

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	4/25/18	Defense Travel Management Office (DTMO)	Change format, updated language & screenshots	All
1.1	8/17/18	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 7

1 Self-Registration Requests

This appendix provides guidance about how to review self-registration requests and how to run the **Self-Registration Metrics** report.

When a person without a DTS profile submits a self-registration request, DTS sends an email informing you to review and if correct, approve the request before the person can log into the system. When you get that email, here's how you review the request.

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

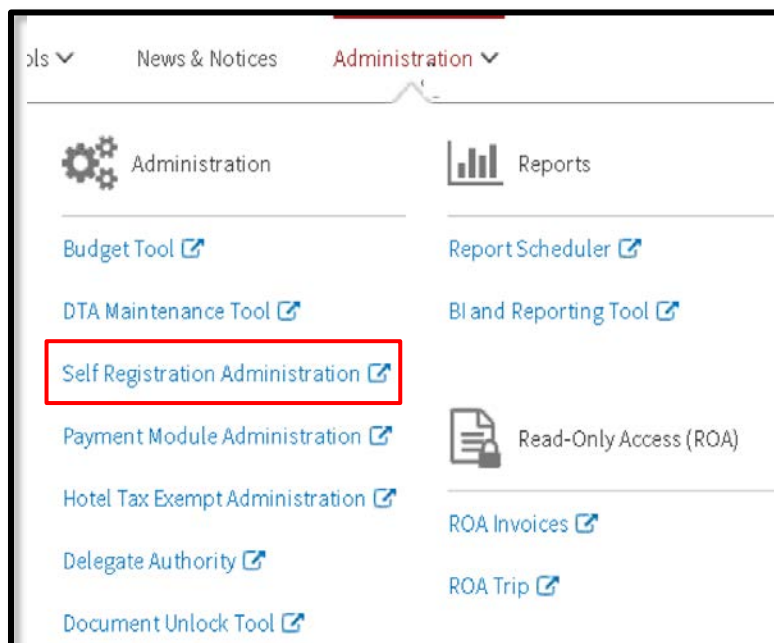


Figure A-1: Administration Menu Screen

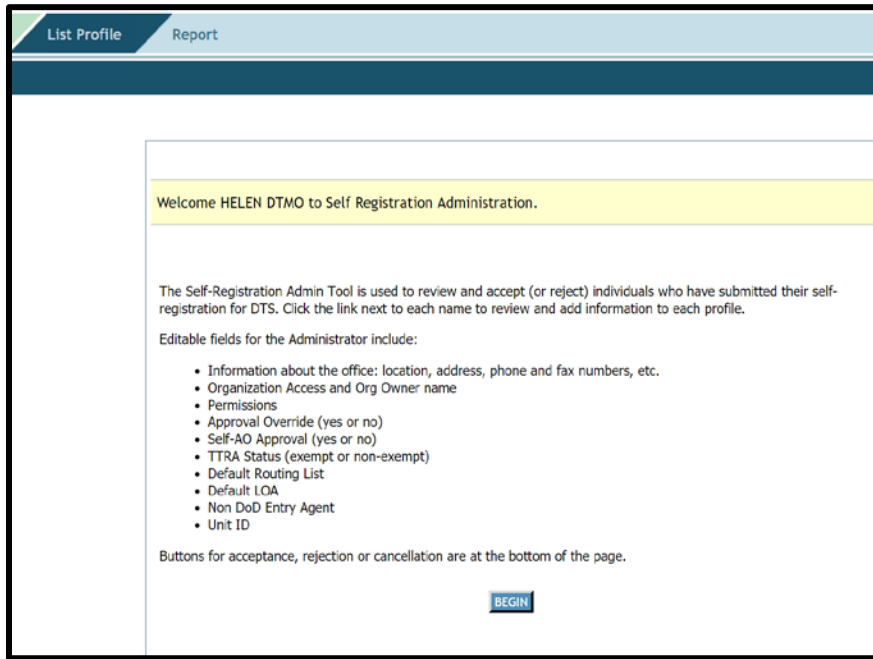


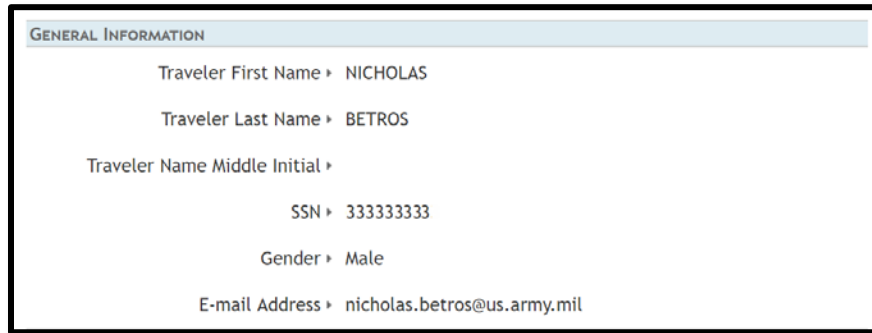
Figure A-2: Self Registration Administration Screen

2. Select **BEGIN**. The **List of User(s)** screen (Figure A-3) opens. It displays the names of people who have submitted DTS 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-3: List Of User(s) Screen

3. In the **Review** column, select the link next to the name of the person whose self-registration you want to review. The person’s profile screen (Figure A-4) opens.



GENERAL INFORMATION

Traveler First Name ▶ NICHOLAS

