

Defense Travel System

DTA Manual, Appendix A: Self-Registration

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	04/25/18	Defense Travel Management Office (DTMO)	Change format, updated language & screenshots	All
1.1	08/17/18	DTMO	1. Updated URLs to https vs. http 2. Updated access through DTS Dashboard	Throughout Section 1
1.2	06/17/19	DTMO	Updated note for Rejecting a profile	Section 1
1.3	10/23/20	DTMO	General Review Added Dashboard Self Registration Option	All Section 1
1.4	11/19/20	DTMO	Changed Table of Contents format	Page 2
1.5	12/31/20	DTMO	Updated Dashboard screen shots	Section 1, Page 4
1.6	05/13/21	DTMO	Updated wording and added Table comparison	Section 1, Page 4

1 Self-Registration Requests

This appendix discusses purpose for self registration, how to review profile requests, and how to run the **Self Registration Metrics** report.

When an individual logs into DTS, but does not have an active profile, the system prompts the **Self Registration** option (Figure A-1).

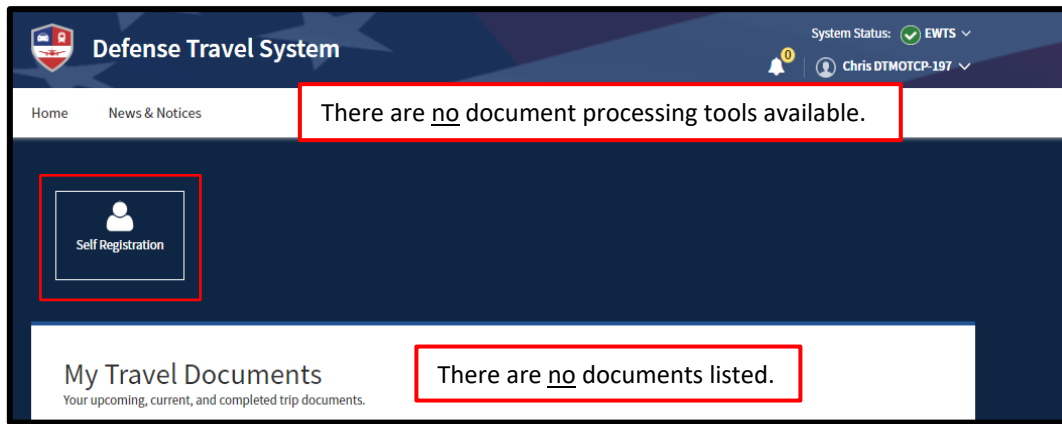


Figure A-1: Self Registration Option

The self registration process allows an individual to create a traveler profile. Once inside the **Self Registration Tool**, the individual completes the necessary data required to support reservations and document processing within DTS. One of the key selections is choosing a magnifying glass to search for the correct **Organization** by identifying the proper **Service/Agency, Type** (e.g., CONUS, OCONUS, etc.), **State**, and **Site** (e.g., geographic location). **Note:** This is where most people incur problems. If uncertain of the proper selection, travelers should contact their DTA.

Organizations in Self Registration display based upon the data in the **DTA Maintenance Tool (MT), Organizations** table. Table 1 compares the fields in **Self Registration** to **DTA MT**.

Table A-1: Table Comparison

Self-Registration Field	DTA MT Organization Field
Service/Agency	Service/Agency
Type	Office State/Country
State	
Site	Site Name
Organization Name	Organization Description

Note: Not 100% of the orgs in DTA MT will appear under the **Self Registration Tool**. This is due

to restructures. In the **DTA MT, Organizations**, under **Site Name** if the field contains a special indicator **Z - DISABLED ORGANIZATIONS**, then those orgs do not appear in the **Self Registration Tool**.

Upon successful profile submission, DTS emails the DTA to review and if correct, approve the request before the person may attain system access. When you receive the notification, here's how to review the request.

1. From the **DTS Dashboard**, select **Administration** (Figure A-2), then choose **Self Registration Administration**. The **Self Registration Administration** screen (Figure A-3) opens.

