

Information Paper:

Instructions for Accessing Training in Travel Explorer (TraX)

Introduction

Travel Explorer (TraX) offers a centralized travel resource comprising of travel assistance, training, access to trip tools, and other useful information. TraX is accessible 24 hours a day, 7 days a week for registered users.

Access and Login

To log into **TraX**, 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.

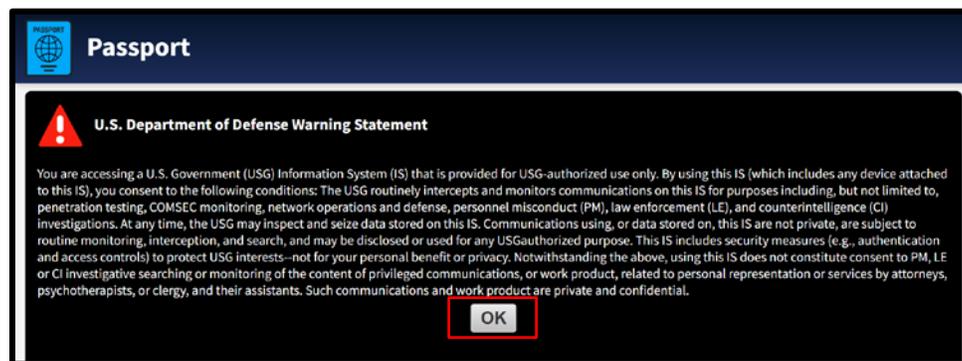


Figure 1: Passport Message Page

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, Indicator 1). If you do have an account, skip the next step.

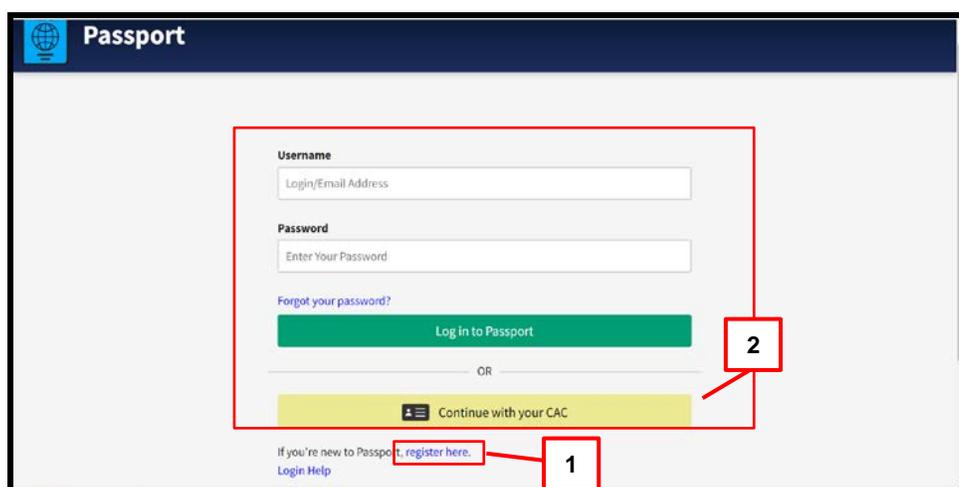


Figure 2: Passport Login Screen



Registering to TraX

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

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 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).

Access and Login

From the **Passport Login** screen, log in with your preferred method (Figure 2, Indicator 2). The **Passport Home** page opens (Figure 4). You can access applications based upon your permissions. 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.



Access and Login (continued)

- **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.

