

## DTMO Distance Learning Schedule

August 31, 2021

### General Information

- All times are Eastern; session opens 15 minutes prior to start time.
- Classes are conducted in Teams 365 (additional details below).
- Registration is available in TraX. @ <http://www.defensetravel.dod.mil/passport>

Date	Class Title	Class #	Day	Time
<b>September</b>				
09/15/21	Enterprise Web Training System (EWTS)	D205	Wednesday	1000-1100
09/15/21	Travel Policy Compliance Tool Admin	P300	Wednesday	1300-1400
<b>October</b>				
10/12/21	Enterprise Web Training System (EWTS)	D205	Tuesday	1300-1400
10/14/21	Travel Policy Compliance Tool Admin	P300	Thursday	1300-1400
<b>November</b>				
11/09/21	Enterprise Web Training System (EWTS)	D205	Tuesday	1300-1400
11/16/21	Travel Policy Compliance Tool Admin	P300	Tuesday	1300-1400
<b>December</b>				
12/07/21	Enterprise Web Training System (EWTS)	D205	Tuesday	1300-1400
12/09/21	Travel Policy Compliance Tool Admin	P300	Thursday	1300-1400

### Class Reminders and Attendance

- Confirmation Email: A confirmation email and two reminder notices are sent prior to class. This email provides how to access a class, handle audio, and earn class credit.
- For class credit: At the direction of instructors, participants must check in and out of class by posting PRESENT and LEAVING in chat box.
- Options for attending in TEAMS 365:
  - a) Launch via the Teams desktop app or by using the “Join by Browser” option. (Link is on registration page.)
  - b) Launch on the Edge or Chrome browsers. Other browsers may not work well or at all.
  - c) If your organization doesn’t use Teams, you can dial in using the phone number and conference ID provided in the class reminder notification. Be sure to have a copy of the class slides available for reference, since you won’t be able to see the class slides. Download a copy of the slides for DL classes from the Training Resource Lookup Tool at <http://www.defensetravel.dod.mil/site/trainingSearch.cfm> on the DTMO website. To locate material for a specific class, sort the table using the Sub-Type header.