The DTMO created a Travel Card Program class to educate DoD travelers about the basics of the Government Travel Charge Card (GTCC) program. This training, also known 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.

Open the DTMO Passport at https://www.defensetravel.dod.mil/passport (Figure 1). You must have a user account to log in. If you don’t have one, you can create one by selecting Register (Figure 1, Indicator 1), then completing and submitting the form that pops up.

After you create your account, complete the Login/E-Mail Address and Password fields then select Password Login to enter Passport. After logging in the first time, you can register your Common Access Card (CAC), which enables you to use CAC Login to log in with your CAC PIN instead.

If you have access to more than one Passport tool, the Passport Access screen (Figure 2) opens. Select the TraX icon (Figure 2) to display the TraX home screen (Figure 3).
Enter TraX (continued) If TraX is the only Passport tool you can access, Passport does not display the Passport Access screen. Instead, it takes you directly to the TraX home screen (Figure 3).

![Passport Access Screen](image)

**Figure 2: Passport Access Screen**

Enter the Training Module Open the TraX Training module by selecting the Training icon (Figure 3) on the navigation bar. The navigation bar is visible on every TraX screen. The Training module opens, with the Available/Recommended screen (Figure 4) open.

![TraX Home Page](image)

**Figure 3: TraX Home Page**
Look down the Available/Recommended training list for “Programs & Policies—Travel Card Program (Travel Card 101) [Mandatory].” If you don’t see the class, select the View All radio button (Figure 4) to update the listing.

When you find the class, select Launch to the left of the class title to start the course (Figure 4).

A browser window opens with a Welcome screen (Figure 5) opens. 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.
The **Travel Card 101** launch screen (Figure 6) appears.

![Travel Card 101 launch Screen](image)

**Figure 6: Travel Card 101 launch Screen**

If you ever need to update your TraX user profile (e.g., your email address changes), select **User Profile**, which is visible in the upper left corner of Figure 3. A screen opens which allows you to change the details of your account.

**Updating Account Information**