

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).

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.

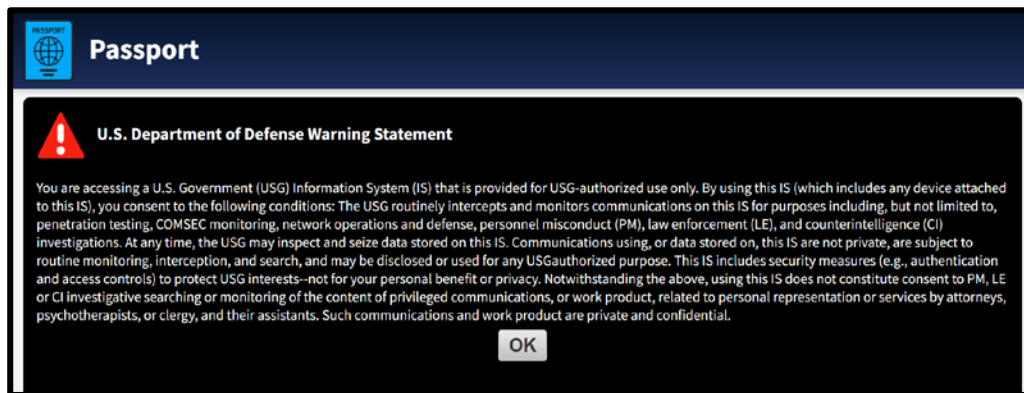


Figure 1: Passport Message Page

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).

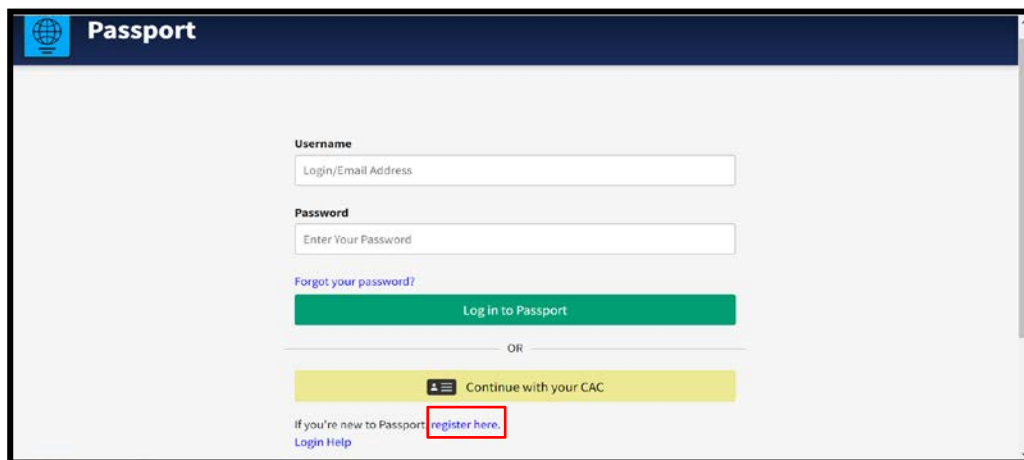


Figure 2: Passport Login Screen



Registering for TraX

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

The screenshot shows a registration form titled "Registration Instructions". It provides two options for registration: Option 1 (Login Email) and Option 2 (Register with your CAC). A note indicates that if the login email has changed, the user should login with their old email and update it. The form includes input fields for Login Email, First Name, Last Name, a dropdown for Employment Type, and a section for Work Phone & Ext. A green "Submit Registration" button is at the bottom.

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.

