

Defense Travel System

DTS Self Registration Instructions

DTS Self Registration Instructions

1. TO ACCESS DTS WEB SITE CLICK ON LINK BELOW OR TYPE THAT ADDRESS ON YOUR MICROSOFT EXPLORER ADDRESS BAR..

<http://www.defensetravel.osd.mil/dts/site/index.jsp>

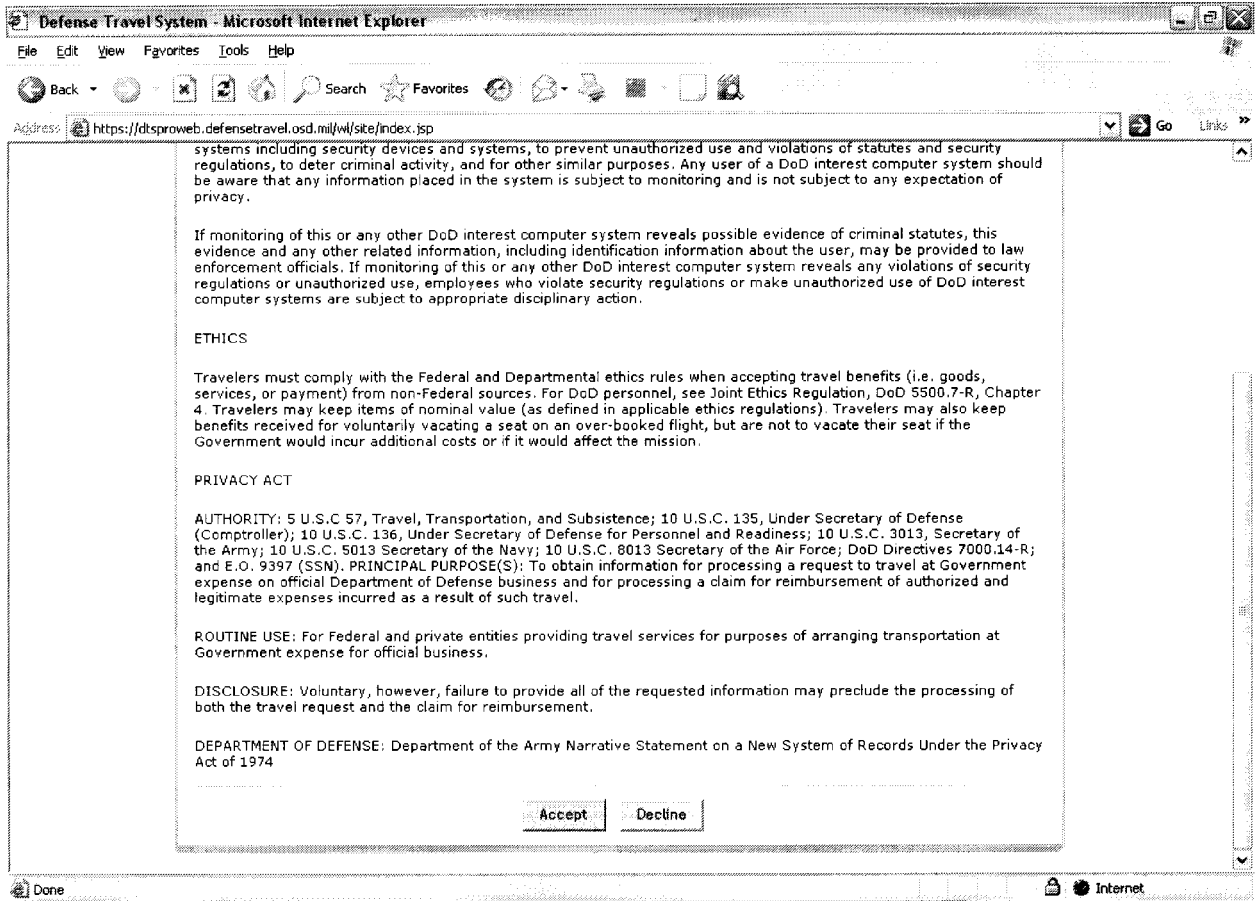
You will then be taken to DTS home page.

See below.

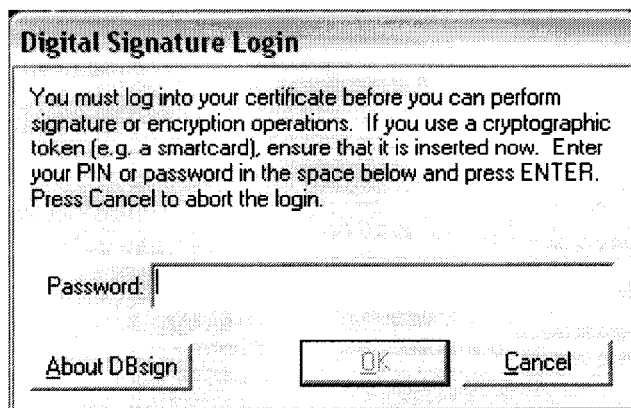
2. Insert your CAC card into your computer CAC reader.

