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, Indictor 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](image)

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.

![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**

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 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)

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)

**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.
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.

![Available Training (Keyword Search) Screen](image)

**Figure 9: Available Training (Keyword Search) Screen**

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

![Information Icon (Class Details)](image)

**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** 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)

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).

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

![Register for Distance Learning Screen](image1)

**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).

![Confirmed Registered for Distance Learning Screen](image2)

**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 Training**. 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.
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).

**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.
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.