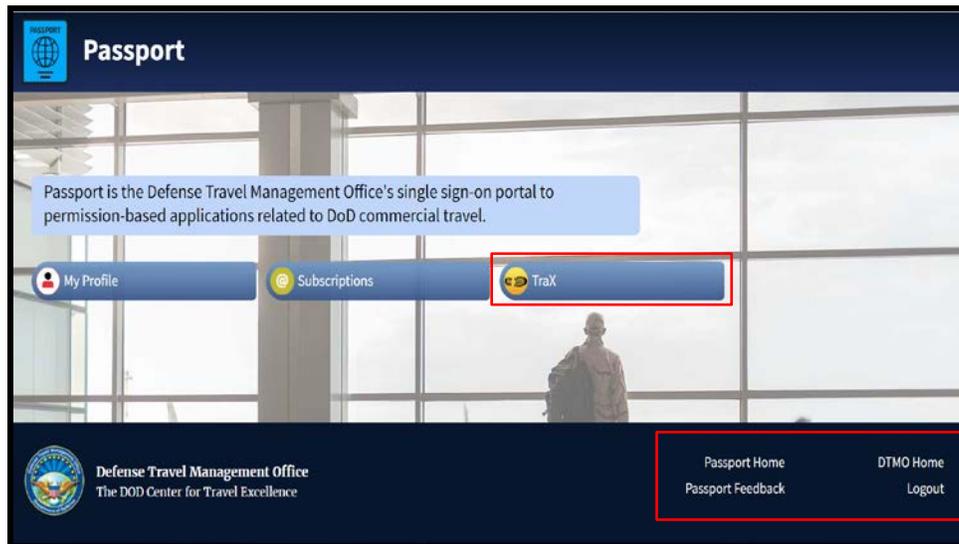


Figure 4: Passport Home Page

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

Select **TraX** from the **Passport Home** page (Figure 4). The **TraX Home** page opens (Figure 5). From here, you can choose options from the quick links or **Navigation Bar**:

- **Training:** Launch training recommended specifically for you base upon your designate role.
- **Knowledge Search:** Search FAQs on travel topics, access guides and resources.
- **Trip Tools:** Open individual cost estimation functions.
- **Travel Assistance:** Create new Help Tickets and access recent Help Tickets.
- **Announcements:** Select any item to view more information in the display area.
- **Passport Home:** Return to Passport to access other features.
- **Log Out:** Close your TraX session.



TraX
(continued)

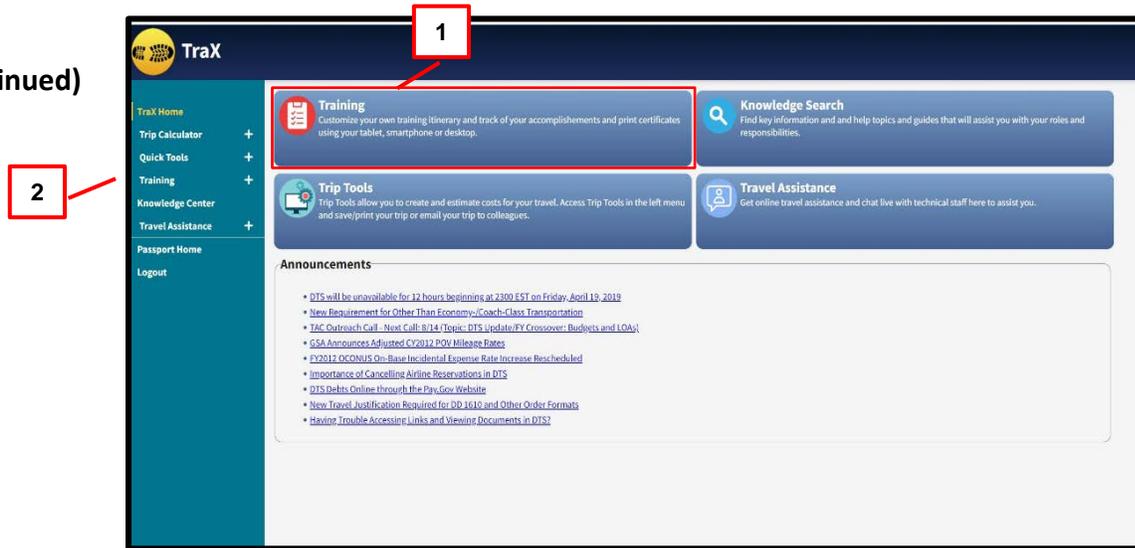


Figure 5: TraX Home Page

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. Training sections also include **Scheduled**, **Completed**, **My Roles** and **Info** (Figure 6).

On the **Available Training** screen, the class listing defaults to **Recommended Only** (Figure 6, Indicator 1), which is driven by the selections under **My Roles**. You can check the box **Show All** and the listing expands. To differentiate the training, a **Key** identifies the classes with a 2-digit code and color indicator (Figure 6, Indicator 2).

Within the listing, the arranged class data has four columns: **Actions**, **Class Name**, **Version**, and **Type**.

- **Actions** provide the **Information** icon for class description, as well as the ability to **Schedule** and **Launch** classes.
- **Class Name** lists the available classes.
- View the document's current **Version** to see if updates occurred.
- **Type** reflects the class **Key**. Some classes may reflect multiple class codes.