The screenshot shows the Microsoft Internet Explorer browser window displaying the Defense Travel System (DTS) website. The address bar shows the URL: <http://www.defensetravel.osd.mil/dts/site/index.jsp>. The website header includes the title "Defense Travel System - Welcome to DTS - Microsoft Internet Explorer" and a search bar. The main content area features a "Welcome to DTS!!" message, a "Login to the Defense Travel System" section with a "LOGIN TO DTS" button, and several other sections: "First Time Users" with a "LEARN MORE" button, "Training" with a "TRAINING" button, "System Status" showing "DTS" and "EWTS" availability, "Recent Updates" with a list of news items, and "Notices" with a link to "Attach Electronic Travel Receipts to DTS Trip Record". A navigation menu on the left includes links for Home, DTS Travel Center, About DTS, News & Events, Training, System Status, Help Desk, Documents & Downloads, and Contacts. A "Subscribe" button is also visible at the bottom left of the page.

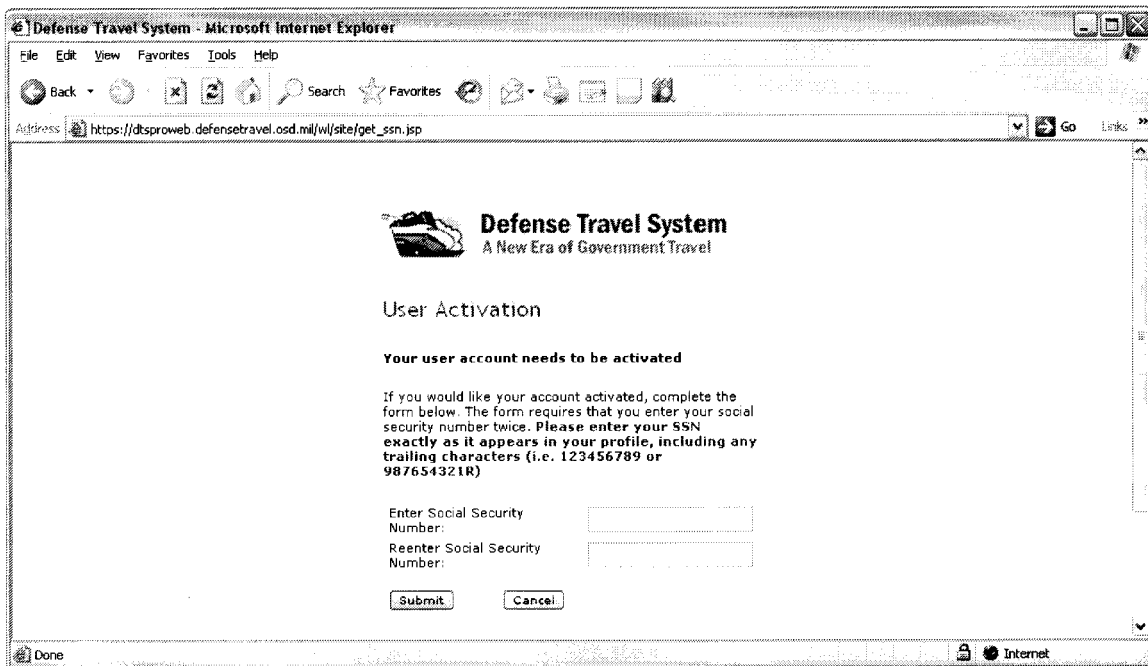
3. Click on the Green button that says *Login to DTS*. You will then get the Privacy and Ethics Policy. Read and click Accept See Below



