

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
October					
					<i>Updated 9/29/20</i>
10/28/20	Enterprise Web Training System (EWTS)	D205	Wednesday	1300-1400	60 min
10/29/20	Travel Policy Compliance Tool Administration	P300	Thursday	1400-1500	60 min
November					
					<i>Updated 9/29/20</i>
11/10/20	Travel Policy Compliance Tool Administration	P300	Tuesday	1400-1500	60 min
11/12/20	Enterprise Web Training System (EWTS)	D205	Thursday	1000-1100	60 min
December					
					<i>Updated 9/29/20</i>
12/01/20	Enterprise Web Training System (EWTS)	D205	Tuesday	1000-1100	60 min
12/01/20	Travel Policy Compliance Tool Administration	P300	Tuesday	1400-1500	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

M100 Classes = Defense Travel Modernization

**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.