



*Defense Travel Training Resources*

---

**Enterprise Web Training System  
Guide**

---

September 10, 2015

# Table of Contents

Chapter 1: Enterprise Web Training System Overview.....	5
Chapter 2: Computer Requirements.....	6
2.1 Check/Install Updated JAVA.....	6
2.2 Accessing EWTS.....	6
2.3 Using EWTS .....	6
Chapter 3: Obtaining and Using Training Certificates.....	7
3.1 Requesting EWTS Certificates .....	7
3.2 EWTS Certificates .....	8
3.2.1 Locate Certificates Using Internet Explorer .....	8
3.2.2 Locate Certificates Using Mozilla Firefox.....	9
3.3 Import certificates to the certificate store .....	9
3.3.1 Importing certificates.....	9
Chapter 4: EWTS Access.....	14
4.1 **Direct Access .....	14
4.2 Access via DTMO DoD Center for Travel Excellence .....	14
4.3 Access via Travel Explorer .....	15
Chapter 5: Responsibilities.....	16
5.1 EWTS Administrator.....	16
5.1.1 Organization.....	16
5.1.2 Routing List.....	16
5.1.3 Groups.....	16
5.1.4 People .....	16
5.1.5 Lines of Accounting and Budgets .....	17
5.2 Site POC Responsibilities.....	17
5.2.1 Routing List.....	17
5.2.2 Groups.....	17
5.2.3 People .....	17
Chapter 6: Supporting Resources .....	19
6.1 EWTS Help.....	19

6.2. Training Materials ..... 19

Appendix A: EWTS Training Certificates Request Form ..... 20

## Revision History

<b>Revision No.</b>	<b>Date</b>	<b>Authorization</b>	<b>Revision/Change Description</b>	<b>Chapter</b>
5.0	6/19/14	Defense Travel Management Office (DTMO)	Updated screenshots in Chapter 3. Updated format throughout the guide. Revised instructions for importing certificates.	All Chapters Appendix A
5.1	1/21/15	Defense Travel Management Office (DTMO)	Updated EWTS certificate request email address	Appendix A
5.2	9/2/15	Defense Travel Management Office (DTMO)	Updated the EWTS certificate request Form.	Appendix A
5.3	9/10/15	Defense Travel Management Office (DTMO)	Updated Chapter 3 to exclude Google Chrome as a web browser that supports EWTS.	Chapter 3

## Chapter 1: Enterprise Web Training System Overview

The Enterprise Web Training System (EWTS) is a training environment that has a user interface and functionality that mirrors the Defense Travel System (DTS). EWTS is available for any site so training in the use of DTS may be conducted via a simulated DTS experience.

The purpose of EWTS is to provide DTS users with an environment in which to practice using the current version of DTS. Travelers, Authorizing Officials (AOs), and Defense Travel Administrators (DTAs) may access EWTS through the internet and use it to practice their respective DTS tasks such as:

- Create authorizations, local vouchers, and vouchers from authorizations
- Route or approve documents using normal or conditional routing elements
- Perform many common DTA tasks

As a training environment, EWTS simulates the DTS experience; therefore, there are no consequences when errors are made. Although EWTS and DTS have the same look and feel, there are functional differences, such as:

- EWTS does not create actual reservations, since there is no connectivity to the Global Distribution System (GDS) or to the Passenger Name Record (PNR) functionality for Commercial Travel Office (CTO) actions.
- EWTS does not create financial obligations, because it is not connected with an DoD financial system

**Note:** EWTS organizations are purged (swept) on a weekly basis. The EWTS organizational name dictates the type of purge. The purge normally occurs on Sunday afternoon.

- If your organization is set up to train travelers and Authorizing Officials, all documents will be purged from the organization.
- If your organization is set up to train LDTAs/ODTAs, all sub-organizations, personnel and documents will be purged from the main organization.

## Chapter 2: Computer Requirements

In order to access EWTS, a site must have computer workstations and internet connectivity. If training will be provided at the site, then a classroom is also required.

It only takes a few simple steps to access EWTS, the same requirements exist to access DTS.