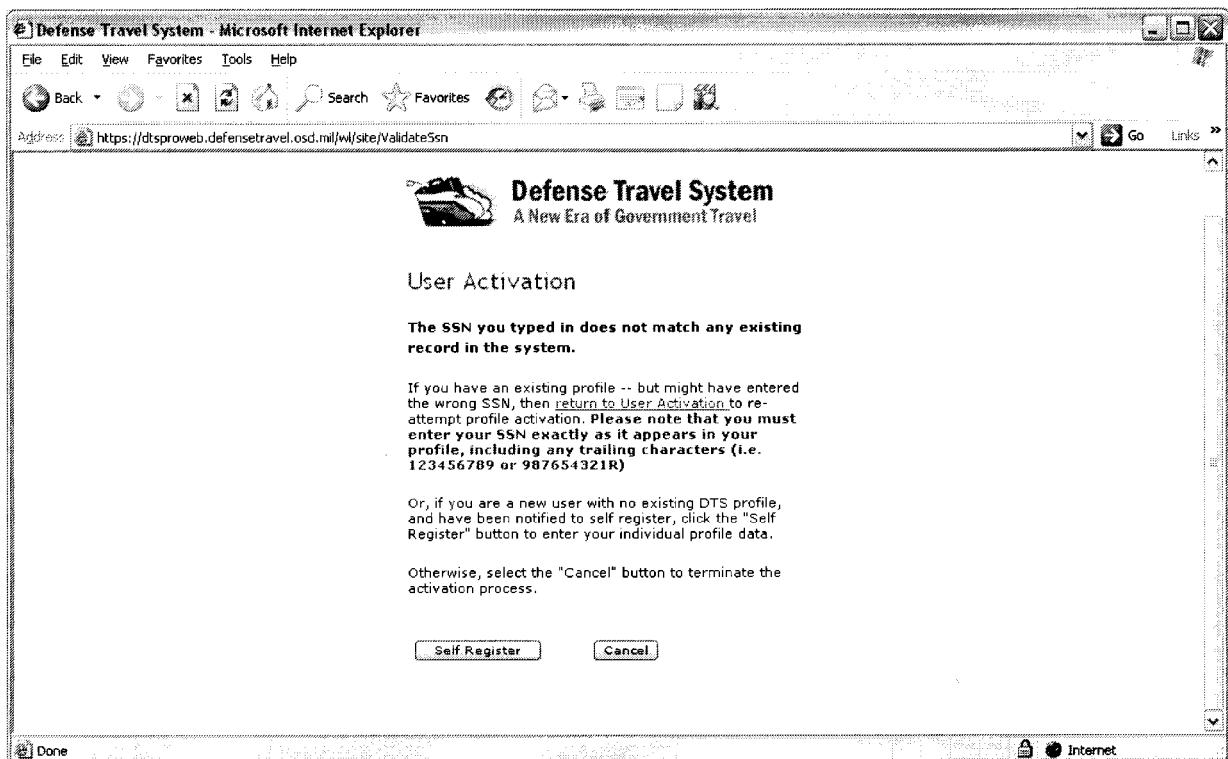
4. You will then be asked to enter your CAC Pin and click Ok.
See Below



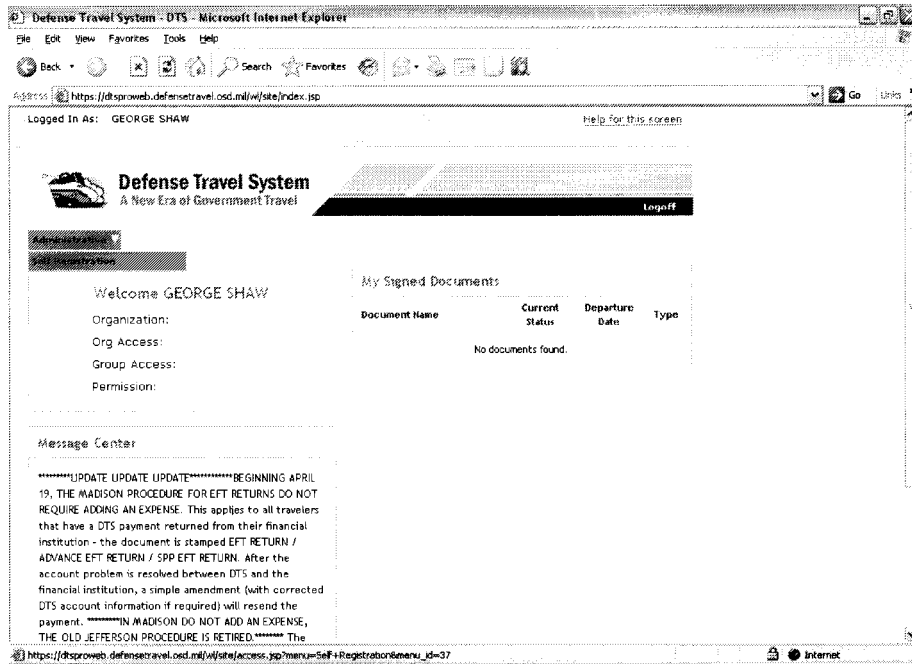
5. Upon your CAC signature being verified you will be asked to activate your user account by entering your SSN# twice then click submit. *See Below*



