



Information Paper:

Accessing “Travel Card Program” Training

Introduction

The DTMO created a Travel Card Program class to educate DoD travelers about the basics of the Government Travel Charge Card (GTCC). This training is also referred to as “Travel Card 101.” You can access the class 24 hours a day, 7 days a week through the Travel Explorer (TraX). It provides basic information on the GTCC program, including how to obtain, use, and pay balances on the GTCC. The training is mandatory for everyone who has a GTCC and takes about 60 minutes to complete.

Access and Login

Open the DTMO Passport (Figure 1) at <https://www.defensetravel.dod.mil/passport>. The **Passport Message** page opens. View the information and select **OK** to advance.

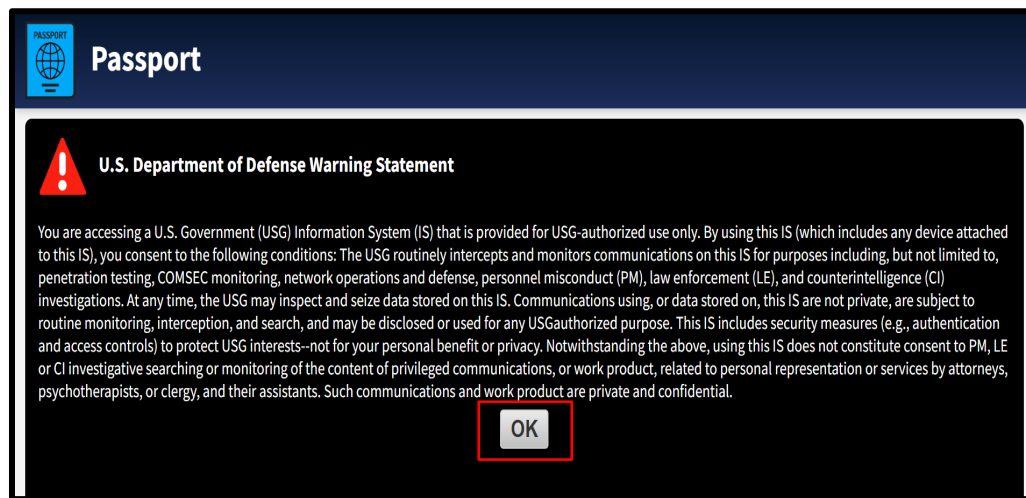


Figure 1: Passport Message Page

You must have a user account to log into the DTMO Passport. From the **Passport Login** screen, access the portal using your **Username** and **Password** or **CAC** (Figure 2). **Note:** If you do not have an account, you may create one by selecting the **register here** link located at the bottom of the **Passport Login** screen. Complete and submit the registration form to establish your **Passport** account.



Access and Login (continued)

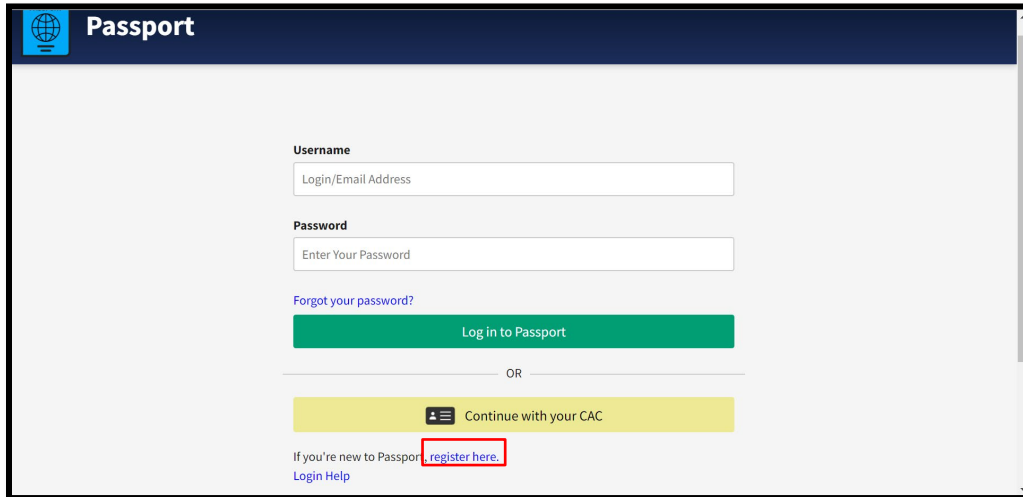
The image shows the Passport Login Screen. At the top left is a globe icon and the word "Passport". Below this are two input fields: "Username" with the placeholder "Login/Email Address" and "Password" with the placeholder "Enter Your Password". A link "Forgot your password?" is below the password field. A green button labeled "Log in to Passport" is below the fields. Below this is a horizontal line with "OR" in the center. A yellow button labeled "Continue with your CAC" is below the line. At the bottom, it says "If you're new to Passport" followed by a red box around the link "register here." and a "Login Help" link.

