

Information Paper:

Updating Profile Information in DTS

The DTS Traveler Profile contains necessary key data to process travel reservations and payments. The essential information such as Electronic Funds Transfer (EFT) or checking/savings account, email, phone number, and Government Travel Charge Card (GTCC) data should be accurate to prevent reservations and airline ticketing delays and avoid reimbursement disruption. Periodically checking your profile for correctness before creating a document is a good practice.

When a profile requires an update, a traveler can modify their own data (directly from the **DTS Dashboard**), with the exception of a few fields such as their *assigned DTS organization, Active/Reserve (status) title/rank, and **SSN.

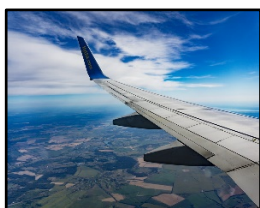
Note: A traveler can access their profile within a document and change the editable fields. See the [DTS Guides](#).

*Contact your DTA for assistance with changing any non-editable profile fields.

** SSN field is not editable and requires other corrective DTA actions. *For more details on DTS profiles, see the [DTA Manual, Chapter 7: People](#).*

When to update a Traveler Profile?

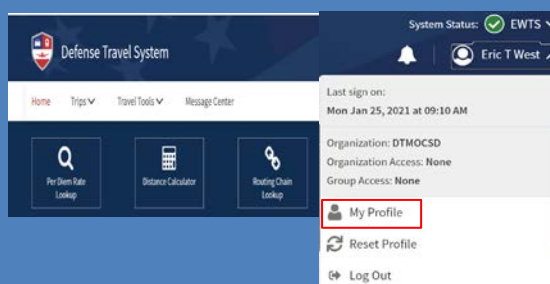
- Expired or reissued GTCC
- New bank account
- New email address
- Moving/Permanent Change of Station*
- Promotion/New job*



Updating Profile Information in DTS

Traveler:

1. From your **DTS Dashboard**, select your name in the upper right corner of the page. A drop-down of options displays. Select **My Profile**.



2. On the **My Profile** screen, select each section to verify and if required update your information. Available sections include **User Profile**, **Accounting**, **Travel Preferences**, and **Additional Information**.
*Profiles do contain some grayed out or non-editable fields. Contact your DTA for profile assistance.
3. Select **Save** at the bottom of the screen to keep the changes.

* If can't access DTS, contact your Defense Travel Administrator (DTA) for assistance.

** If you don't know your DTA, see the [DTS Local Contact Support](#) listing as a starting point.