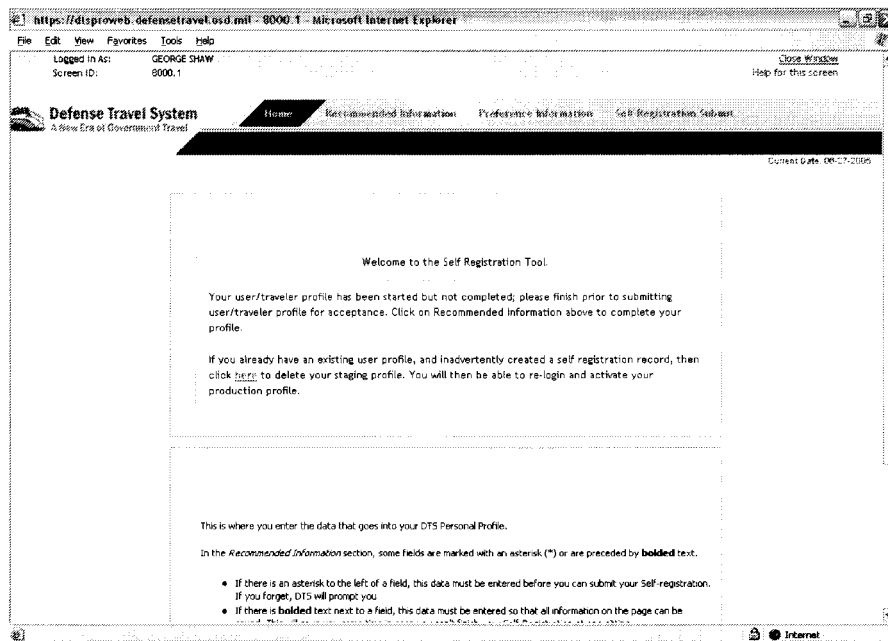
6. If you are not already in the system you will get the screen below. Click on the self register button. *See Below*



7. You will then arrive at the screen below which is your personal homepage. Click on Administrative tab then select Self registration. *See Below*



8. You will then be taken to the self registration tools. Click on the tab for **Basic Information**. *See Below*



Required Personal Information

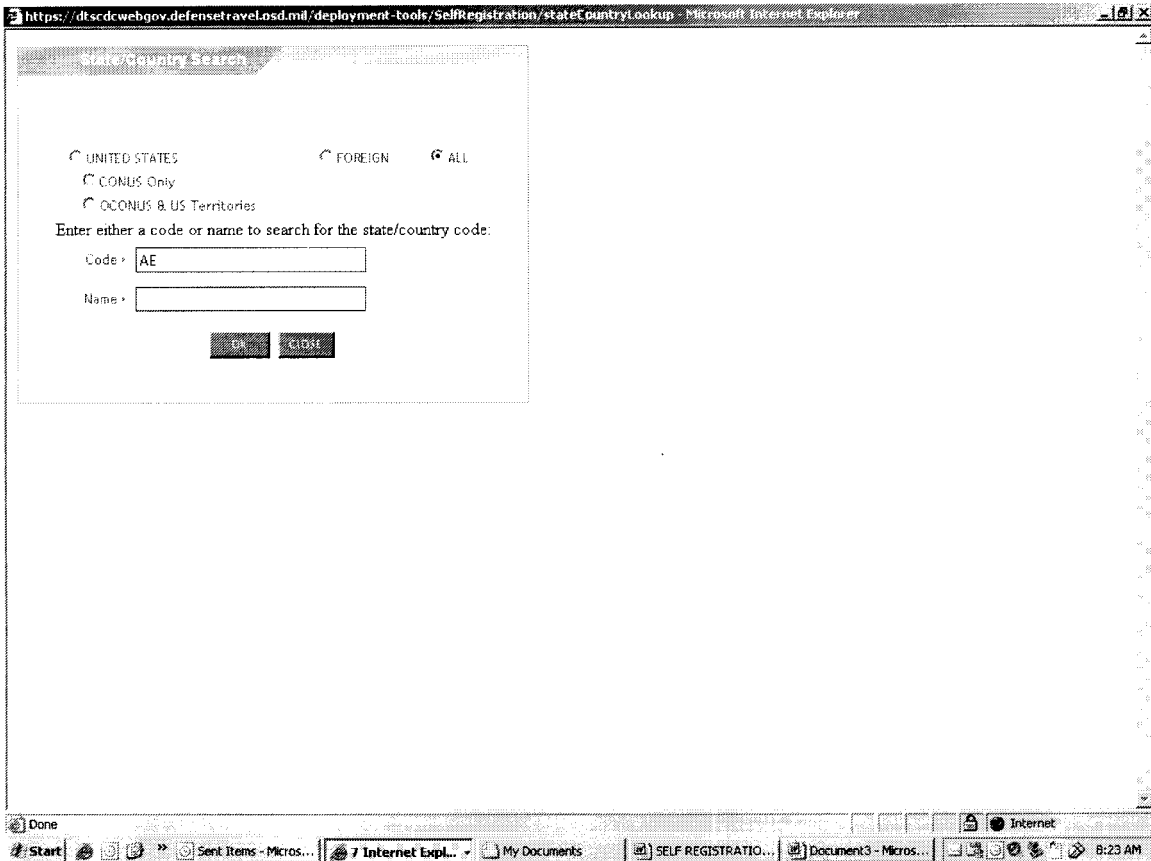
9. Your name and SS# will be populated in the respective fields. You will complete the following fields:

- a. Gender
- b. Email Address (**AKO**)
- c. Mailing address (**APO**)
- d. City will be APO and state AE. Click search icon, place option button to **"ALL"** enter **"AE"** in **CODE**, search and select. *See Below*

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <https://dtsproweb.defensetravel.osd.mit - 8001.1>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content includes the following sections:

- MANDATORY INFORMATION**
- GENERAL INFORMATION**
 - First Name > GEORGE
 - Last Name > SHAW
 - Middle Initial >
 - SSN > 587161677
 - Gender > N/A
 - * Email Address >
- MAILING ADDRESS**
 - * Mailing Street 1 >
 - Mailing Street 2 >
 - * City >
 - * State / Country > Click on the icon to select a value
 - * Zip / Postal Code >
 - Is this the same as Residence Address? > Yes No (If not, we'll ask you for it on the Preference Information page.)
- REQUIRED WORK INFORMATION**
 - Civilian / Military > Civilian

The browser's status bar at the bottom shows "Done" and "Internet".



10. Select Civilian or Military followed by rank and status (Active or Reserve) if Military.

REQUIRED WORK INFORMATION

Civilian / Military > ▼

Title / Rank > ▼

Tech Status > Yes
 No

* Organization > [icon]

Service / Agency of Assignment >

Office Street 1 >

Office Street 2 >

City >

State / Country > [icon]