Figure 2: Passport Login Screen

Once logged in, the **Passport Home** page appears (Figure 3). The amount of options you have available depends upon your permissions to the portal. At a minimum, you should see, **My Profile**, **Subscriptions**, and **TraX**.

- **My Profile:** Allows you to update your registration account information. This is especially useful if your work email address changes. You can change your TraX login email address to match it.
- **Subscriptions:** DTMO Publications (e.g., Customer Services Notices, Dispatch) you indicated you want sent to your email. You can choose to unsubscribe at any time.
- **TraX:** Tool used to access training, help tickets, and trip calculator estimator.

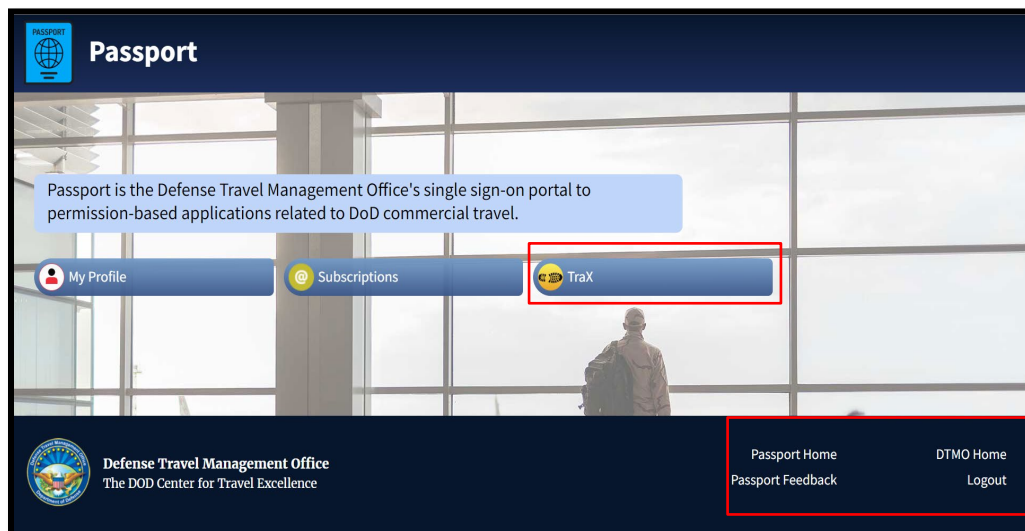


Figure 3: Passport Home Page



Access and Login (continued)

At the bottom of the page, the active links carry throughout the application:
Passport Home, **DTMO Home**, **Passport Feedback**, and **Logout** (Figure 3).

TraX Training

From the **Passport Home** page, select **TraX** (Figure 3). The **TraX Home** page opens (Figure 4) displaying the system features.

