



Defense Travel Management Office



Distance Learning Training Overview

January 2009



Contents

- Distance Learning Overview
- Course Schedule
 - Travel Explorer (TraX)
 - DTMO Website
- Pre-Participation Checklist
- Attending Training
- Helpful Hints



Overview

- DTMO offers over 20 unique DTS Distance Learning courses
- Complete schedule found on *Travel Explorer* (TraX) and on the DTMO website
- Courses delivered via; DISA E-Collaboration platform (E-Collabcenter)
- Courses delivered through web conferencing
 - Allows for interaction between participants
 - Live instructor



Course Schedule: Travel Explorer (TraX)

PASSPORT PROFILE Passport Applications LOG-OUT

HOME Tickets Knowledge Centre **Training** Trip Tools Links Beta Feedback

TRIP TOOLS

Air Rail Car

Lodging

Maps

Trip Calculator

Location Report

ANNOUNCEMENTS

Airline Fees for Travelers

ALERT! - USE YOUR NEW TRAVEL CARD ISSUED BY CITI

Functional Requirements Documents (FRDs) Now Available

DTS Weekly Outreach Call Details - January 6, 2009 - CANCELLED

Recent DTS Software Releases

Fiscal Year Crossover and Partner Systems - As of 10/6/2008

New Training Courses for Travelers and Defense Travel Administrators

DoD Travel Explorer Home

TRAVEL EXPLORER BETA

KNOWLEDGE SEARCH

Travel Assistance

My Open Tickets

REQUEST TO CLEAN OUT EWTS ORGANIZATION

TRAINING

All Training

CitiDirect - EAS1

CitiDirect - EAS2

CitiDirect - EAS3

City Pair 101

Defense Travel System 101

MEPS - CTU Implementation Training

Welcome Message

**Log on to TraX to view
Distance Learning Course Schedule
www.defensetravel.dod.mil/Passport**



Course Schedule: TraX (continued)

HOME Tickets Knowledge Center Training Trip Tools Links Beta Feedback

Available/Recommended Training My Schedule My Completed My Roles Info

Web Based Demos Instructor Led Distance Learning View All Only View Recommended

Actions	CLASS NAME (RECOMMENDED):	TYPE:
Schedule INFO	Advanced CBA Reconciliation	Distance Learning
Schedule INFO	Cancel A Trip in DTS	Distance Learning
Schedule INFO	CBA Reconciliation Overview	Distance Learning
Schedule INFO	CitiDirect - DoD Travel Shared Reports Overview	Distance Learning
Schedule INFO	CitiDirect - DoD Travel Shared Reports Overview using LiveMeeting	Distance Learning
Schedule INFO	CitiDirect - EAS1	Distance Learning
Schedule INFO	CitiDirect - EAS1 using LiveMeeting	Distance Learning
Schedule INFO	CitiDirect - EAS2	Distance Learning
Schedule INFO	CitiDirect - EAS2 using LiveMeeting	Distance Learning

- A complete schedule can be found by clicking on the *Available/Recommend Training* tab
- Select *View All* to see all available courses



Course Schedule: TraX (continued)

Schedule	INFO	Document Processing - Authorization	Distance Learning	Register	22Jan09	22Jan09	1330	1430
Schedule	INFO	Document Processing - Voucher	Distance Learning	Register	19Feb09	19Feb09	800	900
Schedule	INFO	Document Processing Refresher	Distance Learning					
Schedule	INFO	DTA Maintenance Tool - Groups	Distance Learning					
Schedule	INFO	DTA Maintenance Tool - Organizations	Distance Learning					
Schedule	INFO	DTA Maintenance Tool - Overview	Distance Learning					
Schedule	INFO	DTA Maintenance Tool - People	Distance Learning					
Schedule	INFO	DTA Maintenance Tool- Routing Lists	Distance Learning					
Schedule	INFO	Fiscal Year (FY) Crossover						
Schedule	INFO	GTCC Transition for DTAs						
Schedule	INFO	Itinerary Adjustments						
Schedule	INFO	Lines of Accounting (LOA)/Budget						
Schedule	INFO	OCONUS Travel						
Schedule	INFO	Personal Leave with Official Travel (PLOT)						