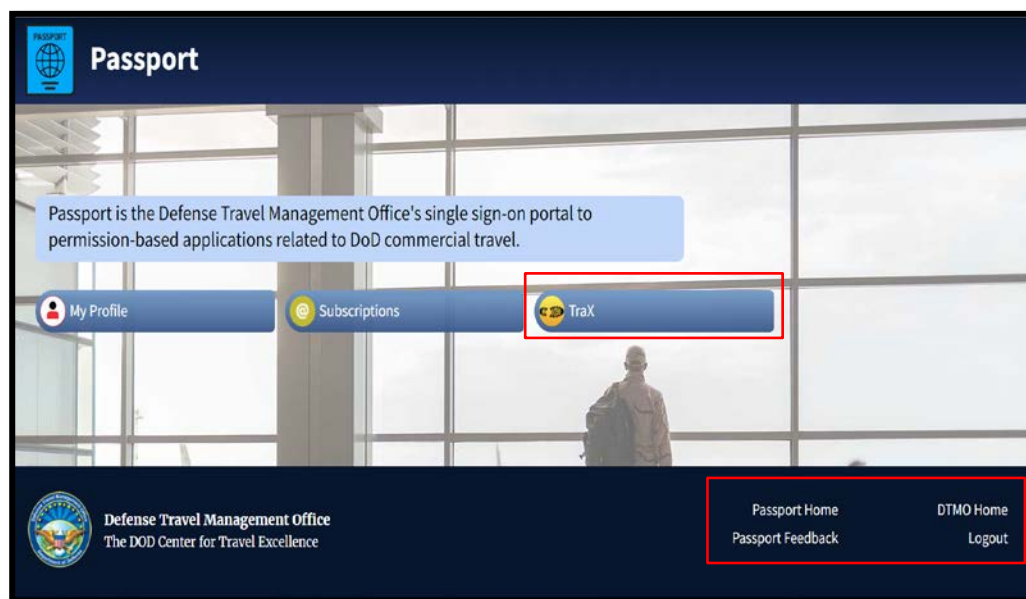


Figure 4: Passport Home Page

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)

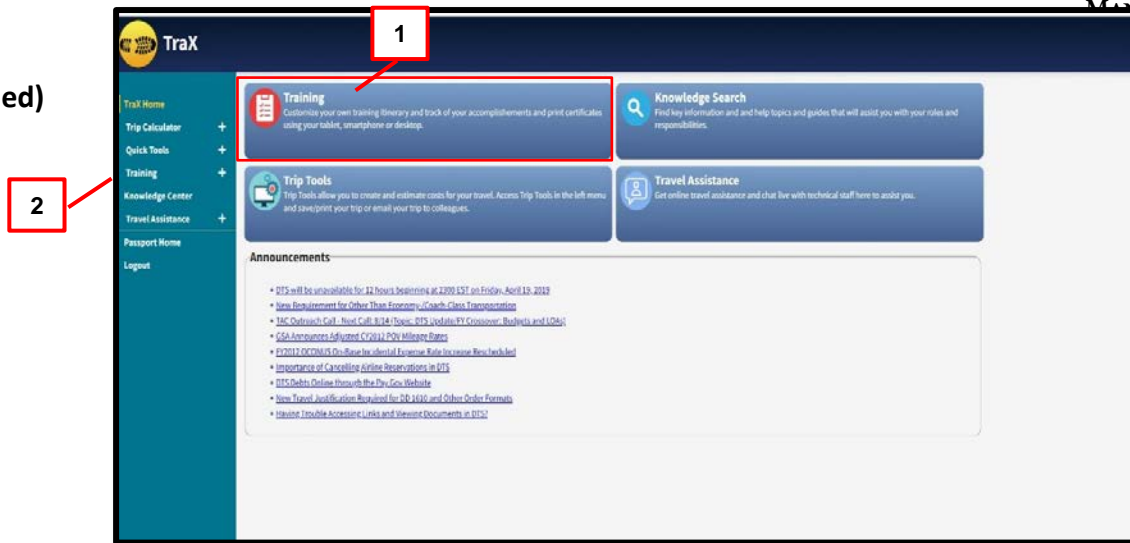


Figure 5: Travel Explorer Home Page

Available Training

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).