Before using EWTS, you or your local IT support team may need to:

- Check/install updated JAVA
- Obtain a PKI/PKE certificate
- Learn how to use EWTS/DTS

### 2.1 Check/Install Updated JAVA

EWTS uses a JAVA applet called the “DBsign Universal Web Signer (UWS)” for logging in to the system as well as signing document. In order to install and run this applet, it is important that your JAVA installation is up-to-date.

- Visit [java.com](http://java.com) and select “Free JAVA Download”.
- View detailed instructions about the JAVA installation process.

### 2.2 Accessing EWTS

The DoD Public Key Infrastructure (PKI) certificate is normally located in the chip on your Common Access Card (CAC). To access EWTS, the certificate is in a PKI format. This format stores private keys with accompanying public key certificates. These certificates are protected with a password.

### 2.3 Using EWTS

There are tools available online that can be used to learn about EWTS. The Distance Learning class D205 Enterprise Web Training System (EWTS) Setup and Application is an excellent starting point.

## Chapter 3: Obtaining and Using Training Certificates

The site's Lead Defense Travel Administrator (LDTA) or the individual who will be conducting the training should be the site's point of contact for the Defense Travel Management Office (DTMO). Individuals who wish to use EWTS for training should contact that individual for assistance.

The form located on the last page of this guide is the form that must be used when training certificates are requested.

The training certificates are valid for three years. The date is normally determined when the certificates are issued, but in some cases it is when the certificates were actually created. It is important that sites keep track of the certificate expiration date and request reissued certificates approximately two months before the expiration date.

### 3.1 Requesting EWTS Certificates

Before you start using EWTS at your site, you will need the PKI certificates that are referenced in the previous paragraph.

In order to receive these certificates you will need to complete the request form located on the last page of this guide or by selecting this link  
[http://www.defensetravel.dod.mil/Docs/Training/EWTS\\_Request\\_Form.pdf](http://www.defensetravel.dod.mil/Docs/Training/EWTS_Request_Form.pdf).

When you fill out the form, please take time to fill it out completely and correctly. If your request is incomplete or incorrect, then receipt of certificates will be delayed.

The most valuable aspect of EWTS is that all training certificates are customized to reflect your specific organizational structure. When you use EWTS for training you are presenting personnel with an environment that should reflect what they will see and use in the production version.

The most vital information on the form is the number of traveler, AO, and LDTA certificates that are required for the type of training that will be conducted. If you will be conducting traveler or AO training, you should typically request certificates for traveler/AOs. Although the DTMO recommends you request a standard set (5 traveler, 5 AO, 1 LDTA), you may request as many certificates as you have workstations available for training.

After the form is completed, either email the form using the email address on the top of the form, or fax it using the fax number located at the top of the form.

**\*Note:** Allow 2-4 weeks for DTMO to process your certificates and return them to you.

## 3.2 EWTS Certificates

Upon receipt of the request form, DTMO processes the request and sends individual training certificates and password to the site via encrypted email. The certificates may be copied to a portable storage device or saved to a computer's hard drive.

After the training certificates are received and saved, they must be imported into each training computer's certificate store. The certificate store is located on the computer's hard drive. It is a special key database that is used to store digital certificates and may also contain the certificate's private key. The certificate must be imported each time a new person uses EWTS on the computer, unless the computer is accessed with a generic ID and password. In that case the certificates will only have to be imported once.

The location of the certificate store depends on which web browser is used on the computer. Three popular web browsers are Internet Explorer (IE), Google Chrome and Firefox.

### 3.2.1 Locate Certificates Using Internet Explorer

Figure 3-1 illustrates how to locate the certificate store if you use Internet Explorer (IE).