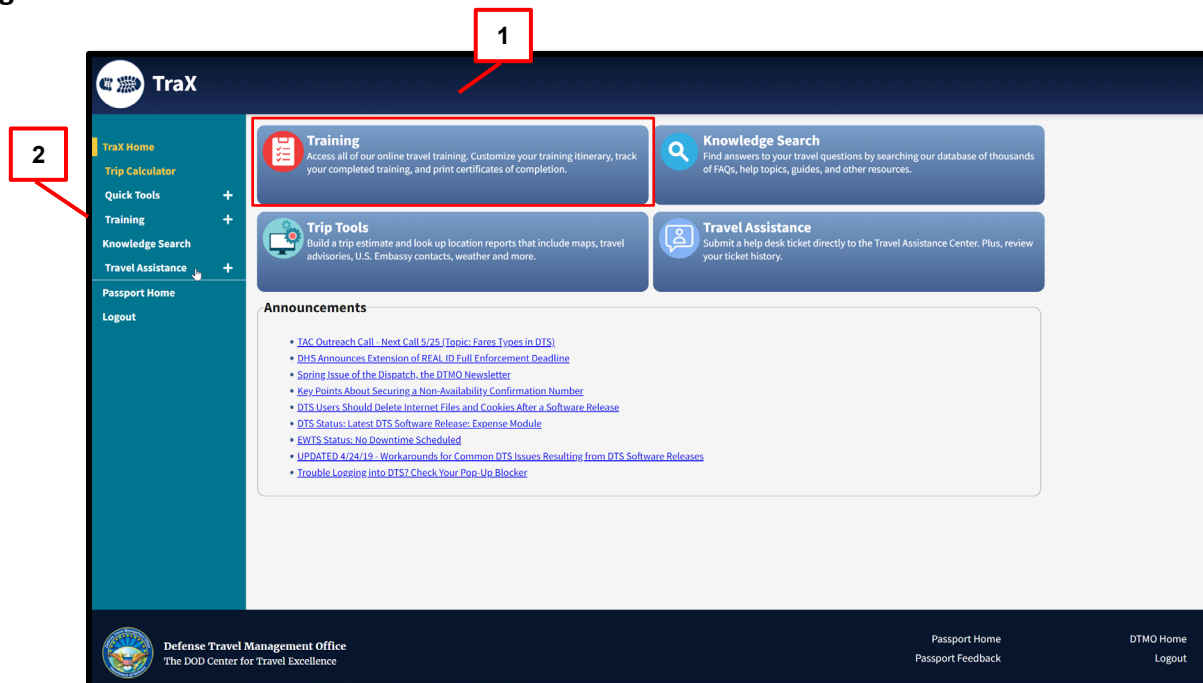


Figure 4: Travel Explorer Home Page

Available Training

You access **Training** either by selecting the quick link (Figure 4, Indicator 1) on the **TraX Home** page or from the **Navigation Bar** (Figure 4, Indicator 2). The default **Available Training** screen opens (Figure 5).



Available Training (continued)

The screenshot shows the 'Available Training' interface. On the left is a navigation bar with links like 'TraX Home', 'Trip Calculator', 'Quick Tools', 'Training' (highlighted), 'Available', 'Scheduled', 'Completed', 'My Roles', 'Info', 'Knowledge Search', 'Travel Assistance', 'Passport Home', and 'Logout'. The main area is titled 'Available Training' and includes a search bar, filters (Show All, Recommended Only, Web Based, Distance Learning, Classroom), a key for class types (Recommended, Web Based, Distance Learning, Demonstration, Classroom, New Version, Completed Class), and export options. A table lists training classes with columns for Actions, Class Name, Version, and Type. The third row is highlighted with a red box.

Actions	Class Name	Version	Type
Launch	Programs & Policies - City Pair Program	2.00	WB RM
Launch	Programs & Policies - Managing Travel Card Misuse	.00	WB
Launch	Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]	2.02	WB RM
Launch	Programs & Policies - Travel Policies	2.04	WB RM
Launch	Programs & Policies - U.S. Government Rental Car Program	1.00	WB RM

Figure 5: Available Training Page

On the **Available Training** screen, the class listing defaults to **Recommended Only** (Figure 5, Indicator 1) based upon the selections under **My Roles** (Figure 5, Indicator 2). You can check the box **Show All** and the listing expands (Figure 5, Indicator 3). A **Key** (Figure 5, Indicator 4) identifies the classes with a 2-digit code and color indicator appearing at the end of the class row.

Note: If your class does not appear in the inventory or if this is your first time in the **Training** module, from the **Navigation Bar**, select **My Roles** (Figure 5, Indicator 2). When the screen opens, check the boxes next to the roles specific to your position or desired training. The minimum you should select are **Travel card holder** and **DoD traveler and/or DTS user**. Select **Update Roles** to apply changes. Then return to the **Available Training**.