- To view information about a course click the *INFO* tab
- To schedule training click *Schedule*
- All available courses will appear on the right
- Click *Register* for confirmation



Course Schedule: DTMO Website

www.defensetravel.dod.mil



- Home
- About the DTMO
- Air
- Car/Truck Programs
- Change Management
- Commercial Travel Office (CTO)
- Defense Travel System (DTS)
 - DTS Support
 - DTS Training Center
 - > Distance Learning
 - How to Use DTS Guides
 - Quick Reference Guides
 - Training Materials
 - Training Resources
 - Travel Tutor

Distance Learning (Webinars)



The DTMO has launched an interactive Distance Learning Program, offering over 20 unique DTS webinars for travelers, Authorizing Officials, Defense Travel Administrators (DTAs), Finance DTAs, instructors, and others.

Courses are available using web conferencing via E-Collaboration* and are presented using a combination of PowerPoint presentations and live demonstrations. All sessions are free and there are no participation limits. Participants can use a secure chat room to communicate with the instructors, and at the end of each session, instructors will host a brief question and answer session using the group chat feature.

To access information and register for courses, log in to [Travel Explorer \(TraX\)](#). If you do not have an account, please [register](#) for a new account first. After logging in, select the Training icon, then select the desired Distance Learning course. After registering for the course in TraX, an email will provide instructions and a link for course access.

For further instructions on accessing training in TraX, [click here](#).

**Participants do not need to register as DTS personnel who are registered E-CollabCenter users. Please refer to the web conference schedule on the E-CollabCenter website to work with the web conference software.*

Distance Learning Resources

Click the following links for more information on Distance Learning.

- [DTMO Web-Conferencing Orientation PowerPoint](#)
- [Technical Requirements](#)
- [Course Descriptions](#)
- [Class Schedule](#)

Click on *Distance Learning* and select *Class Schedule* to view all available courses



Course Schedule: DTMO Website (continued)

DTS DISTANCE LEARNING CLASS SCHEDULE					
CLASS PASSWORD: dtstrain					
CLASS START TIMES: All web conferences open 30 minutes prior to class start times					
ALL CLASS TIMES ARE EASTERN					
DATE	DAY	TIME	CLASS #	CLASS NAME	LENGTH HOURS
JANUARY					
1/6/2009	Tuesday	0900-1000	A-100	Route & Review Introduction	1
1/6/2009	Tuesday	1100-1230	T-105	Doc Processing Refresher	1.5
1/8/2009	Thursday	0900-1030	T-101	Part A - Authorizations	1.5
1/8/2009	Thursday	1130-1300	T-102	Part B - Vouchers	1.5
1/13/2009	Tuesday	0830-1000	F-105	Debt Mgt Monitoring	1.5
1/13/2009	Tuesday	1100-1200	D-205	Enterprise Web Training System (EWTS)	1
1/13/2009	Tuesday	1300-1430	F-100	LOA/Budgets	1.5
1/15/2009	Thursday	0900-1030	T-200	Constructed Travel	1
1/15/2009	Thursday	1200-1300	T-205	Cancel a Trip in DTS	1
1/15/2009	Thursday	1500-1600	P-115	Travel Policy (Basic)	1
1/22/2009	Thursday	0900-1000	T-220	OCONUS Travel	1
1/22/2009	Thursday	1100-1230	T-210	Itinerary Adjustment	1.5
1/22/2009	Thursday	1330-1430	T-215	Personal Leave w Official Travel	1
1/27/2009	Tuesday	1130-1230	D-100	DTA Maintenance Tool - Overview	1
1/27/2009	Tuesday	1400-1500	D-105	DTA Maintenance Tool - Organizations	1
1/27/2009	Tuesday	0900-1030	F-200	CBA Reconciliation Overview	1.5
1/29/2009	Thursday	1130-1230	D-120	DTA Maintenance Tool - People	1
1/29/2009	Thursday	1400-1500	D-115	DTA Maintenance Tool - Routing Lists	1
1/29/2009	Thursday	1600-1700	D-110	DTA Maintenance Tool - Groups	1
FEBRUARY					
2/3/2009	Tuesday	1000-1130	T-101	Part A - Authorizations	1.5
2/3/2009	Tuesday	1230-1400	T-102	Part B - Vouchers	1.5
2/5/2009	Thursday	0800-0930	T-105	Doc Processing Refresher	1.5
2/5/2009	Thursday	1030-1200	A-100	Route & Review Introduction	1
2/5/2009	Thursday	1330-1500	F-205	CBA Recon Application	1.5
2/10/2009	Tuesday	1100-1200	P-115	Travel Policy (Basic)	1
2/10/2009	Tuesday	1330-1430	T-200	Constructed Travel	1
2/10/2009	Tuesday	1530-1700	T-205	Cancellation Procedures	1
2/19/2009	Thursday	1300-1430	T-210	Itinerary Adjustment	1.5
2/19/2009	Thursday	0800-0900	T-215	Personal Leave w Official Travel	1
2/19/2009	Thursday	1030-1130	T-220	OCONUS Travel	1