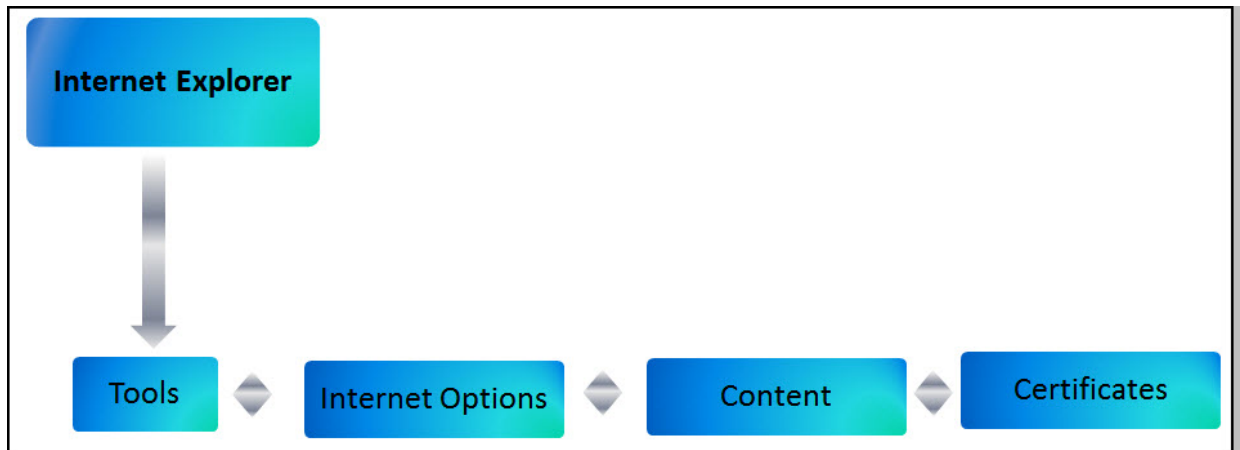


Figure 3-1: Locate Certificate Store using Internet Explorer

1. Select **Tools** from the menu bar, and then choose **Internet Options**.
2. Choose the **Content** tab.
3. Select the **Certificates** button in the middle of the box.



### 3.2.2 Locate Certificates Using Mozilla Firefox

Figure 3-3 illustrates how to locate the certificate store using Mozilla Firefox.

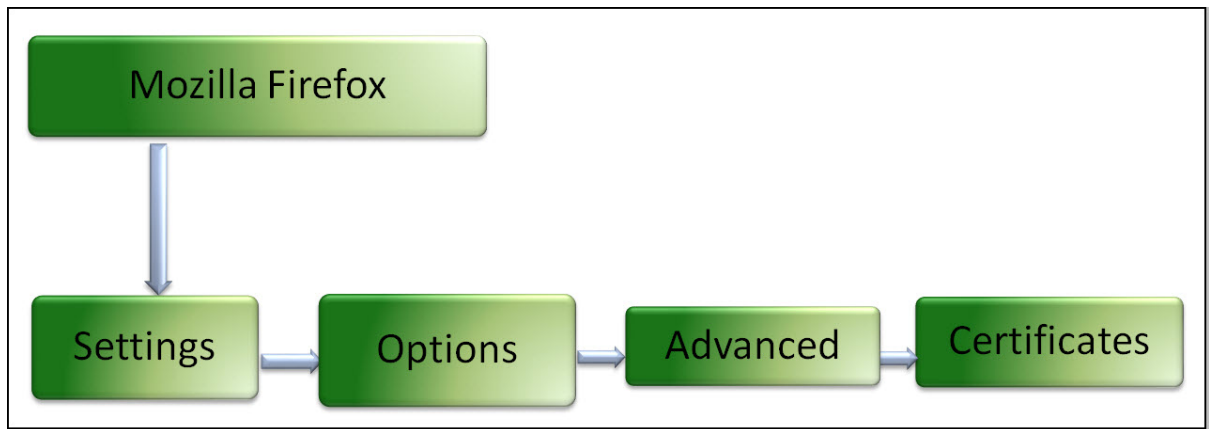


Figure 3-3: Locate Certificate Store Using Mozilla Firefox Select **Settings** on the home page.

1. The **Options** page opens, choose **Advanced**.
2. Select **Certificates** from the tab.
3. Choose **View Certificates**.

### 3.3 Import certificates to the certificate store

The method for importing certificates depends on the browser being used on your computer. This guide explains how to import certificates using Internet Explorer 9. If your computer uses a different browser, contact your local IT support for assistance in importing certificates.

#### 3.3.1 Importing certificates

Open the email that was sent to you from the DTMO EWTS Administrator. Drag and drop the certificates into a location that you will remember. Access that location, and follow the below steps to import certificates.

1. Navigate to where the certificates are stored on your computer.
2. Identify the certificate to import. Only one certificate can be imported at a time (Figure 3-4).