Traveler Last Name ▶ BETROS

Traveler Name Middle Initial ▶

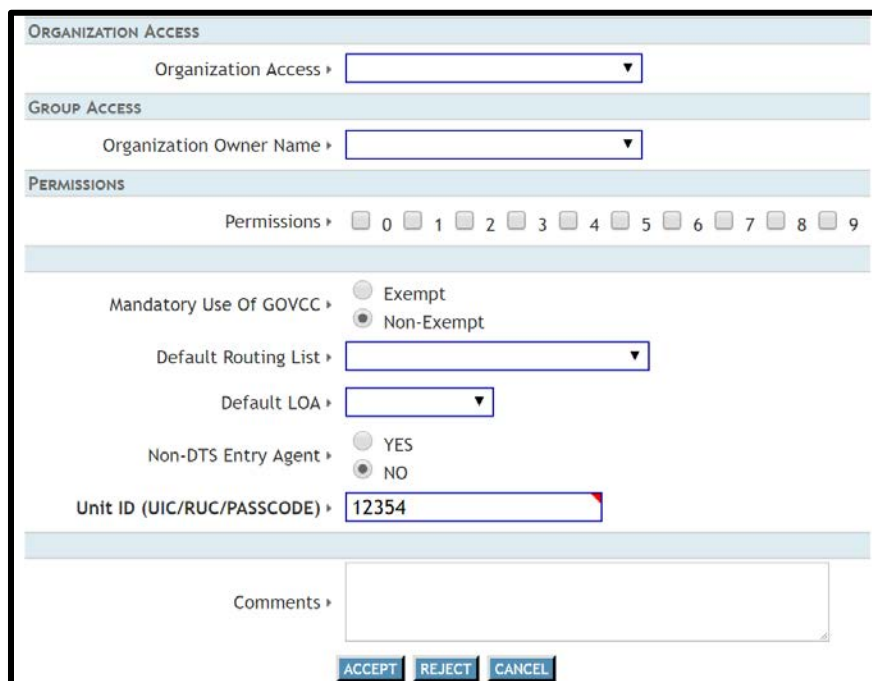
SSN ▶ 33333333

Gender ▶ Male

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

Figure A-4: Profile Screen for Self-Registration (Top)

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



ORGANIZATION ACCESS

Organization Access ▶ [Dropdown]

GROUP ACCESS

Organization Owner Name ▶ [Dropdown]

PERMISSIONS

Permissions ▶ 0 1 2 3 4 5 6 7 8 9

Mandatory Use Of GOVCC ▶ Exempt Non-Exempt

Default Routing List ▶ [Dropdown]

Default LOA ▶ [Dropdown]

Non-DTS Entry Agent ▶ YES NO

Unit ID (UIC/RUC/PASSCODE) ▶ 12354

Comments ▶ [Text Area]

ACCEPT **REJECT** **CANCEL**

Figure A-5: 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 who tried unsuccessfully to self-register.

DTA emails the individual if you accepted or rejected their self-registration request.

The email contains the comments you entered in step 6, and if rejected instructs the person to resubmit their request after making the necessary corrections.

2 Self-Registration Metrics Report

The **Self-Registration Metrics** report provides the length of time that self-registrations remain in a **Submitted** or **Incomplete** status.

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-6) opens.

Figure A-6: 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