Available Training (continued)

1

2

3

4

Actions	Class Name	Version	Type
Launch	Authorization - Accounting	1.00	Web
Launch	Authorization - Additional Options - Profile	1.00	Web
Launch	Authorization - Expenses - Mileage	1.00	Web
Launch	Authorization - Expenses - Non-Mileage	1.00	Web
Launch	Authorization - Expenses - Per Diem Entitlements	1.00	Web
Launch	Authorization - Expenses - Substantiating Records	1.00	Web
Launch	Authorization - Itinerary	2.00	Web
Launch	Authorization - Reservations - Air	2.00	Web
Launch	Authorization - Reservations - Rail	1.00	Web
Launch	Authorization - Reservations - Rental Car	1.00	Web
Launch	Authorization - Reservations - Trip Summary	1.00	Web
Launch	Authorization - Review/Sign - Digital Signature	1.00	Web
Launch	Authorization - Review/Sign - Other Authorizations	1.00	Web
Launch	Authorization - Review/Sign - Pre-Audit	1.00	Web
Schedule	Document Processing - Authorization (FDI)	2.00	Web
Launch	Document Processing - Vouchers (FDI)	1.00	Web
Launch	DTS (Basic) - About DTS	1.01	Web
Launch	DTS (Basic) - DTS Travel Documents (DTS 101)	3.01	Web
Launch	DTS (Special Topic) - Cancellation Procedures	2.00	Web
Launch	DTS (Special Topic) - Constructed Travel	1.00	Web
Launch	DTS (Special Topic) - Group Travel	1.00	Web
Launch	DTS (Special Topic) - Itinerary Changes	2.00	Web
Launch	DTS (Special Topic) - OCONUS Travel	3.00	Web
Launch	DTS (Special Topic) - Personal Leave with Official Travel	2.02	Web
Launch	Programs & Policies - City Pair Program	2.00	Web

Figure 6: TraX Available Training Screen

The **Available Training** sort default is by **Class Name**. Select a column heading if you need to change the sort (e.g., **Type**). The list may include several pages. Therefore, the class you need may not appear on the first screen. Be sure to scroll to the bottom of the page and select the page number or **Next** to advance.

To view the classes in a continuous list you can select **Export to Excel**, **Export to PDF**, or **Print Classes** (Figure 6, Indicator 4). Open the document to review the choices.

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 6, Indicator 3). On the **My Roles** screen (Figure 7, Indicator 1) check the boxes next to the roles specific to your position or desired training. At a minimum, you should select **DoD traveler and/or DTS user**. Select **Update Roles** (Figure 7, Indicator 2) to save changes.



My Roles (continued)

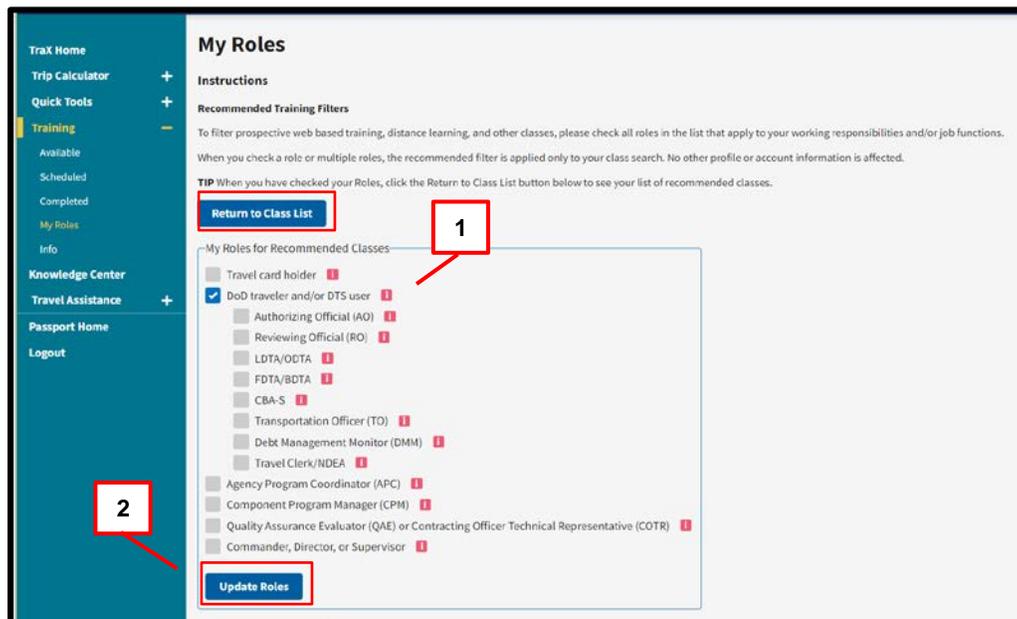


Figure 7: My Roles Screen

The screen updates with a message (Figure 8).