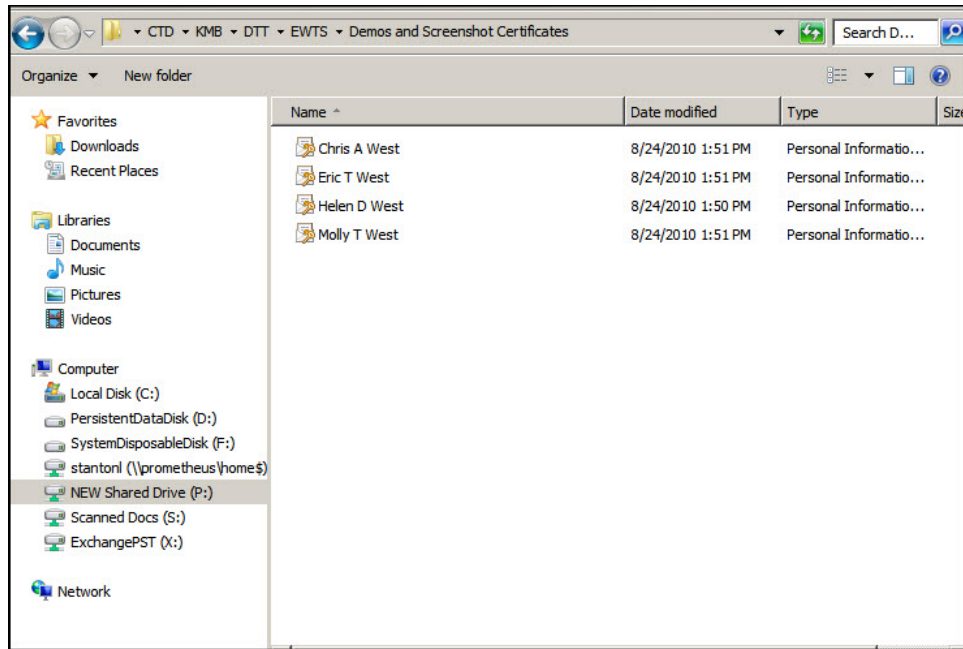


Figure 3-4: Identify Certificate to be Imported

3. Double click on the certificate. The Certificate Import Wizard opens (Figure 3-5).



Figure 3-5: Certificate Import Wizard

4. Select **Next**.

The **File to Import** screen opens (Figure 3-6).

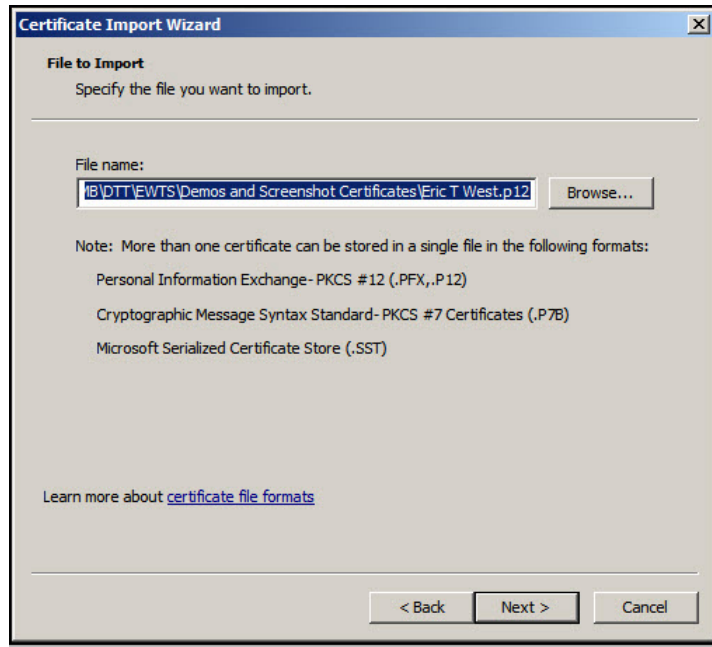


Figure 3-6: File to Import screen

5. Do not change the pre-populated information in the File Name field.
6. Select Next.

The **Password** screen opens (Figure 3-7).

