



Switching Between Multiple Profiles in DTS

Introduction

You must have a different DTS for every role you serve in DTS..

Examples of individuals that need multiple profiles include:

- A traveler employed as both a DoD civilian and a member of the Reserve/Guard (aka, Reserve Component member)
- A user who needs to access multiple DTS organizations

Steps to Switch Between DTS Profiles

1. On the DTS home screen, select **Reset Profile** (Figure 1). The Reset Profile screen appears (Figure 2).

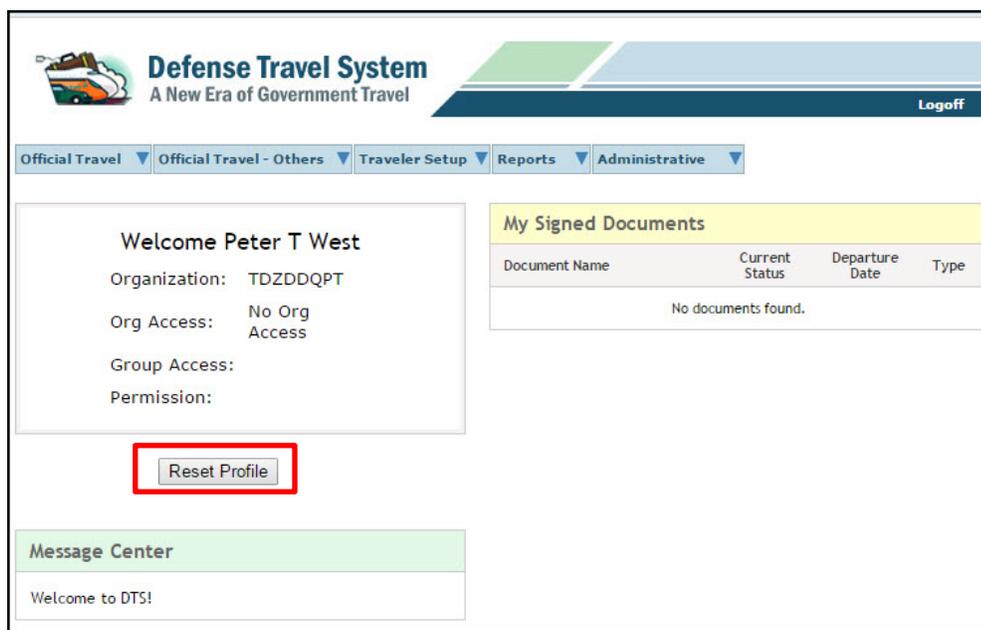


Figure 1: DTS Home Page – Dual Profile

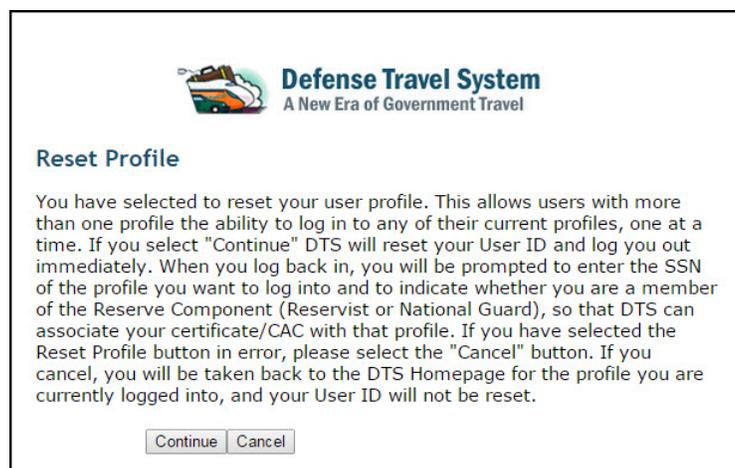


Figure 2: Reset Profile Screen



2. Select Continue. You will be logged out of DTS and returned to the DTS website.
3. Select **LOGIN TO DTS** on the DTS home screen. The Privacy and Ethics Policy screen appears.
4. Select **Accept**.
The User Activation screen appears (Figure 3).

Figure 3: User Activation Screen

5. Enter your SSN, then select the **Reserve/National Guard** box if you are logging in as a Reserve Component member. If you are not logging in as a Reserve Component member, leave the box unchecked.
6. Select **Submit**.

You are now logged in with your other profile.