Introduction

The DTS (Basic) series includes web based training (WBT) classes that introduce Defense Travel System (DTS) fundamentals. These WBTs are available for anyone, but are best suited for personnel new to the DoD and DTS. This training is accessible 24 hours a day, 7 days a week through the Travel Explorer (TraX).

Access and Login

To access the classes, go to the DTMO Passport (Figure 1) at https://www.defensetravel.dod.mil/passport. View the information on the Passport Message page and select OK to proceed.

![Passport Message Page](image1)

*Figure 1: Passport Message Page*

You must have a user account to log into Passport. If you don’t have one, select register here on the Passport Login screen (Figure 2).

![Passport Login Screen](image2)

*Figure 2: Passport Login Screen*
Registering for TraX

The **Passport Registration** page opens (Figure 3).

![Passport Registration Page](image)

**Figure 3: Passport Registration Page**

There are two ways to register an account in **TraX**.

- **Register an account with Login Email**: Enter an email address, first and last name and remaining mandatory fields, then select **Submit Registration**. After your account is created, you’ll receive an email informing you of the account status. You use the link within the email to complete registration and establish a new password. Once you complete registration, return to Passport, enter your email address and password, and then select **Log in to Passport** (Figure 2).

- **Register with your CAC**: Select **Register with your CAC**. Upon account creation, you will receive an email notifying you of the account status. You’ll be able to log into Passport by selecting **Continue with your CAC** (Figure 2).

We recommended you do both. Why? If you only use the CAC option and then replace your CAC, you won’t be able to access your old TraX account. If you have an email address and password on file, you’ll always be able to access your account. You can always update your email address if it changes. See the **Updating Account Information** section.
Access and Login

On the **Passport Home** page, you can access applications based upon your permissions (Figure 4). At a minimum, you’ll have access to **My Profile**, **Subscriptions**, and **TraX**.

- **My Profile**: Access your Passport profile to update your registration information. This is especially useful if your work email address changes. You can change your TraX login email address to match it.
- **Subscriptions**: DTMO Publications (e.g., Customer Services Notices, Dispatch) you indicated you want sent to your email. You can choose to unsubscribe at any time.
- **TraX**: Tool used to access training, help tickets, and trip calculator estimator.

![Passport Home Page](image)

*Figure 4: Passport Home Page*

At the bottom of the page, the active links carry throughout the application for easy navigation: **Passport Home**, **DTMO Home**, **Passport Feedback**, and **Logout**.

TraX Training

From the **Passport Home** page, select **TraX** (Figure 3). The **TraX Home** page opens (Figure 4) displaying the system features.
TraX Training (continued)

You access Training either by selecting the quick link (Figure 5, Indicator 1) on the TraX Home page or from the Navigation Bar (Figure 5, Indicator 2). The default Available Training screen opens (Figure 6).
On the Available Training screen, the class listing defaults to Recommended Only (Figure 6, Indicator 1) based upon the selections under My Roles. You can check the box Show All and the listing expands (Figure 5, Indicator 2). A Key (Figure 6, Indicator 3) identifies the classes with a 2-digit code and color indicator. You can select a specific code (e.g., Web Based) to view only certain classes (Figure 6, Indicator 4).

**Note:** Due to volume of classes, you may not see your desired class on the page. Be sure to go to the bottom of the page and select Next to view additional classes.

If your class doesn’t appear in the inventory or if this is your first time in the Training module, from the Navigation Bar, select My Roles (Figure 7).

The My Roles screen displays (Figure 8, Indicator 1). Check the boxes next to the roles specific to your position or desired training. The minimum you should select is DoD traveler and/or DTS user. Select Update Roles (Figure 8, Indicator 2) to apply changes.
My Roles (continued)

Figure 8: My Roles Screen

The screen updates with a Success message. Select Return to Class List (Figure 8, Indicator 3) to access the revised inventory or select Training directly from the Navigation Bar (Figure 7). The Available Training screen appears.

Launching the Course

From the Available Training screen, select Launch next to the class (Figure 9).
Launching the Course (continued)

A browser window opens with a Welcome screen (Figure 10) that provides information about the class, including system requirements needed to access it. When you have verified your computer is properly equipped and the settings are correctly configured, select Launch Course (Figure 10).

![Welcome to About DTS Screen](Figure 10)

The first screen of the selected course displays (Figure 11). Click anywhere on the screen to continue. Once you complete the course, print the certificate from the Completed section (Figure 7).

![About DTS Screen](Figure 11)
If you ever need to update your account information (e.g., your email address changes), you can access **My Profile** from the **Passport Home** page (Figure 12). A screen opens which allows you to change the details of your account. After entering the information, select **Update Profile** to save changes.

*Figure 12: Passport Home Page*