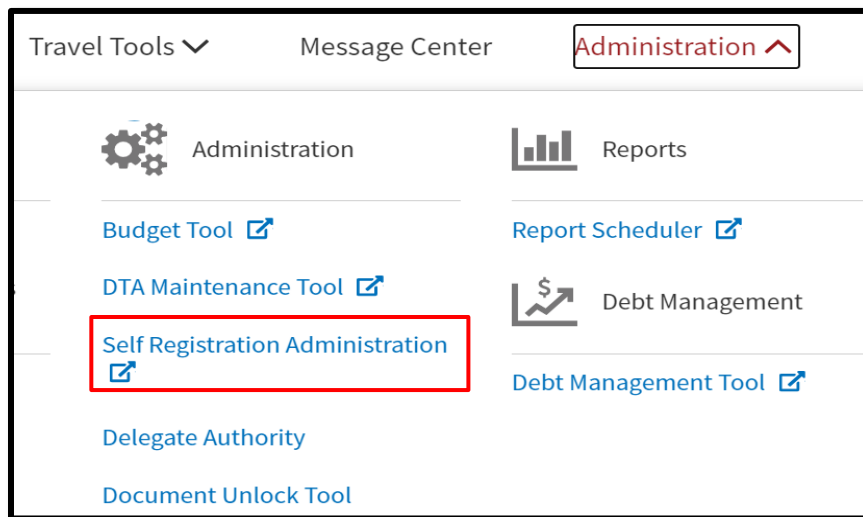


Figure A-2: Administration Menu Screen

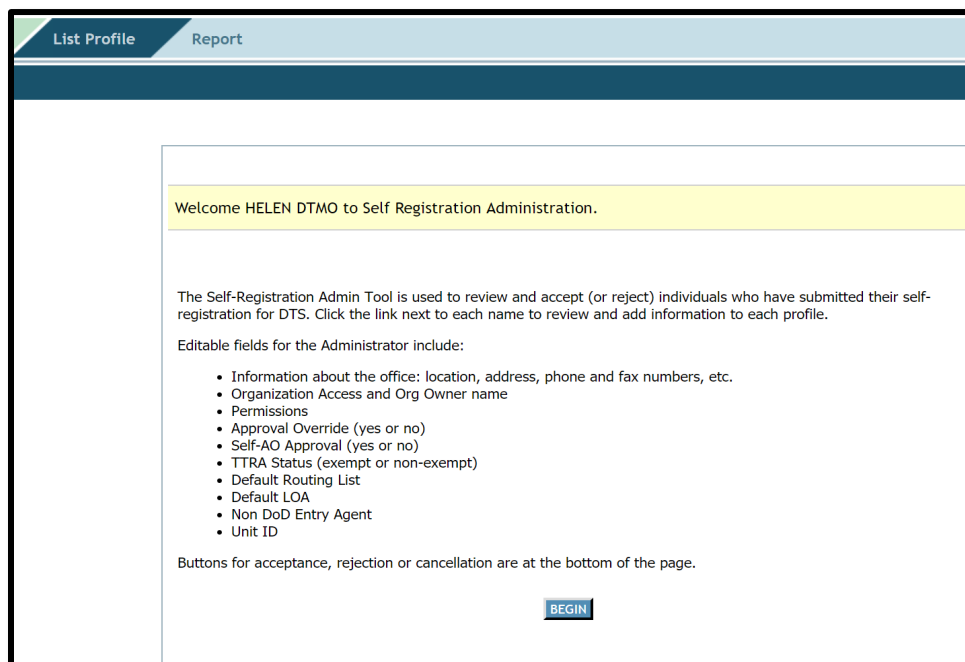


Figure A-3: Self Registration Administration Screen

2. Select **BEGIN**. The **List of User(s)** screen (Figure A-4) opens. It displays the list of individuals who submitted self registration requests.

Review	Traveler Name	Organization Name	Status
150031	KELSEA CAGLE	TDZDTMO	SUBMITTED
150001	NICHOLAS BETROS	TDZDTMO	SUBMITTED
167019	BETSY WELL	TDZDTMO	SUBMITTED

Figure A-4: List Of User(s) Screen

3. In the **Review** column, select the link next to the name of the person whose self registration profile you want to review. The person's profile screen (Figure A-5) opens with the **General Information**.

GENERAL INFORMATION

Traveler First Name ▶ NICHOLAS

Traveler Last Name ▶ BETROS

Traveler Name Middle Initial ▶

SSN ▶ 333333333

Gender ▶ Male

E-mail Address ▶ nicholas.betros@us.army.mil

Figure A-5: Profile Screen for Self-Registration (Top)

4. Review entries: You can scroll down the screen to view the person's information. You can't change most of the data, so just check it for accuracy.
5. Update entries: Toward the bottom of the screen are some editable fields (Figure A-6). You can change certain data such as the person's selected branch of service and organization information.

The screenshot displays a web form titled "Profile Screen for Self Registration (Bottom)". The form is organized into several sections:

- ORGANIZATION ACCESS:** A dropdown menu labeled "Organization Access ▶".
- GROUP ACCESS:** A dropdown menu labeled "Organization Owner Name ▶".
- PERMISSIONS:** A row of checkboxes labeled "Permissions ▶" with options 0 through 9.
- Mandatory Use Of GOVCC:** Radio buttons for "Exempt" and "Non-Exempt", with "Non-Exempt" selected.
- Default Routing List:** A dropdown menu.
- Default LOA:** A dropdown menu.
- Non-DTS Entry Agent:** Radio buttons for "YES" and "NO", with "NO" selected.
- Unit ID (UIC/RUC/PASSCODE):** A text input field containing "12354".
- Comments:** A large text area for entering remarks.
- Buttons:** Three buttons at the bottom: "ACCEPT", "REJECT", and "CANCEL".