Review information how to register for Distance Learning courses

Class Identification	
T-100 Classes =	Traveler Basics
T-200 Classes =	Traveler Intermediate
A-100 Classes =	Approving Official
D-100 Classes =	DTA Basics
D-200 Classes =	DTA Advanced
F-100 Classes =	Finance Basics
F-200 Classes =	Finance Advanced
P-100 Classes =	Policy

CLASS REGISTRATION

To register for any distance learning class, log into Travel Explorer (TraX). After you have logged in, select the Training icon.

Locate the distance learning class you are interested in attending and select the "Schedule" button. Click the "Register" button for the date you wish to attend. You will receive an email from Travel Explorer confirming your registration, with the unique link for the class. The password for the class will be included in the email.



Pre-Participation Checklist

- Review technical requirements at:
<http://www.defensetravel.dod.mil/Training/DTS/Docs/DLearning/DLearningTechReq.pdf>
- Review computer set-up requirements
- Run recommended test to check computer configuration
- Make adjustments if needed





Attend Training: Using Email Link

- Refer to email received after registering through TraX
- Click link embedded in the email

Dear Travel Explorer User,

Thank you for registering for the distance learning course for Document Processing - Authorization scheduled on 12/02/2008 from 1600 to 1730 Eastern Standard Time. You may access the course on the scheduled date 30 minutes prior to class using the link below or by logging into the Travel Explorer and accessing your Scheduled Training tab within Training and clicking the Launch button. If there are any changes to this course, we will notify you via email.

Link : <https://meeting.e-collabcenter.com/iwc/center/meetingdetails.jsp?meetingId=6782107F81FC447EE21112429852233F> Password: dtstrain

Before attending your first class, some advance preparation may be required on your part. Once the computer, which you will use for classes, is set-up, you will be able to participate in any of the distance learning courses without any further technical work. To get started follow the outline below:

TECHNICAL REQUIREMENTS:

<http://www.defensetravel.dod.mil/Training/DTS/Docs/DLearning/DLearningTechReq.pdf>

DTMO Web Conferencing Orientation PowerPoint to learn how to maximize your gain from a distance learning class.

<http://www.defensetravel.dod.mil/Training/DTS/Docs/DLearning/DLearningConfOrientation.pdf>

***Class participants do not need to register as DISA E-CollabCenter users in order to attend. DoD personnel who are registered E-CollabCenter users will be able to access DTS class links from the web conference schedule on the E-CollabCenter Home Page or by doing a search within the web conference calendar.*



Attend Training: Using Email Link (continued)

Lotus. Sametime. | Meeting Center



Preparing the Sametime meeting room

Answer YES if you receive any security warnings or Sametime will not function properly.