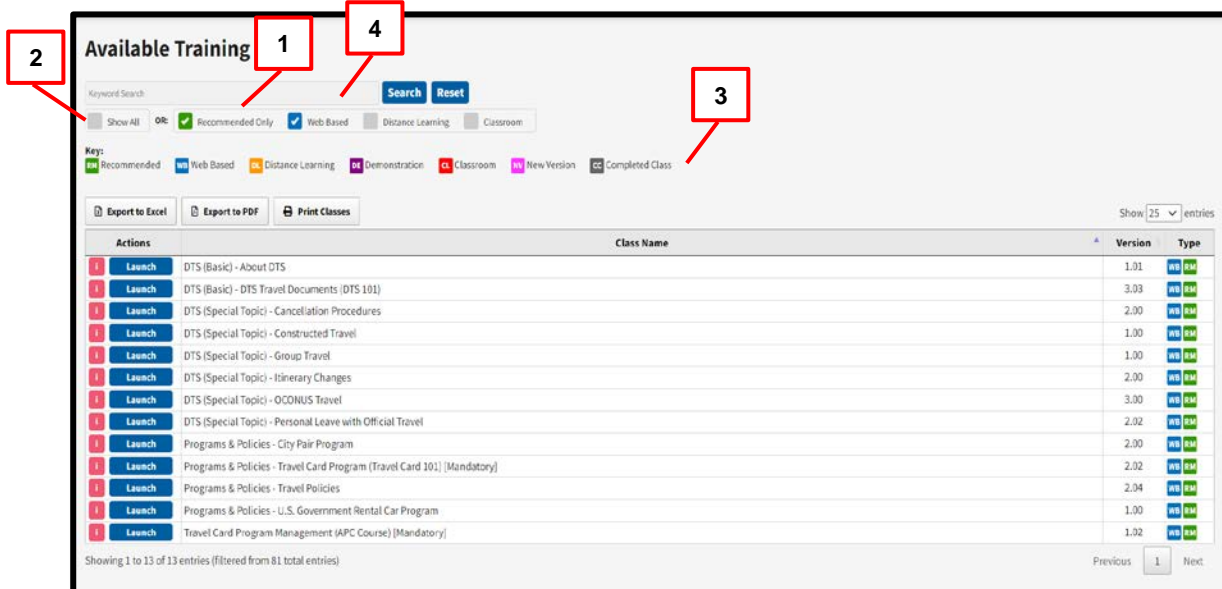


Figure 6: Available Training Page



Available Training (continued)

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.

My Roles

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).

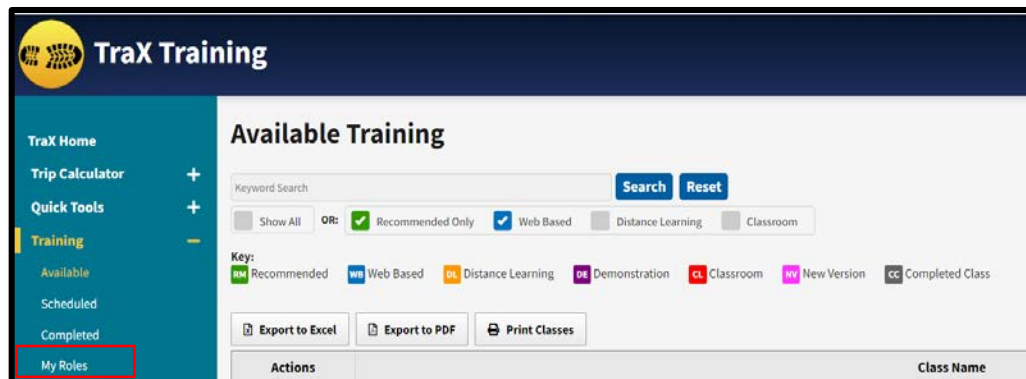


Figure 7: Navigation Bar Screen

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)

My Roles

Instructions

Recommended Training Filters

To filter prospective web based training, distance learning, and other classes, please check all roles in the list that apply to your working responsibilities and/or job functions. When you check a role or multiple roles, the recommended filter is applied only to your class search. No other profile or account information is affected.

TIP When you have checked your Roles, click the Return to Class List button below to see your list of recommended classes.

Return to Class List

My Roles for Recommended Classes

- Travel card holder
- DoD traveler and/or DTS user
- Authorizing Official (AO)
- Reviewing Official (RO)
- LDTA/ODTA
- FDTA/BDTA
- CBA-S
- Transportation Officer (TO)
- Debt Management Monitor (DMM)
- Travel Clerk/NDEA
- Agency Program Coordinator (APC)
- Component Program Manager (CPM)
- Quality Assurance Evaluator (QAE) or Contracting Officer Technical Representative (COTR)
- Commander, Director, or Supervisor

Update Roles

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).