Figure A-6: Profile Screen for Self Registration (Bottom)

6. If this person belongs in one of *your* organizations, select **ACCEPT**; otherwise, select **REJECT**.

Note: The most common reason a DTA rejects a profile is when a person selects the incorrect **DTS Organization Name**. If you select **REJECT**, you should provide **Comments** to the individual for the self registration **REJECT**.

DTS emails the individual with the status of accepted or rejected for their submission. The email contains the comments you entered in step 6, and if rejected, the notice instructs the person to resubmit their request after making the necessary corrections.

7. When you accept a self registration, the profile information transfers into DTS and is no longer under the **Self Registration Tool**. You can verify the assigned profile from the **DTS Dashboard, Administration** drop down, **Maintenance Tool, People** table. If applicable, update the profile to grant permissions and specialized access. For steps on how to update a profile, see the [DTA Manual, Chapter 7: People](#).

2 Self-Registration Metrics Report

The **Self Registration Metrics** report provides a profile submissions listing and indicates the length of time they remain in a **Submitted** or **Incomplete** status. You can use the report to identify those requiring acceptance by a DTA and ones still in process requiring additional action.

The **Self Registration Metrics** report shows (when applicable) the:

- Current Date
- Site Name
- Organization's name and description
- Traveler's name, masked SSN, and email address
- The request's status, age, date created, and date submitted

To run the **Self Registration Metrics Report**:

1. On the **Self Registration Administration** screen (Figure A-2), select **Report** on the light blue **Navigation Bar**. The **Self Registration Metrics** report screen (Figure A-7) opens.

Figure A-7: Self Registration Metrics Report Criteria Screen

2. (optional) If you can run reports for more than one site, select a **Site Name** to limit results to that site only. Leave it blank to include all your sites.
3. (optional) Your main organization's name appears by default in the **Organization** field. Change it if you need to search for a different organization.
4. (optional) If you want to view organizations subordinate to the one in the **Organization** field, check the **Include Sub-Organization** box.
5. Select **GENERATE REPORT**. DTS prompts you to open or save the report. The option you select determines whether DTS downloads the report to your computer or displays it in an Excel spreadsheet.

3 The DTA Manual: Contents & Links

DTA MANUAL CHAPTER: TOPIC	URL (SELECT OR CUT & PASTE)
Chapter 1: DTS Overview	https://www.defensetravel.dod.mil/Docs/Training/DTA_1.pdf
Chapter 2: DTS Access	https://www.defensetravel.dod.mil/Docs/Training/DTA_2.pdf
Chapter 3: DTS Site Setup	https://www.defensetravel.dod.mil/Docs/Training/DTA_3.pdf
Chapter 4: Organizations	https://www.defensetravel.dod.mil/Docs/Training/DTA_4.pdf
Chapter 5: Routing Lists	https://www.defensetravel.dod.mil/Docs/Training/DTA_5.pdf
Chapter 6: Groups	https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf
Chapter 7: People	https://www.defensetravel.dod.mil/Docs/Training/DTA_7.pdf
Chapter 8: LOAs	https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf
Chapter 9: Budgets	https://www.defensetravel.dod.mil/Docs/Training/DTA_9.pdf
Chapter 10: Reports	https://www.defensetravel.dod.mil/Docs/Training/DTA_10.pdf
Chapter 11: MIS Administration	https://www.defensetravel.dod.mil/Docs/Training/DTA_11.pdf
Chapter 12: ROA Administration	https://www.defensetravel.dod.mil/Docs/Training/DTA_12.pdf

DTA MANUAL APPENDIX: TOPIC	URL (SELECT OR CUT & PASTE)
Appendix A: Self-Registration	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_A.pdf
Appendix B: Acronyms	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_B.pdf
Appendix C: Definitions	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_C.pdf
Appendix E: Emails	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_E.pdf
Appendix F: Import / Export Module	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_F.pdf
Appendix G: Error Codes	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_G.pdf
Appendix J: Help Process	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_J.pdf
Appendix K: DTS Tables	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf
Appendix L: Reorganizations	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_L.pdf
Appendix M: Ranks and Grades	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_M.pdf
Appendix N: Country Codes	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_N.pdf
Appendix Q: Org Naming Sequence	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_Q.pdf
Appendix R: LOA Formats	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_R.pdf