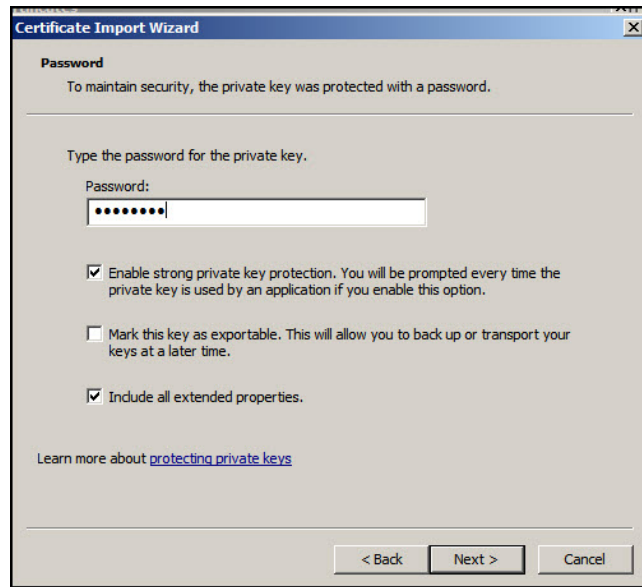


Figure 3-7: Password screen

7. Complete the **Password** field with the password for the certificate that is being imported. The password is provided in an email from the DTMO EWTS administrator.

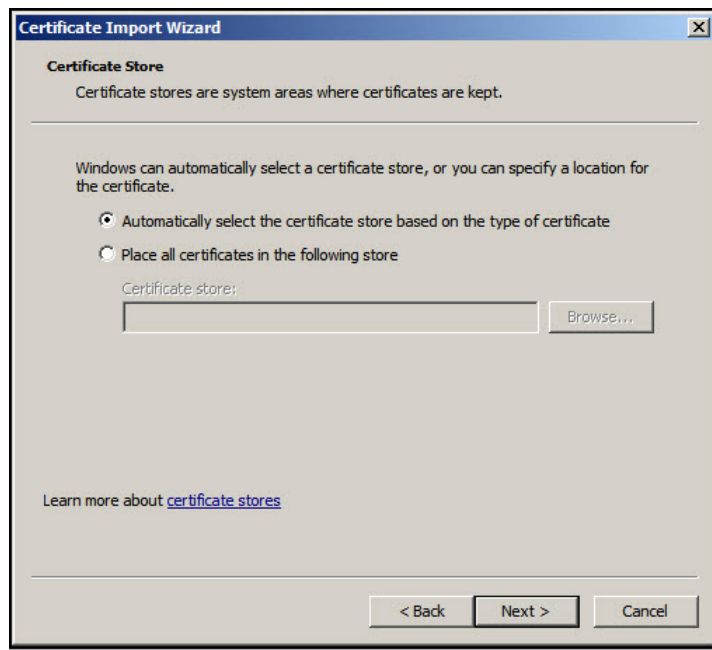
The first choice, **Enable strong private key protection** allows the certificate to be set with a higher security level. Since the certificates are already protected with a password, you will need to clear this box.

The **Mark this key as exportable** box should be selected if the certificate will be exported from that computer at a later time.

The **Include all extended properties** box is normally selected, do not clear this box.

8. Select **Next**.

The **Certificate Store** screen opens (Figure 3-8)



*Figure 3-8: Certificate Store screen*

The first option is selected by default. It is recommended that the default option remain selected so that the system can place the certificate in the correct certificate store.

9. Select **Next**.

The **Completing the Certificate Wizard** screen opens (Figure 3-9).