Available Training

Keyword Search **Search** **Reset**

Show All **OR** Recommended Only Web Based Distance Learning Classroom

Key: Recommended Web Based Distance Learning Demonstration Classroom New Version Completed Class

Show 25 entries

Actions	Class Name	Version	Type
Launch	DTS (Basic) - About DTS	1.01	Web
Launch	DTS (Basic) - DTS Travel Documents (DTS 101)	3.03	Web
Launch	DTS (Special Topic) - Cancellation Procedures	2.00	Web

Figure 9: Available Training Screen



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).

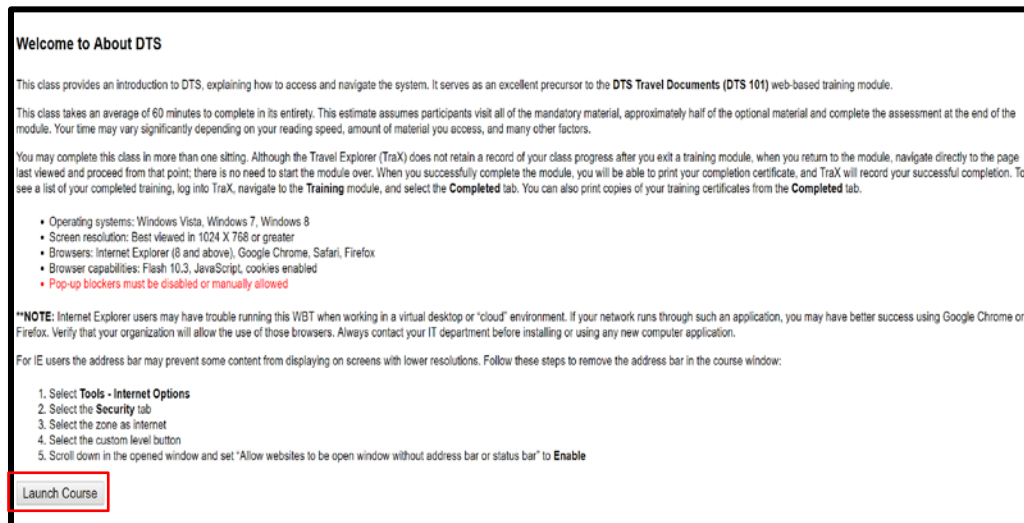


Figure 10: Welcome to About DTS Screen

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).



Figure 11: About DTS Screen



Updating Account Information

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.

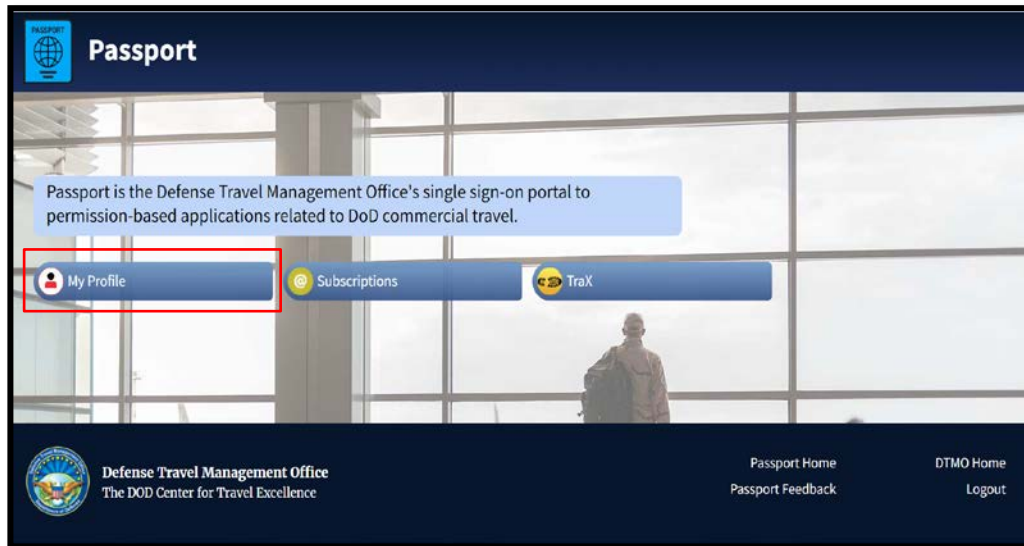


Figure 12: Passport Home Page