
Information Paper:

Accessing DTS (Basic) Training Classes

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).

Accessing TraX To access the classes, go to the DTMO Passport (Figure 1) at <https://www.defensetravel.dod.mil/passport>. You must have a user account to log into Passport. If you don't have one, select **Register**. After you complete and submit the form, you'll receive an email telling you that your account has been created.

There are two ways to register an account in TraX. After filling out your mandatory information:

- **Register an account email and password:** Enter an email address and password, then select **Submit Registration**. After your account has been created, you'll be able to log into Passport by entering your email address and password, then selecting **Password Login**.
- **Register with your CAC:** Select **Register with CAC**. After your account has been created, you'll be able to log into Passport by selecting **CAC Login** and entering your CAC PIN.

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.



Figure 1: DTMO Passport Account Login screen

If you have access to more than one Passport tool, you'll see a screen that asks you to select which tool you want to use. Select TraX. However, if you only have access to TraX, Passport skips that step and takes you directly to the TraX home page (Figure 2). Navigate to the **Training** module by selecting the **Training** icon at the top of the page.

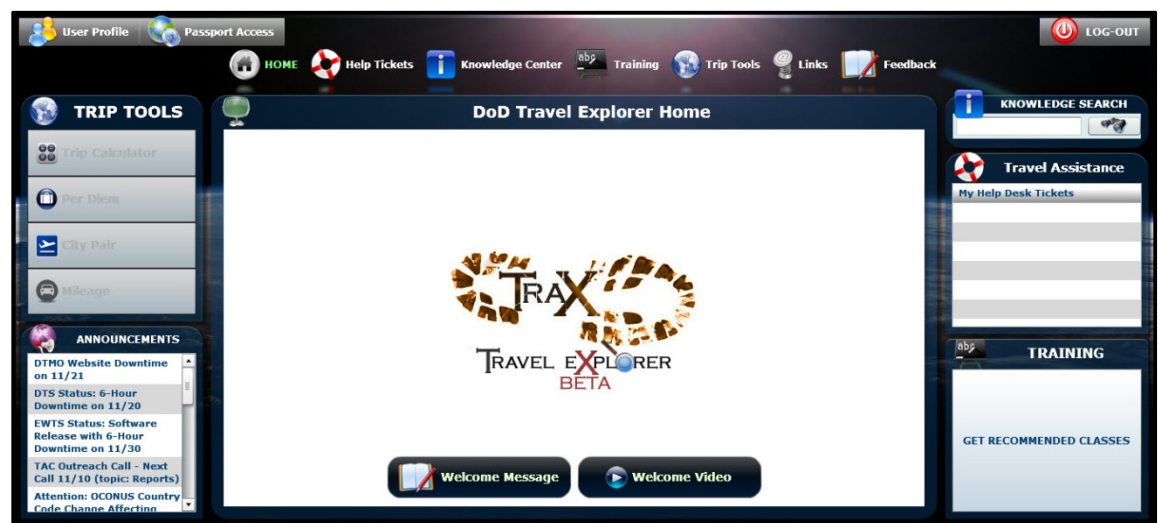


Figure 2: DoD Travel Explorer Home Page



TraX Training

The Available/Recommended Training screen (Figure 3) opens by default, and displays all classes available in TraX.



Figure 3: Available/Recommended Tab

To only view classes that you have not yet taken and that support your role, select **My Roles**. The Roles screen (Figure 4) opens.

Please Check All That Apply So We Can Recommend Training

- I am a travel card holder
- I am a DoD traveler and/or I use DTS
 - I am an Authorizing Official (AO)
 - I am a Reviewing Official (RO)
 - I am a LDTA/ODTA
 - I am a FDTA/BDTA
 - I am a CBA-S
 - I am a Transportation Officer (TO)
 - I am a Debt Management Monitor (DMM)
 - I am a travel clerk/NDEA
- I am an Agency Program Coordinator (APC)
- I am a Component Program Manager (CPM)
- I am a Quality Assurance Evaluator (QAE) or Contracting Officer Technical Representative (COTR)
- I am a Commander, Director, or Supervisor
- Do Not Use

Figure 4: My Roles Screen



Select all roles that apply to you. The minimum you should select is I am a DoD Traveler and/or I use DTS. After you have chosen all your roles, select **View Recommended Training**. The Available/Recommended screen re-opens (Figure 5), displaying a shortened list of classes.



Figure 5: Updated Available/Recommended Tab

You can always view all available classes by selecting the **View All** radio button next to the **Distance Learning** tab.

Start a web based training class by selecting **Launch** in the left column (Figure 6).



Figure 6: Available/Recommended Tab; Detail on Launch Button



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A browser window opens with a Welcome screen (Figure 7) that provides information about the class, including system requirements needed to access it. When you have verified that your computer is properly equipped and the settings are configured correctly, select **Launch Course**.

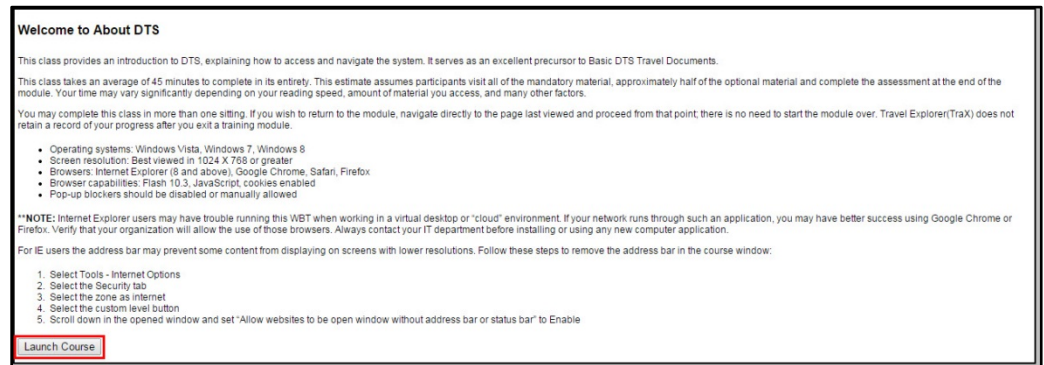


Figure 7: Welcome Screen

The first screen of the selected course (Figure 8) displays.



Figure 8: About DTS Welcome Screen

**Updating
Account
Information**

If you ever need to update your TraX user profile (e.g., your email address changes), select **User Profile**, which is visible in the upper left corner of Figure 3. A screen opens which allows you to change the details of your account.