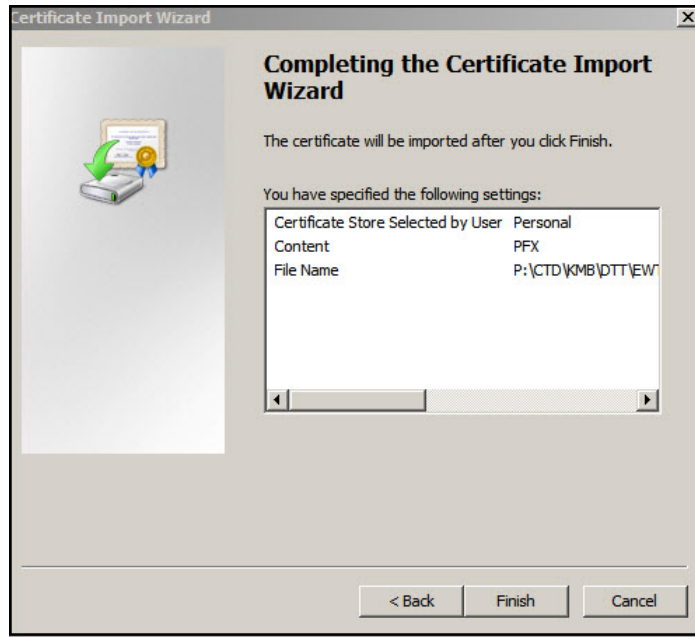


Figure 3-9: Completing the Certificate Import Wizard

10. Select **Finish**.

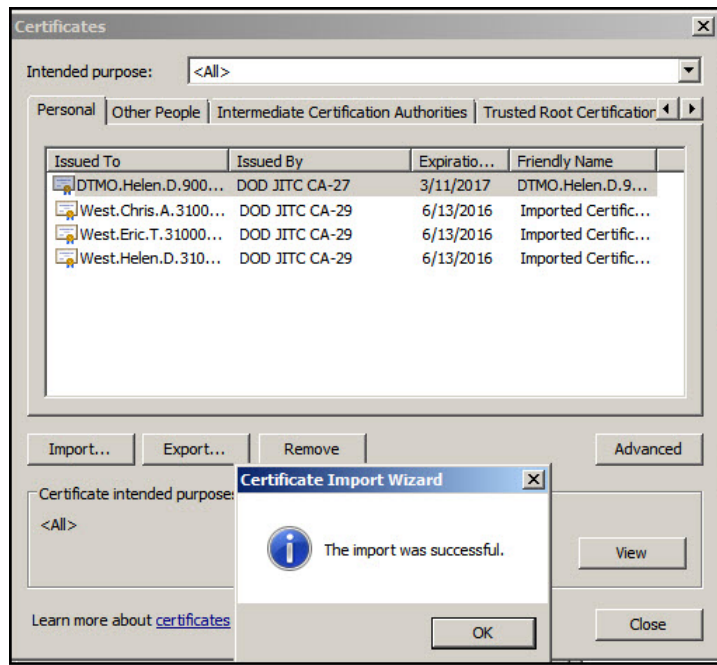


Figure 3-10: Pop-up window and Certificates screen

11. The **Certificate Import Wizard** pop-up message displays the following text: *The import was successful* (Figure 3-10).

12. Select **OK**.

## Chapter 4: EWTS Access

This chapter explains the options available to you when using EWTS in a training class, desk side assistance, or other uses.

Choose one of the access methods and follow the instructions provided:

### 4.1 \*\*Direct Access

Enter the URL for EWTS into a browser:

[https://dtsdcwebgov.defensetravel.osd.mil/cas/login?service=https%3A%2F%2Fdtsdcwebgov.defensetravel.osd.mil%2Fwl%2Fj\\_spring\\_cas\\_security\\_check](https://dtsdcwebgov.defensetravel.osd.mil/cas/login?service=https%3A%2F%2Fdtsdcwebgov.defensetravel.osd.mil%2Fwl%2Fj_spring_cas_security_check).

**\*\* Note:** This url will normally access EWTS when the links on the DTMO website and in Travel Explorer won't.

### 4.2 Access via DTMO DoD Center for Travel Excellence

To use the EWTS link located on the DTMO website, follow this link

<http://www.defensetravel.dod.mil/site/instTools.cfm> and select the blue Enterprise Web Training System (Figure 4-1).

