APPENDIX A:  Self-Registration Requests

This appendix provides guidance to Defense Travel Administrators (DTAs) when reviewing self-registration requests and how to view/analyze the Self-Registration Metrics report.

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A.1 Self-Registration Requests

After new users submit their self-registration requests, DTS notifies the DTA by e-mail. You must review and approve the self-registration requests in order for them to log in to DTS.

A.1.1 How to Review Self-Registration Requests

Beginning on the DTS User Welcome screen, follow the below steps to review self-registration requests:

1. Mouse over the Administrative drop-down menu and select Self Registration Admin (Figure A-1).

![Figure A-1: DTS User Welcome Screen](image-url)
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The Self Registration Administration screen opens (Figure A-2).

![Self Registration Administration Screen](image1)

2. Select **BEGIN**.

   The List of User(s) screen opens (Figure A-3). It displays the names of people who have submitted DTS self-registration requests.

![List Of User(s) Screen](image2)

3. Select the **link** next to the name to be reviewed.
The user's profile screen opens (Figure A-4).

4. Review the user's information.

**Note:** The CSA/TTR feature is currently not in use.

5. Scroll down to the editable fields.

6. Make necessary corrections to the Work Information section.
7. Select the **Organization Access** drop-down list and choose the **organization** if the person will have organization access (Figure A-5). Select **(No Org Access)** if the person will not require organization access.

![Figure A-5: Traveler's Profile Screen - Editable Fields](image)

8. Select the **Organization Owner Name** drop-down list and choose the **organization** from the list, if the person will have group access.

9. Select the **Group Name** drop-down list and choose the appropriate **group** from the list.

10. Select the **Permissions** to grant the appropriate permission levels to the person. See *DTA Manual, Chapter 3* for information on permission levels.

11. Select the **Yes** or **No** radio button for **Self-AO Approval**. This indicates whether or not the person can approve their own authorizations.

12. Select the **Exempt** or **Non-Exempt** radio button for **Mandatory Use of GOVCC**. This specifies the default payment method for air transportation.

13. Select the **Default Routing List** drop-down list and choose a default routing list.

14. Select the **Default LOA** drop-down list to choose a default **LOA**.

15. Select the **Yes** or **No** radio button to indicate whether that person's role will be that of a **Non-DTS Entry Agent**.

16. Select **Accept** to add the user's profile to the organization.

   -OR-

   Select **Reject** to return the request to the user for correction. Specify the needed corrections in the **Comments** field. These comments will display in the e-mail rejection notification.
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DTS will send an e-mail to the user to inform them if their self-registration request was accepted or rejected. Users who receive a rejection notification will be instructed to resubmit their request after making the necessary corrections.

For information on updating personal profiles, see DTA Manual, Chapter 7.

A.1.2 Self-Registration Metrics Report

The Self-Registration Metrics Report tracks the length of time that self-registrations remain in a Submitted or Incomplete status.

The Self-Registration Metrics Report displays the following:

- Current Date
- Site Name
- Organization/suborganization
- DTS organization description
- Traveler SSN (last four digits)
- Traveler last name
- Traveler first name
- E-mail address
- Status
- Status age
- Create date
- Submit date

Beginning on the DTS User Welcome screen, follow the below steps to create a Self-Registration Metrics Report:

1. Mouse over the Administrative drop-down menu and select Self Registration Admin (Figure A-1).

The Self Registration Admin screen opens (Figure A-2).

2. Select Report from the navigation bar.

The Self-Registration Metrics Report criteria screen opens (Figure A-6).

![Figure A-6: Self-Registration Metrics Report Criteria Screen](image)
3. Select the **Site Name** drop-down list and choose the **site**.

4. Select the **Organization** drop-down list and choose the **organization**.

5. Place a check in the **Include Sub-Organization** box to include suborganizations in the results.

6. Select **GENERATE REPORT**.

   DTS prompts the DTA to download the compiled report to their computer or view it in a separate window as an Excel spreadsheet.

7. Select **Open** to display the report on the screen (Figure A-7).
   - OR-
     Select **Save** to download the file to the computer.
     - OR-
       Select **Cancel** to cancel the action and return to the previous screen.

   ![Figure A-7: Self-Registration Metrics Report](image)
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