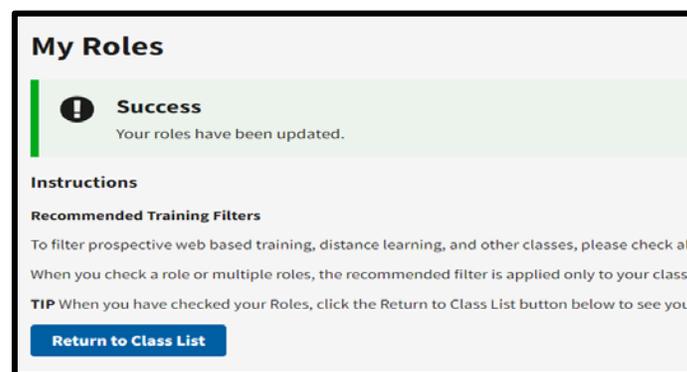


Figure 8: My Role Message Screen

Select **Return to Class List** to access the revised inventory or select **Training** directly from the **Navigation Bar** (Figure 7). The **Available Training** screen appears.

Searching for Classes

If you know the specific class name, you can use the **Keyword Search** feature to locate the training quickly (Figure 9).

- Enter the class name in the **Keyword Search** field.



Searching for Classes (continued)

- Select **Search**
The class appears on the screen.

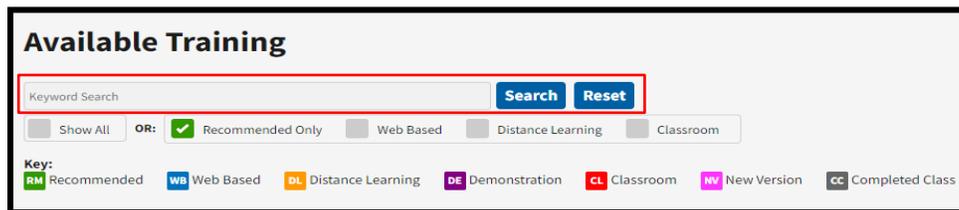


Figure 9: Available Training (Keyword Search) Screen

Class Description

On the **Available Training** screen, under the **Actions** column, select the **Information** icon (Figure 10) for class content, estimated class length, and recommended roles.

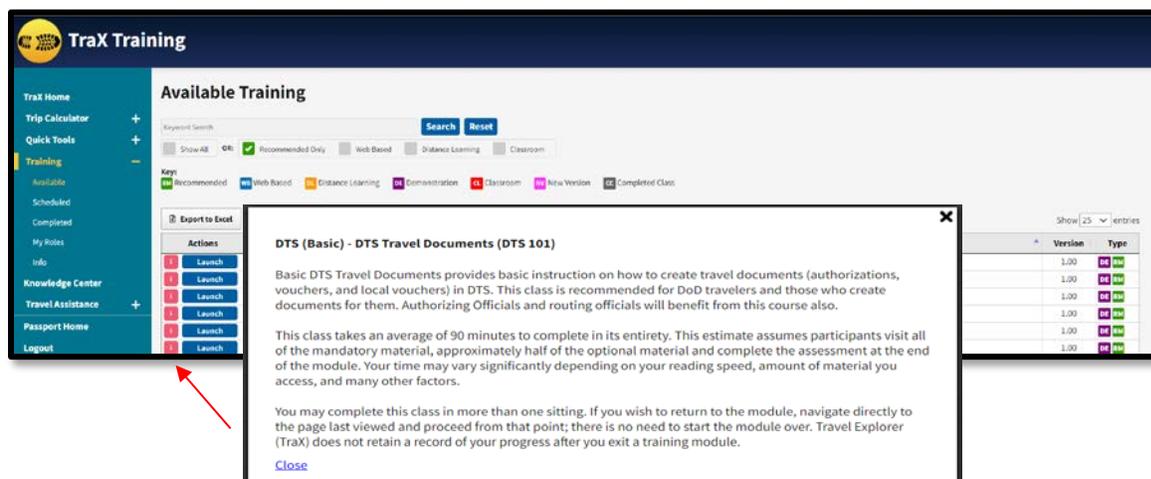


Figure 10: Information Icon (Class Details)

When you are finished, select [Close](#) or the **X** in the upper corner of the window to exit.