Start-up steps ([Show/hide details](#))

1. Checking browser version...
2. Checking for Java...
3. Joining meeting...

After clicking the class link **WAIT** ... while the software completes an automatic check of your system to ensure your computer is properly configured



Attend Training: Using DISA E-Collab Homepage

- For registered E-Collab users:
 - Log on to E-Collabcenter (www.e-collabcenter.com)
 - Locate class on the Homepage or search for it under the web conference tab
 - Click ATTEND 15 minutes prior to class
- E-Collabcenter is a DoD communications software
 - Secure environment
 - Part of DoD-NCES initiative
- No need to register as E-Collab user to participate
- Computers must be configured to work with software



Attend Training: Using DISA E-Collab (continued)

E-CollabCenter
Information sharing can be the most powerful tool for success.
DISA NCES Collaboration

Login

FOUO

• Prior to attending a course, you must run a check on the computer that you will be using

• Go to the E-CollabCenter website login page

• Select *Test Your Network Connectivity, Workstation and Browser Settings*

Log in

CAC Login

User ID:

Password:

Log in

[Forgot your password](#)

Need an Account?

Take advantage of the NEW **single-step registration** process today.

Simply insert your

Share Your Stories With Us!

Do you have a problem that you were able to solve by using the e-CollabCenter? Have you been able to save money by using Web Conferencing in lieu of traveling to meetings?

Getting Started" guide for you that will help you get up and running using the DISA NCES Collaboration service as quickly as possible. Please take some time to read through the guide and take necessary steps to ensure your desktop is properly configured.

• Test Your Network Connectivity, Workstation and Browser Settings »

Welcome to E-CollabCenter!

Collaboration service that contains Web Messaging and Chat Room tools. DISA provides charge through the Net-Centric Enterprise

With E-CollabCenter



Participant Sign-In

Password: dtstrain

The screenshot displays a meeting software interface. On the left is a control panel with the following sections:

- Participants (1):** Shows the chair as LERAE STANTON and a list of participants including LERAE STANTON.
- Permissions:** States "You have all permissions" and "0 hands raised".
- Availability:** A dropdown menu set to "I am available".
- Web Pages:** A section for adding and viewing web pages, with the URL <http://www.defensetravel.dod.mil> listed.
- Group Chat:** A text area for chat messages with a "Send" button.

The main meeting area displays a slide titled "Defense Travel Management Office" with the following content:

- Logo of the Defense Travel Management Office.
- Text: "Defense Travel Management Office".
- Images: A train, silhouettes of people with luggage, a world map with flight paths, and a person at a computer.
- Text: "WELCOME".
- Text: "D-100".
- Text: "DTA Maintenance Tool Overview".
- Footer: "Department of Defense" and "Office of the Under Secretary of Defense (Personnel and Readiness)".



Helpful Hints - Managing Audio

- If you experience any audio problems, check the following:
 - Do you have a sound card in your computer?
 - Is your audio device (microphone or headset) connected?
 - Did you plug in your audio device before turning on your computer?
 - Are your audio devices turned on?
 - Are the computer volume settings turned up enough?
 - Do you have the correct Java version installed?
 - Are you behind a firewall that blocks required ports?
 - Are there other network problems within your organization?
 - Do you have audio permissions?



Helpful Hints - Software

- To work properly with web conference software, computer must be configured as follows:
 - Most recent Sun Java JRE release installed
 - Sun Java enabled
 - Cookies enabled
 - Pop up blocker turned off
 - Microsoft VM disabled
 - TLS 1.0 enabled in the browser
 - TLS enabled in JAVA
 - Binary and script behavior enabled in IE





Help Desk Information – Available to all participants

- **DISA NCES Help Desk**
 - **Commercial Phone: 800-447-2457**
 - **DSN: 850-3136**
 - **OCONUS to CONUS DSN: 312-850-3136**
 - **Email: NCESSupportTeam@csd.disa.mil**