Zip / Postal Code >

Time Zone > ▼

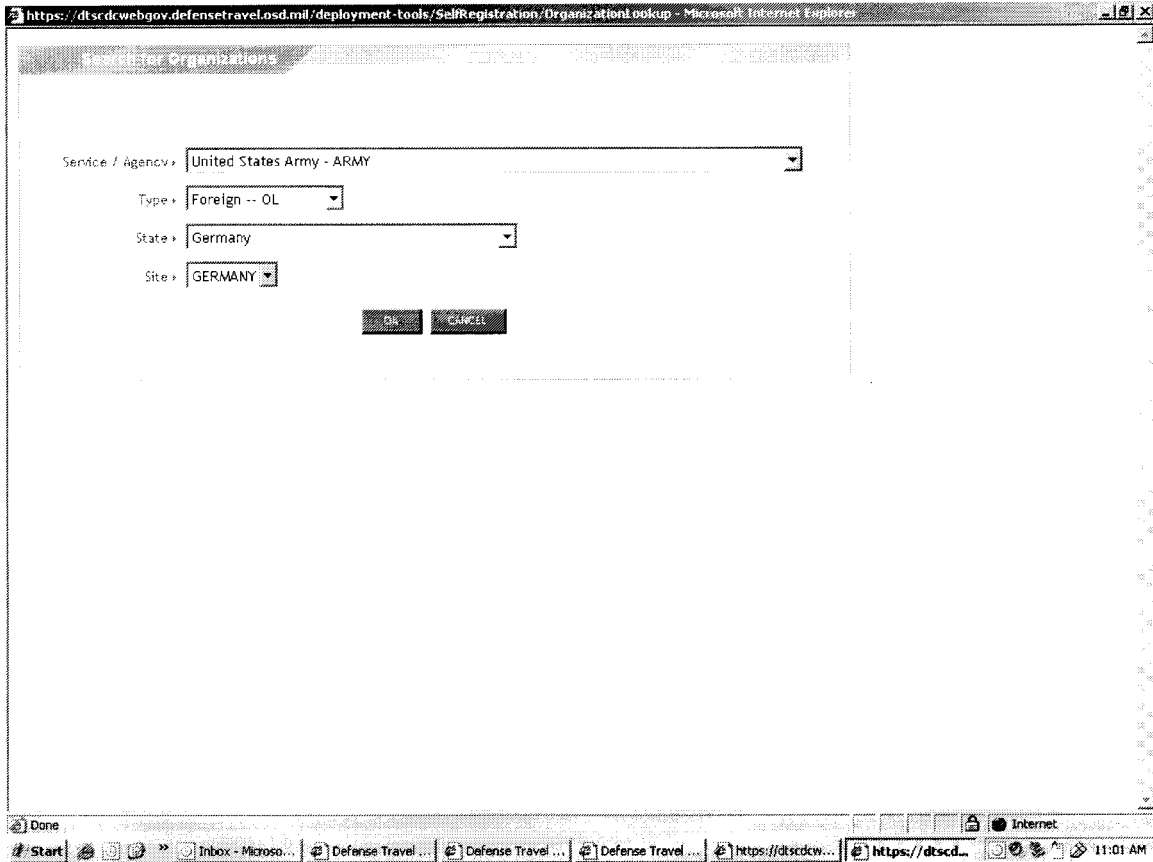
Work Hours >

Emergency Contact Name >

Emergency Contact Phone Number >

11. Click icon to search for **Organization**

a) Service Agency will be: **Army** b) Type: **Foreign OL** c) State: **Germany** d) Site: **Germany**



12. You will then get a list of all the Organizations, select the one that corresponds to you. Scroll to bottom and select “NEXT” page if necessary. *See Below*

https://dtsdcwebgov.defensetravel.osd.mil/deployment-tools/SelfRegistration/OrganizationalLookup - Microsoft Internet Explorer

Select	EU2 TEAM K	ARMY	Germany
Select	EU2 TEAM L	ARMY	Germany
Select	EU2 TEAM M	ARMY	Germany
Select	EU5 TEAM A	ARMY	Germany
Select	EU9 MED DEN	ARMY	Germany
Select	EUROPE 9	ARMY	Germany
Select	F CERT HIERARCHY	ARMY	Germany
Select	G CERT HIERARCHY	ARMY	Germany
Select	H CERT HIERARCHY	ARMY	Germany

Service / Agency > United States Army > ARMY

Type > Foreign > OL

State > Germany

Site > EUROPE

Page 2 of 3 57 total rows

Done Internet 11:04 AM

Start Inbox - Microso... Defense Travel ... Defense Travel ... Defense Travel ... https://dtsdcow... https://dtscd...

Electronic Funds Transfer Data

13. Check Savings or Checking (**Only one**) then input 9 digit ABA number (routing number) followed by account number.
14. If you have a Government Credit Card input that information as well.
15. **Preference information** will be auto filled when you select your organization.

The screenshot shows a web browser window with the URL <https://ditsproweb.defensetravel.osd.mil>. The page title is "8001.1 - Microsoft Internet Explorer". The main content area contains the following sections:

- ELECTRONIC FUNDS TRANSFER DATA**
 - Account Type: Checking Saving None
 - Account Routing Number: Click on the icon for help
 - Account Number:
- TRAVEL RESERVATION INFORMATION**
- GOVERNMENT CHARGE CARD (GOVCC)**
 - Advance Authorization:
 - Account Number:
 - GOVCC Exp. Date: Format is mm/dd/yyyy
- PREFERENCE INFORMATION**
 - Printed Organization:
 - Present Duty Station:
 - Miles from Office to Airport:
 - Office Phone: Format: 999-999-9999, up to 25 characters
 - Office Fax: Format: 999-999-9999, up to 25 characters
 - Office Mail Stop:
 - Organization Email:
 - Unit ID (UID/RUC/PASSCODE):

16. Passport information below is **not required**

FOREIGN TRAVEL INFORMATION

OFFICIAL (NO-FEE) PASSPORT INFORMATION

First Name >

Last Name >

Middle Initial >

Birth Date > Format is mm/dd/yyyy

Passport Number >

Issuing City >

Issuing State / Country > Click on the icon to select a value

Expiration Date > Format is mm/dd/yyyy

REGULAR (TOURIST) PASSPORT INFORMATION

First Name >

Last Name >

Middle Initial >

Birth Date > Format is mm/dd/yyyy

Passport Number >

Issuing City >

Issuing State / Country > Click on the icon to select a value

Done Internet

https://dtsproweb.defensetravel.osd.mil - 8001.1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Birth Date > Format is mm/dd/yyyy

Passport Number >

Issuing City >

Issuing State / Country > Click on the icon to select a value

Expiration Date > Format is mm/dd/yyyy

REGULAR (TOURIST) PASSPORT INFORMATION

First Name >

Last Name >

Middle Initial >

Birth Date > Format is mm/dd/yyyy

Passport Number >

Issuing City >

Issuing State / Country > Click on the icon to select a value

Expiration Date > Format is mm/dd/yyyy

SAVE CANCEL

Done Internet

17. Enter your German street address followed by Residence city and Zip.
Residence State /Country code will be "GM". Click search icon, place option button to "ALL", enter "GM" in CODE, search and select.
18. Miles from Home to Airport is optional
- 19 Residence phone is **required**. You may use a cell phone number. Fax number is optional.
- 20 Air Travel section is not required.

