Accessing Travel Card Program Training in TraX

Introduction

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

Passport Access and Login

The first step is to log onto Passport (the DTMO’s web portal). To do that:

1. Navigate to https://www.defensetravel.dod.mil/passport. A DoD warning statement (Figure 1) displays.

![Figure 1: Passport Message Page](image)

2. Read the warning message and select OK. The Passport logon screen (Figure 2) opens.

![Figure 2: Passport Login Screen](image)
3. You must have a user account to log onto Passport. From the Passport Login screen, access the portal using your Username and Password or CAC (Figure 2). If you don’t have one, create one by selecting Register Here.

Once logged in, the Passport home screen (Figure 3) opens. From here, you can access various applications based upon your permissions. At a minimum, you will have access to My Profile, Subscriptions, and TraX.

- **My Profile:** Open your Passport profile to update your information (e.g., your email address changed). You should always keep your TraX login email address up to date.

- **Subscriptions:** Shows you the DTMO Publications (e.g., Customer Services Notices, Dispatch) that TraX automatically emails to you. You can unsubscribe at any time.

- **TraX:** Tool used to access training, help tickets, and trip calculator estimator.

![Passport Home Screen](image)

*Figure 3: Passport Home Screen*

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

---

**Finding and Launching Travel Card Program WBT**

From the Passport home page, select TraX. The TraX home screen (Figure 4) opens. **Note:** You can navigate using the quick links or by making a selection from the Navigation Bar.

All WBTs are housed in the TraX Training module. To access Travel Card Program WBT:

1. On the TraX home screen, select the Training button at the top of the page. The Available Training screen (Figure 5) opens.
Finding and Launching Travel Card Program WBT (continued)

Figure 4: TraX Home Screen

Figure 5: Available Training Page
On the Available Training screen, the class listing defaults to Recommended Only (Figure 5, Indicator 1), which displays recommendations based upon the roles you selected under My Roles (see My Roles section, below). Check the Show All box (Figure 5, Indicator 2) to see all available classes. A key (Figure 5, Indicator 3) identifies the class types by 2-letter code and color. You can select a specific code (e.g., Web Based) to view only certain classes (Figure 5, Indicator 4). You can also use the Search feature (Figure 5, Indicator 5) to find one or more classes by name.

**Note 1:** If your desired class does not appear on the first page, go the bottom of the page, and select Next (Figure 5, Indicator 6) to see more classes.

**Note 2:** If the class does not appear on any page, then 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 (Figure 6). 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 section.

![My Roles Screen](image)

**Figure 6: My Roles Screen**

From the Available Training screen, select Launch to the left of the class you want to take. An information screen (Figure 7) opens. It provides information about the class and the system requirements for running it.
Finding and Launching Travel Card Program WBT (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: Microsoft Edge, Google Chrome, Safari, Firefox
- Browser capabilities: JavaScript and cookies enabled
- Pop-up blockers must be disabled or manually allowed

**Note re: Internet Explorer (IE):** Due to the imminent sunset of this application, our classes may no longer function correctly in IE, especially if you are running this WBT in a virtual desktop or cloud environment. We recommend using the Chrome, Edge, Firefox, or Safari browser instead. If your organization allows their use. Always contact your IT department before installing or using any new computer application.

Launch Course

Figure 7: Welcome to Travel Card 101 Screen

Once you verify that your computer is properly configured, select Launch Course at the bottom of the window. The class launches.

Printing your Certificate

Most DTMO WBTs offer a certificate upon successful completion of the assessment. You can view, print, and delete any certificate associated with your profile in TraX. Here’s how. All options presented are visible on Figure 8.

![Completed Training Screen](image)

Figure 8: Completed Training Screen

1. From the TraX navigation bar, select Completed. Note: If you’re not already in the Training module, you’ll have to select the + first to open the options under Training.

2. To print a single training certificate:
   a. On the class row, select Print in the Print Certificate column. The certificate displays.
   b. Use your preferred method to print the certificate or save it to your computer.
3. If you want to print a list (but not the certificates) of all your completed courses, select Export to Excel, Export to PDF, or Print Classes.

Updating Account Information

If you need to update your account information (e.g., your email address changed), select My Profile from the Passport home screen (Figure 3). The screen that opens allows you to change your account details. After entering the new information, select Update Profile to save your changes.