Web Based Training

Web Based Training classes (WBTs) are self-paced, on-demand, computer-based classes. They have interactive exercises and an assessment.

To access a WBT, on the **Available Training** screen, select **Launch** next to a class. The class **Welcome** screen (Figure 11) opens. It provides a class description, some key information about the class, and its computer requirements.



Web Based Training (continued)

Welcome to DTS (Basic) - DTS Travel Documents (DTS 101)

This course shows a traveler how to create a basic authorization, make transportation and lodging reservations, create a basic voucher, and claim reimbursable expenses. This class is recommended for DoD travelers and those who create travel documents for them. Authorizing Officials and Reviewing Officials will also benefit from this class.

This class takes an average of 90 minutes to complete in its entirety. This estimate assumes you visit all of the mandatory material, view approximately half of the optional material, and complete the assessment at the end of the module. Your time may vary significantly depending on your reading speed, the amount of material you access, and many other factors.

You may complete this class in more than one sitting. Although the Travel Explorer (TraX) does not retain a record of your class progress after you exit a training module, when you return to the module, navigate directly to the page last viewed and proceed from that point; there is no need to start the module over. When you successfully complete the module, you will be able to print your completion certificate, and TraX will record your successful completion. To see a list of your completed training, log into TraX, navigate to the **Training** module, and select the **Completed** tab. You can also print copies of your training certificates from the **Completed** tab.

System requirements to view the course:

- Operating systems: Windows 7, Windows 8, Windows 10
- Screen resolution: Best viewed in 1024 X 768 or greater
- Browsers: Internet Explorer (8 and above), Google Chrome, Safari, Firefox
- Browser capabilities: Flash 10.3, JavaScript, cookies enabled
- Pop-up blockers **must** be disabled or manually allowed

****NOTE:** Internet Explorer users may have trouble running this WBT when working in a virtual desktop or "dock" environment. If your network runs through such an application, you may have better success using Google Chrome or Firefox. Verify that your organization will allow the use of those browsers. Always contact your IT department before installing or using any new computer application.

For IE users the address bar may prevent some content from displaying on screens with lower resolutions. Follow these steps to remove the address bar in the course window:

1. Select **Tools - Internet Options**
2. Select the **Security** tab
3. Select the zone as internet
4. Select the custom level button
5. Scroll down in the opened window and set "Allow websites to be open window without address bar or status bar" to **Enable**

Launch Course

Figure 11: Welcome Screen

To take a WBT, select **Launch Course**. You earn a training certificate for successfully completing the assessment (for more on certificates, see the **Completed** section, below).

Distance Learning

Distance learning is an interactive, online classroom environment, delivered by a live instructor via Defense Collaboration Service (DCS) software.

Locate the **Distance Learning** class on the **Available Training** screen. To register, select **Schedule** to the left of the class title (Figure 12).

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

Actions	Class Name
Schedule	Additional Topics for DTAs (D300)
Launch	AO/RO - The DTS Approval Process
Launch	AO/RO - Training for Accountable Officials and Certifying Officers (Annual COL Refresher)
Launch	AO/RO - Training for Accountable Officials and Certifying Officers (Initial COL)

Figure 12: Schedule Distance Learning Screen

The class schedule appears (Figure 13). Determine the preferred class date and time. Select **Register** (Figure 13).



Distance Learning (continued)

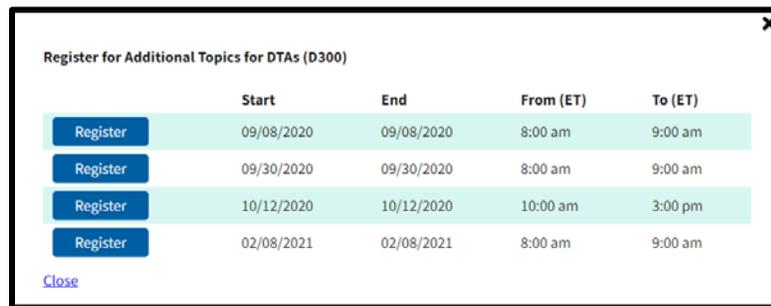


Figure 13: Register for Distance Learning Screen

A check mark appears for the **Registered** class (Figure 14). Select [Close](#) or **X** at the top right to exit (Figure 14).

