

## DTMO DISTANCE LEARNING CLASS SCHEDULE

**ALL TIMES ARE EASTERN --- ROOMS OPEN 15 MINUTES PRIOR TO START TIME**

Participants may download class slides upon arrival; Class script may be downloaded at the end of each class

DATE	CLASS TITLE	CLASS #	DAY	TIME	LENGTH
<b>July</b>					<i>Updated 07/2/19</i>
07/03/19	Travel Policy Compliance Tool Administration	P300	Wednesday	0900-1000	60 min
07/03/19	Enterprise Web Training System (EWTS)	D205	Wednesday	1300-1400	60 min
<b>August</b>					<i>Updated 07/2/19</i>
08/19/19	Enterprise Web Training System (EWTS)	D205	Monday	0900-1000	60 min
08/19/19	Travel Policy Compliance Tool Administration	P300	Monday	1300-1400	60 min
<b>September</b>					<i>Updated 07/2/19</i>
09/18/19	Travel Policy Compliance Tool Administration	P300	Wednesday	0900-1000	60 min
09/18/19	Enterprise Web Training System (EWTS)	D205	Wednesday	1300-1400	60 min

**REGISTRATION IS REQUIRED TO RECEIVE ATTENDANCE CREDIT**

**Pre-register for all classes** by going to [Travel Explorer \(TraX\)](#); account required.

**Locate class:** TraX>Training>Available/Recommended>Distance Learning>**View All**

**Select schedule** buttons to preview all dates. **Select Register** button to sign up.

**Confirmation email** includes a link to a virtual room. Use this URL to enter class.

**Check:** TraX > Training > **Scheduled** any time to confirm all your registrations

**A confirmation email and two reminder notices are sent prior to class**

**These emails detail how to access a class, handle audio, and earn class credit.**

**Participants are responsible for following class procedures as defined in the emails**

D200 Classes = DTS Functions Advanced

D300 Classes = DTA Advanced

P300 Classes = Policy Special Topics

**TO MAINTAIN AUDIO QUALITY (WITH LARGE CLASSES) INSTRUCTORS MAY LOCK DOORS PRIOR TO 250 LIMIT  
INSTRUCTORS MAY ALSO ELECT TO DENY ACCESS TO LATE ARRIVALS IF ENTRANCE IS TOO LATE FOR CREDIT  
Anyone blocked from entering or re-entering a room must re-register to take the class on a new date**

**CLASS CREDIT:** At the *direction of instructors*, participants must check in and out of class by posting **PRESENT** an **LEAVING** in chat box

**Participants who fail to enter BOTH the PRESENT AND LEAVING time check codes will NOT receive class credit.**

Class schedules are subject to change after this document is released; Always check TraX for exact days and times.