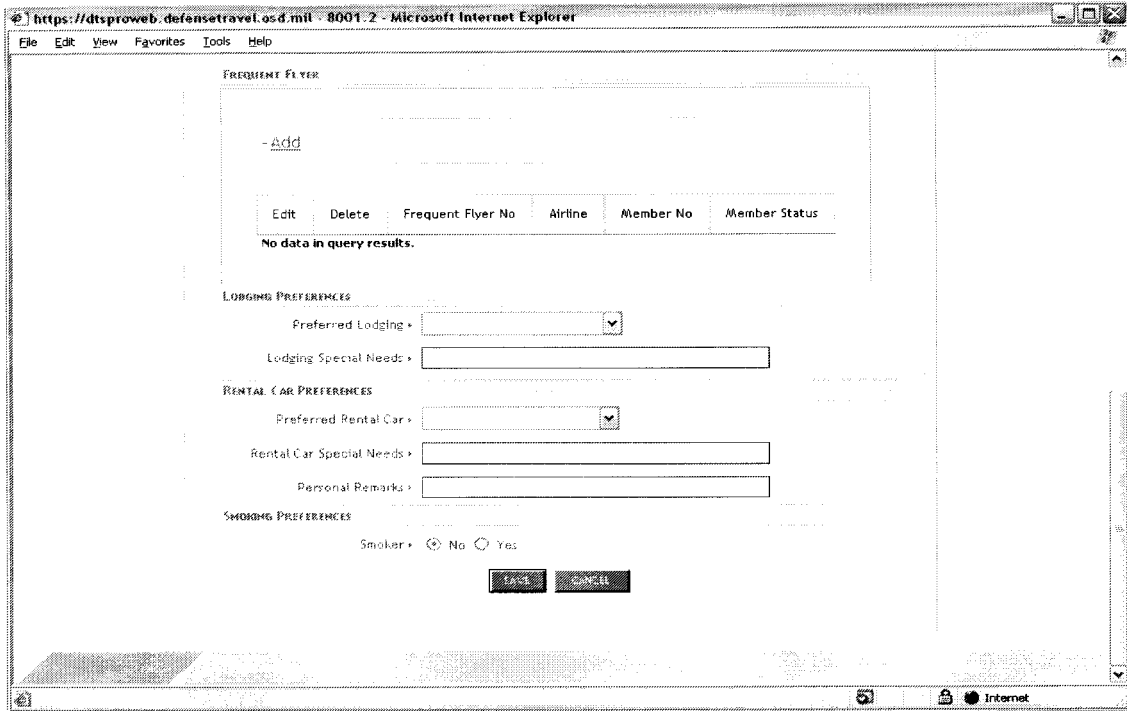
The screenshot shows a web browser window with the address bar containing "https://dtsproweb.defensetravel.osd.mil - 0001.2 - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area displays a form titled "SELF-REGISTRATION PREFERENCE INFORMATION page". At the top, a note states: "Field with '*' is a required field when you submit on the SELF-REGISTRATION PREFERENCE INFORMATION page." The form is divided into two sections: "RESIDENCE ADDRESS" and "AIR TRAVEL PREFERENCES".