Locate the “**Programs & Policies-Travel Card Program (Travel Card 101) Mandatory]**” training. Select **Launch** to the left of the class to start the course (Figure 5).

A browser window opens with a **Welcome** screen (Figure 6). It provides information about the class and the system requirements for running it. Once you verify that your computer is properly configured, select **Launch Course** at the bottom of the window (Figure 6).



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Available Training (continued)

Welcome to Travel Card 101

This course provides an overview of the DoD Government Travel Charge Card (GTCC) program. This course familiarizes the traveler with the basics of the GTCC (which is also referred to as the "travel card" in this class), the steps to obtain a travel card, various travel card policies, and ways to pay off the balance on the GTCC. This class is recommended for anyone who has, or will have, a GTCC.

This class takes an average of 60 minutes to complete in its entirety. This estimate assumes you visit all of the mandatory material, view approximately half of the optional material, and complete the assessment at the end of the module. Your time may vary significantly depending on your reading speed, the amount of material you access, and many other factors.

You may complete this class in more than one sitting. Although the Travel Explorer (TraX) does not retain a record of your class progress after you exit a training module, when you return to the module, navigate directly to the page last viewed and proceed from that point; there is no need to start the module over. When you successfully complete the module, you will be able to print your completion certificate, and TraX will record your successful completion. To see a list of your completed training, log into TraX, navigate to the **Training** module, and select the **Completed** tab. You can also print copies of your training certificates from the **Completed** tab.

System Requirements to view the course:

- Operating systems: Windows Vista, Windows 7, Windows 8, Windows 10
- Screen resolution: Best viewed in 1024 X 768 or greater
- Browsers: Internet Explorer (8 and above), Google Chrome, Safari, Firefox
- Browser capabilities: Flash 10.3, JavaScript, cookies enabled
- Pop-up blockers must be disabled or manually allowed

****Note:** Internet Explorer (IE) users may have trouble running this WBT when working in a virtual desktop or "cloud" environment. If your network runs through such an application, you may have better success using Google Chrome or Firefox. Verify that your organization will allow the use of those browsers. Always contact your IT department before installing or using any new computer application.

For IE users the address bar may prevent some content from displaying on screens with lower resolutions. Follow these steps to remove the address bar in the course window:

1. Select **Tools - Internet Options**
2. Select the **Security** tab
3. Select the zone as internet
4. Select the custom level button
5. Scroll down in the opened window and set "Allow websites to be open window without address bar or status bar" to **Enable**

Launch Course

Figure 6: Welcome to Travel Card 101 Screen

The **Travel Card 101** screen appears (Figure 7). Click anywhere to continue with the training class.



Figure 7: Travel Card 101 Screen

Printing the Certificate

When you successfully finish a class that offers a certificate, you can access the certificate by selecting **Completed** from the **Navigation Bar** (Figure 8).



TraX Home	Completed Training				
Trip Calculator +	Export to Excel Export to PDF Print Classes Show 25 entries				
Quick Tools +					
Training -					
Available					
Scheduled					
Completed					
Class Completed		Version	Completed	Issued By	Print Certificate
Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]		3.00	09/09/2020	TraX	Print Delete
AO/RO - Training for Accountable Officials and Certifying Officers (Annual COL Refresher)		4.00	09/08/2020	TraX	Print Delete

Figure 8: Completed Training Screen

To print a single training certificate:

1. Start on the **Completed Training** page to locate the course.
2. On the class row, select the **Print** within the **Print Certificate** column.
3. A PDF certificate generates containing, your name, the course name and completed date.
4. Use your preferred method to print and save to your pc.
5. When you are finished printing, select a module from the **Navigation Bar** or **Logout** of TraX.

If you want to retrieve a catalog of all your completed courses, then choose either **Export to Excel**, **Export to PDF**, or **Print Classes** to extract the information. **Note:** This option prints the completed class names, but does not provide copies of actual training certificates.

Updating Account Information

If you ever need to update your account information (e.g., your email address changes), you can access **My Profile** from the **Passport Home** page (Figure 3). A screen opens which allows you to change the details of your account. After entering the information, select **Update Profile** to save changes.