**Introduction**

The DTS (Basic) series includes web-based training (WBT) classes that introduce Defense Travel System (DTS) fundamentals. These WBTs are available for anyone, but are suited for personnel new to the Department of Defense (DoD) and DTS. This training is accessible 24 hours a day, 7 days a week through the Travel Explorer (TraX).

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**Accessing TraX**

To access the classes, go to the Passport portal ([https://www.defensetravel.dod.mil/passport](https://www.defensetravel.dod.mil/passport)) (Figure 1). You must have a user account to log in to Passport. If you do not have one, select the **Register** button. After you complete and submit the form, you will receive an e-mail telling you that your account has been created.

Log in to Passport by entering your e-mail address and password, then select **Password Login**. Once you have completed the initial login process, you may access Passport by selecting **CAC Login** to validate your Common Access Card (CAC).

![DTMO Passport Account Login screen](Figure 1: DTMO Passport Account Login screen)

The Passport Access screen opens, displaying all the Passport-based applications that you can access. If you have access to multiple Passport-based applications, they appear on the Passport Access screen. If you have access to only one application, Passport will skip this step.
Select the boot print icon to access the Travel Explorer (TraX). The DoD Travel Explorer Home page displays (Figure 3). Navigate to the Training section by selecting the Training icon.

The Available/Recommended Training screen, opens by default, and displays classes that support your role (Figure 4) that you have taken and completed. In order to view the DTS (Basic) classes, you must have Traveler and/or User of DTS selected on the My Roles tab. To check the roles, select the My Roles tab.
On the My Roles screen, select all roles that apply to you. The minimum that you should select is I am a DoD Traveler and/or I use DTS. After you have chosen all roles that apply, select View Recommended Training (Figure 5).

The screen returns to the Available/Recommended Training screen. The DTS (Basic) classes display in the list. Start a class by selecting Launch to the left any course (Figure 6).
A browser window will open with a Welcome screen providing information about the system requirements needed to access the training. When you have verified that your computer is properly equipped and the settings are configured correctly, select Launch Course (Figure 7).

The first screen of the selected course will display (Figure 8).