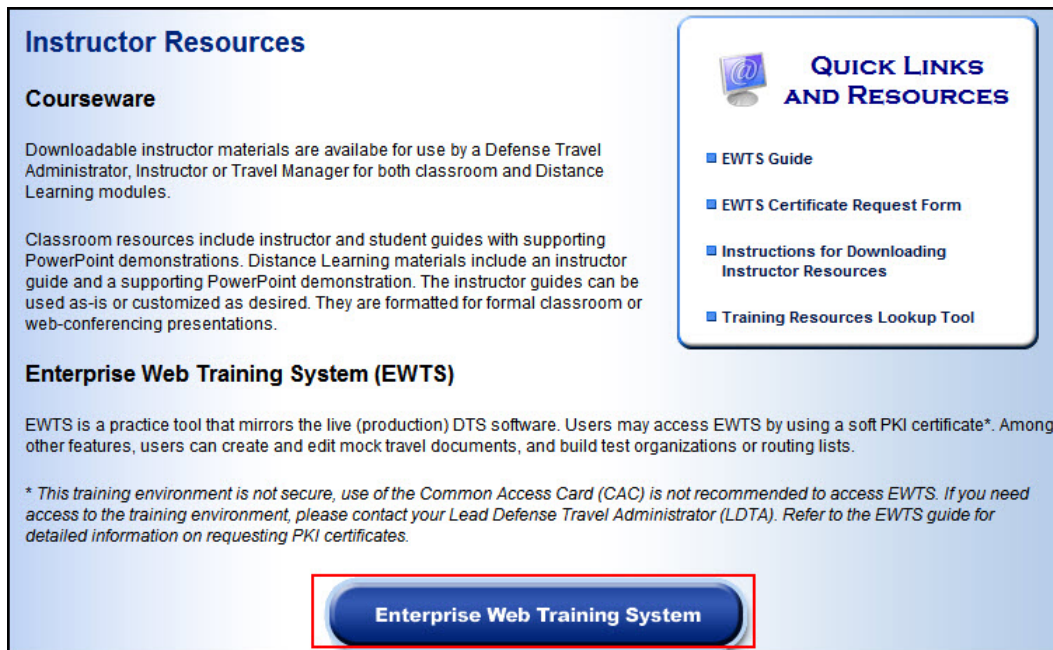


Figure 4-1: DTMO website link for EWTS

### 4.3 Access via Travel Explorer

To use the link for EWTS if you are logged into TraX, follow the below steps:

1. Enter the url for TraX into a browser <https://www.defensetravel.dod.mil/Passport>.

The Passport Log In screen opens.

2. Log in to Passport.

The TraX home page opens.

3. Select **Training** near the top of the screen.

The Training page opens.

4. Select the **Info** tab, the Training Options Information screen opens (Figure 4-2).



Figure 4-2: TraX Training Option Information screen

5. Select the **Enterprise Web Training System** button.

## Chapter 5: Responsibilities

This section discusses the responsibilities of the DTMO EWTS Administrator and the site DTA/trainer.

### 5.1 EWTS Administrator

The DTMO EWTS Administrator prepares the basic setup for your EWTS organization. See the below sub-sections for complete information.

#### 5.1.1 Organization

There are two types of organizations that may be created, depending on the DTS functionality that will be taught. The DTMO EWTS Administrator will determine the appropriate type of organization for each situation.

- If the site is conducting traveler or Authorizing Official training, then the EWTS organization will begin with T<n>Z. The <n> between the T and Z will be the letter that identifies the service or agency of the site (A=Army, D=Defense Agencies, F= Air Force, M=Marines, N=Navy, and J=Joint Command).
- If the site will be conducting Lead Defense Travel Administrator (LDTA) or Organization Defense Travel Administrator (ODTA) training, then the organization will be T<n>. The <n> represents the service or agency the organization is affiliated with as described above.

The naming convention of the organization identifies if only documents will be deleted or if sub organizations, people, and documents will be deleted. Documents will be purged weekly if the EWTS organization name begins with T<n>Z. Sub organizations, people and documents will be purged weekly if the EWTS organization name begins with T<n> and an additional 5 alphanumeric characters follow. If your site requires a specialized setup, please contact the EWTS administrator (dodhra.mc-alex.dtmo.list.EWTS-Cert-Requests@mail.mil).

#### 5.1.2 Routing List

An empty routing list shell is created.

#### 5.1.3 Groups

An empty group shell is created for the site. If the site uses groups, then the group will have to be populated with people.

#### 5.1.4 People

The DTMO EWTS Administrator creates and activates the LDTA certificate (not as a traveler).



### 5.1.5 Lines of Accounting and Budgets

The EWTS administrator sets up a line of accounting (LOA) based on the format map for the service or agency that requested the certificates.

The budget has been populated with funds for the remaining quarters in the fiscal year (i.e., if certificates are requested in June, funds are entered in the third and fourth quarter of the budget).

## 5.2 Site POC Responsibilities

The site's POC will need to complete setup and create training materials so EWTS training can be held.

### 5.2.1 Routing List

The routing list must be populated before any documents can be routed through for approval.

