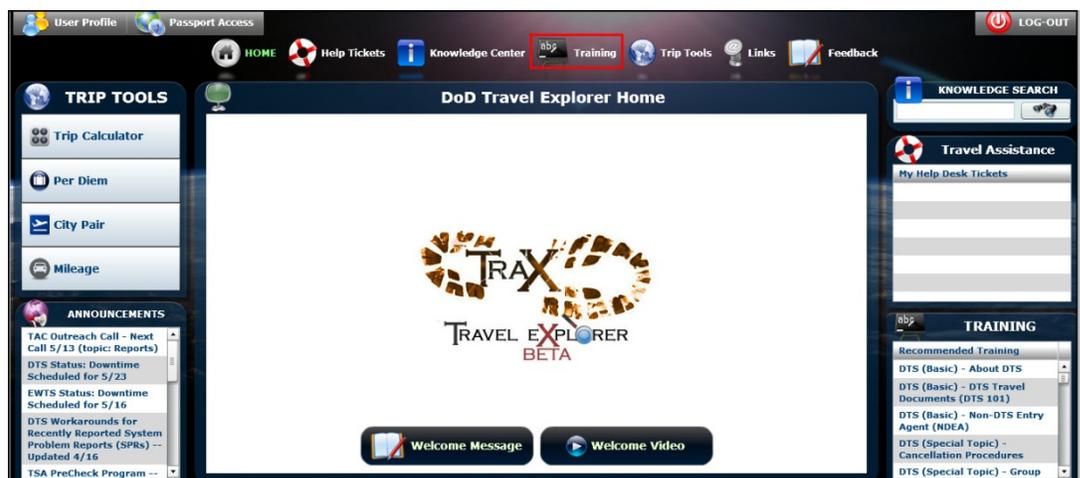


Figure 2: DoD Travel Explorer Home Page



The Training section of TraX lists courses that support your role (Figure 3). To see the Travel Card course in the list of available classes, you will need to complete the **My Roles** tab.



Figure 3: TraX Training Section

Place a check in the box next to **I am a DoD Traveler and/or I use DTS** or in the box next to **I have a Travel Card**. After selecting the applicable roles, select **View Recommended Training** (Figure 4).

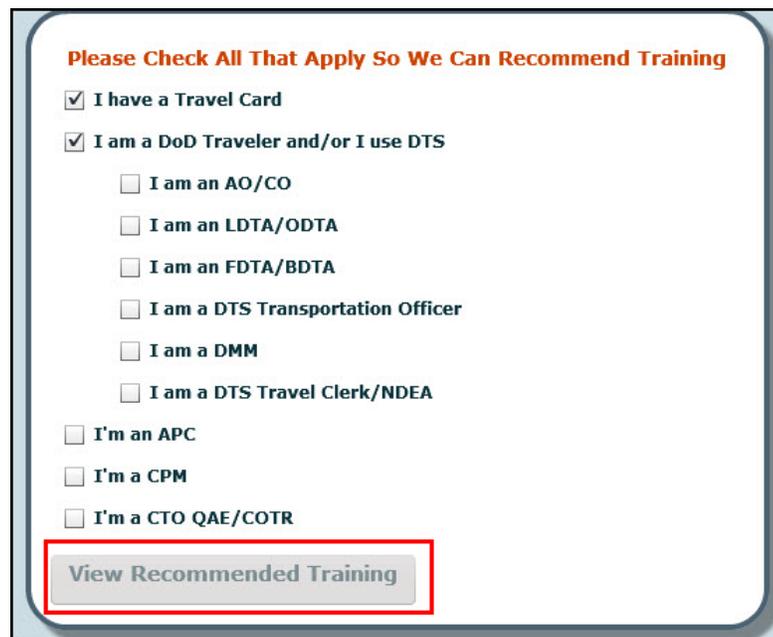


Figure 4: My Roles Section

Launching the Course

The screen returns to the Available/Recommended Training tab, and the Travel Card course displays in the list. (If you still don't see the course on the list, select the "View All" radio button). Start the course by selecting **Launch** to the left of the course titled: **Programs & Policies-Travel Card Program (Travel Card 101) [Mandatory]** (Figure 5).



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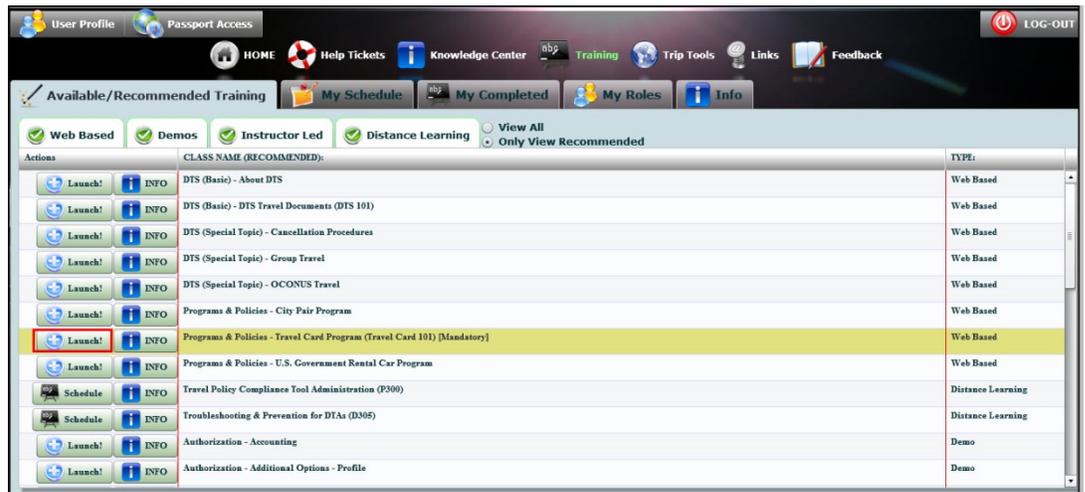


Figure 5: Launch Button

Another browser window opens with a screen providing information about the system requirements for accessing the training. When you have verified that your computer is properly equipped and the settings are properly configured, select **Launch Course** either at the top or the bottom of the window (Figure 6).

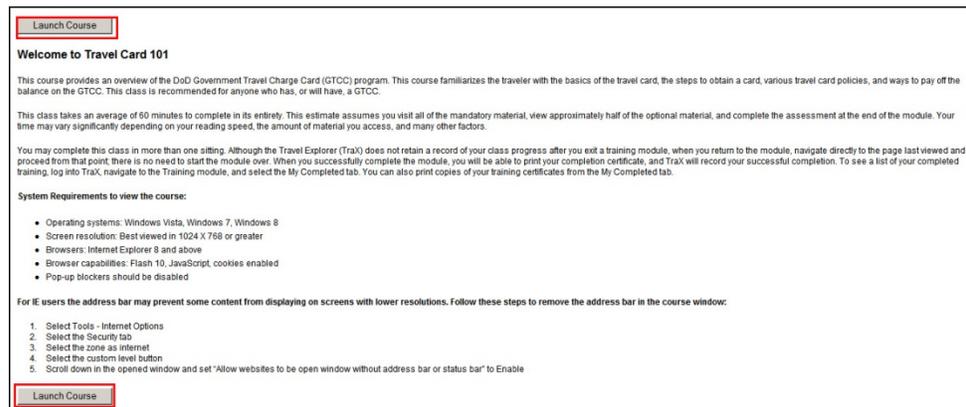


Figure 6: Launch Course

The Launch screen of the Travel Card course appears.