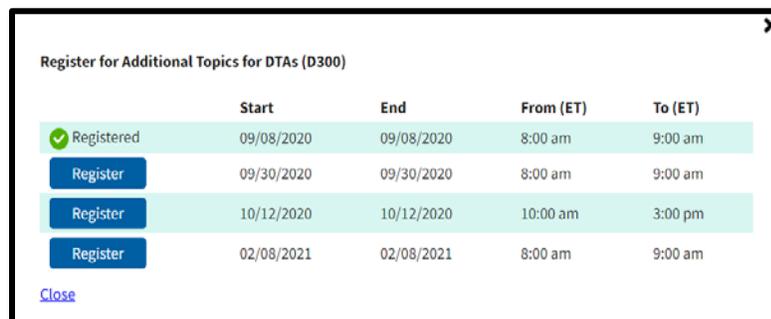


Figure 14: Confirmed Registered for Distance Learning Screen

Note: TraX emails you the class details using the email address listed in your TraX profile. Ensure the email is correct to receive TraX initiated emails.

Scheduled Training

From the **Navigation Bar**, under **Training**, select **Scheduled**. The **Scheduled Training** screen loads (Figure 15). You can see the **Class Scheduled**, **Type**, **Start** and **End** date, and the **From** and **To** time. Under the **Action** column, you have the **Information** icon, the **Launch** (not shown) and **Cancel** options. The classroom becomes available approximately half an hour before the scheduled start time. Select **Launch** to enter an online classroom.



Class Scheduled	Type	Start	End	From (ET)	To (ET)	Action
Additional Topics for DTAs (D300)	DL	09/08/2020	09/08/2020	8:00 am	9:00 am	Cancel

Figure 15: Training Scheduled Screen

Completed Training

From the **Navigation Bar**, under **Training**, select **Completed** (Figure 16, Indicator 1). The page loads displaying **Class Completed** WBTs and DL sessions. The page also provides **Print** and **Delete** options for training certificates that you earned (Figure 16, Indicator 2).

Class Completed	Version	Completed	Issued By	Print Certificate
FDTA - Lines of Accounting/Budgets	2.00	02/17/2016	TraX	Print Delete
Programs & Policies - Travel Policies	2.04	02/17/2016	TraX	Print Delete
Travel Card Program Management (APC Course) [Mandatory]	1.02	04/19/2016	TraX	Print Delete
Programs & Policies - U.S. Government Rental Car Program	1.00	05/17/2016	TraX	Print Delete
Travel Card Program Management (APC Course) [Mandatory]	1.02	05/19/2016	TraX	Print Delete
AO/RO - The DTS Approval Process	2.00	06/12/2018	TraX	Print Delete
AO/RO - The DTS Approval Process	2.00	06/12/2018	TraX	Print Delete
DTA - Maintenance Tool: Routing Lists	1.00	06/14/2018	TraX	Print Delete
DTA - Reports	2.00	06/14/2018	TraX	Print Delete
DTS (Basic) - About DTS	1.01	06/14/2018	TraX	Print Delete
FDTA - Lines of Accounting/Budgets	2.00	06/14/2018	TraX	Print Delete
Travel Card Program Management (APC Course) [Mandatory]	1.02	06/14/2018	TraX	Print Delete
DTA - Troubleshooting & Best Practices for DTAs	1.01	06/15/2018	TraX	Print Delete
AO/RO - Training for Accountable Officials and Certifying Officers (Annual COL Refresher)	3.00	07/11/2018	TraX	Print Delete

Figure 16: Completed Training Screen

Select **Print** to generate your training certificate (Figure 16, Indicator 2).

Note: If you do not see a training certificate you have earned, complete a TAC Help Desk ticket. From the **Navigation Bar**, select **Travel Assistance, Create Helpdesk Ticket**. A ticket page opens. Include in your ticket the full class title, the completed class date, and your TraX login email address. Your certificate will post to your TraX account, under **Completed** within a few days.



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Updating Account Information

If you need to update your account information (e.g., your email address changes), you can access **My Profile** from the **Passport Home** page (Figure 4). A screen opens which allows you to change the details of your account. After entering the information, select **Update Profile** to save changes.