Although EWTS is not connected to a live reservation system, the **CTO SUBMIT** and **CTO BOOKED** stamps must be placed in the routing in sequential order at their appropriate levels. Documents with reservations will not route without these stamps in the routing list.

### 5.2.2 Groups

If the site will be using groups, then the group will need to be populated with the people created within EWTS. Do not enter actual data about real personnel.

### 5.2.3 People

You will need to use the Helen certificate to finish completing the personnel that will be used during any training session. The below points are important to remember when adding people into EWTS:

- Use the LDTA certificate to log into EWTS and create profiles for all other people using the Social Security Numbers (SSNs) and names that accompanied the certificates.
- Do not enter data about real personnel into EWTS
- While adding a traveler's profile, do not enter a real Government Travel Charge Card (GTCC) number. Instead, enter 4242424242424242 and any future expiration date into the GTCC fields in the traveler's profile.
- Electronic funds transfer (EFT) is mandatory for DTS; therefore EWTS requires a routing number account number in the traveler's profile. The following fictitious numbers 114000653 (routing number) and 101010101 (account number) are recommended for completing the EFT fields.

You can determine the type of users to assign to the certificates. The following associations are recommended:

- Eric as traveler
- Chris as Authorizing or Routing Officials
- Helen as the Lead Defense Travel Administrator

Permission levels can be applied to each certificate as the site determines.

Certificates normally expire three years after the date they were issued; in some cases the certificates will expire on the date they were created. Site POCs should be aware of the expiration date and request renewed certificates approximately two months prior to that date. If more certificates are required, email the request and the reason for the request to the DTMO EWTS administrator.

## Chapter 6: Supporting Resources

### 6.1 EWTS Help

The Enterprise Web Training System (EWTS) is accessible 24 hours a day, seven days a week, except for scheduled maintenance outages. Scheduled outages are announced using Customer Service Notifications. The current system status is also displayed via the colored icons on the DTS Home page.

For assistance with issues related to initial access or connectivity problems, contact the site command or Lead Defense Travel Administrator (LDTA). If they are unable to resolve the issue, contact the Travel Assistance Center (TAC) via a help desk ticket in TraX.

For functionality questions, a list of possible issues is posted to the Frequently Asked Questions (FAQs) page in Travel Explorer (TraX). If the issue is not included in the FAQs, please submit a help desk ticket with a description of the problem and include screen shots.

### 6.2. Training Materials


DTMO has made training materials available on the DTMO website ([www.defensetravel.dod.mil/site/training.cfm](http://www.defensetravel.dod.mil/site/training.cfm)) and in the TraX Knowledge Center. These materials include the *DTA Manual*, the *DTS Document Processing Manual*, quick reference guides, and tri-folds.

The DTMO also provides a distance learning class on EWTS. The schedule can be found in the Training section of TraX.

## Appendix A: EWTS Training Certificates Request Form

To access this form select the following link:

[http://www.defensetravel.dod.mil/Docs/Training/EWTS\\_Request\\_Form.pdf](http://www.defensetravel.dod.mil/Docs/Training/EWTS_Request_Form.pdf)



Defense Travel Management Office (DTMO)  
**EWTS TRAINING CERTIFICATE REQUEST FORM**

**Instructions:** Complete the required fields. E-mail the completed form to [dodhra.mc-alex.dtmo.list.EWTS-Cert-Requests@mail.mil](mailto:dodhra.mc-alex.dtmo.list.EWTS-Cert-Requests@mail.mil) or fax to 571-372-1301. Allow 2-3 weeks when requesting certificates.

**Requestor Contact Information:**

Date:  Branch of Service:

Name: (Last, First, & MI)

E-Mail:

Phone #

**Organization Information:**

Organization Name (e.g. MCAS Yuma):

Address

City  State  Zip Code

Country

**DTS Information:**

What is your role in DTS?

How many certificates do you need?  
*(The recommended standard set is 5 Traveler, 5 Authorizing Official, and 1 LDTA)*

Travelers:  Eric -

Authorizing Officials (AO) Chris -

Lead Defense Travel Administrators (LDTA) Helen -

If requesting more than 10 certificates for any role, please provide justification:

**FOR DTMO USE ONLY:**

EWTS Organization Name

v3, 09/02/2015