RESIDENCE ADDRESS

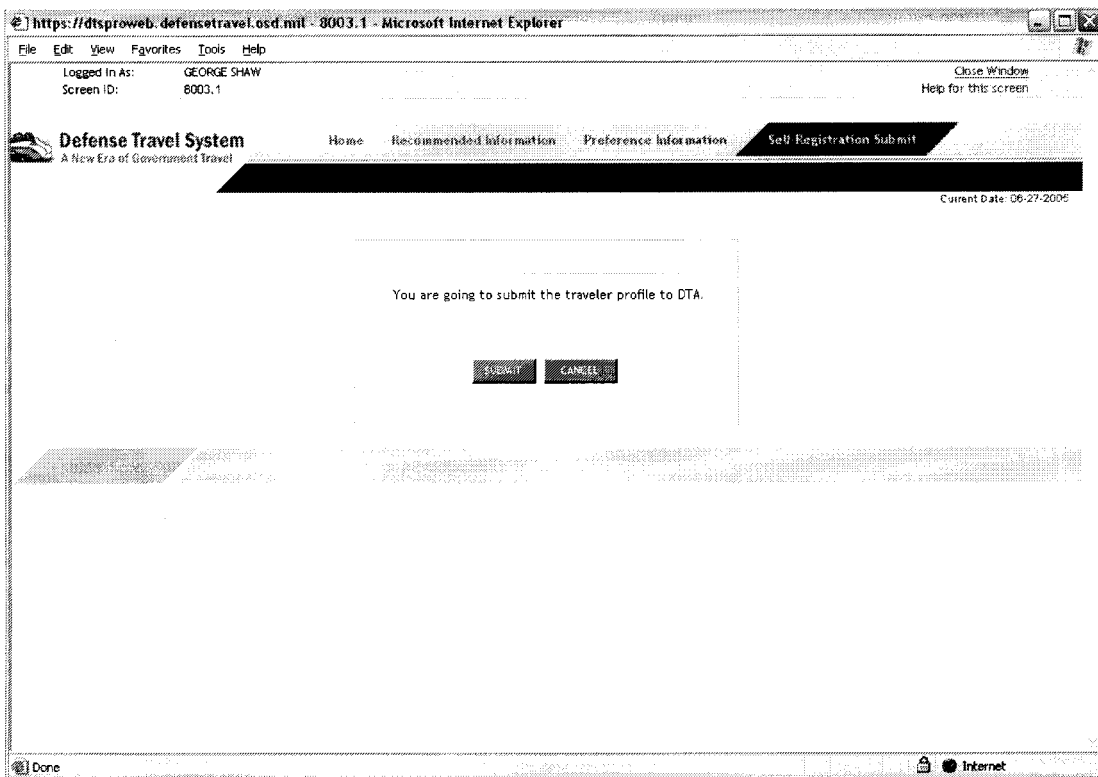
- * Residence Street 1:
- Residence Street 2:
- * Residence City:
- * Residence State / Country: Click on the icon to select a value
- Residence Zip / Postal Code:
- Miles from Home to Airport:
- * Residence Phone: Format: 999-999-9999; up to 20 characters
- Residence Fax: Format: 999-999-9999; up to 20 characters

AIR TRAVEL PREFERENCES

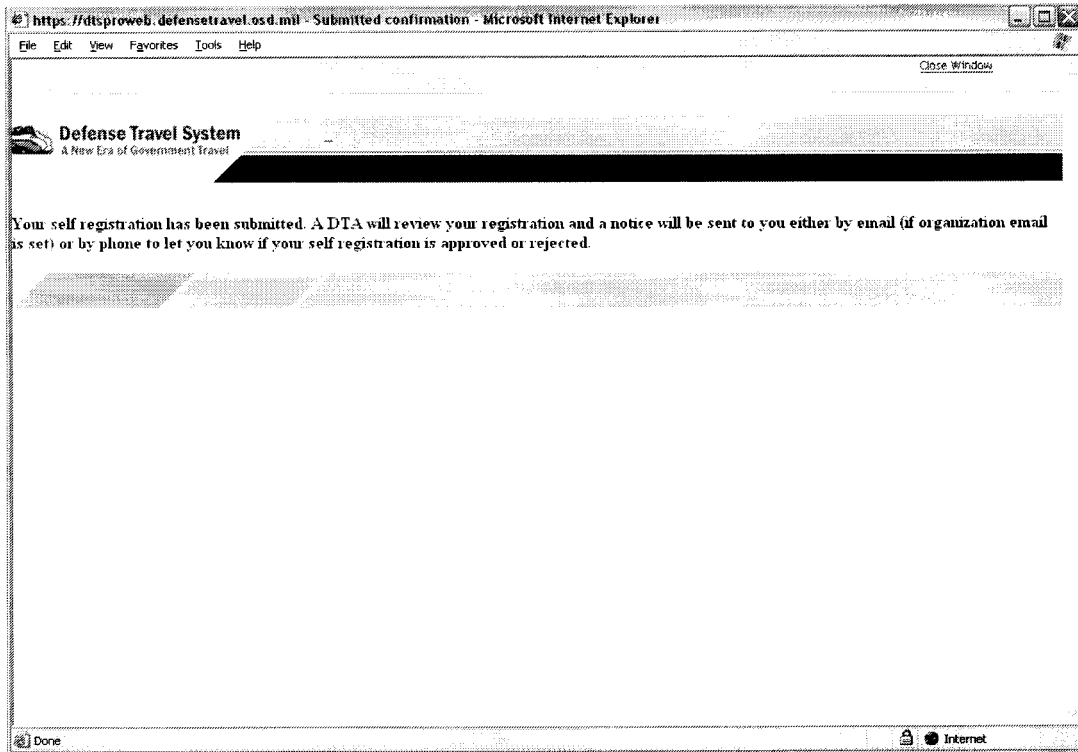
- Airport: Click on the icon to select a value
- Preferred Seating:
- Special Meals:
- Special Needs:



21. Once you have completed all required data click on save button (*see above*)
You will see the screen below, click submit (*see below*).



22. When your information is submitted, the system will notify your DTS administrator of your submission and he/she will go in and receive your account request. Once you are received you will get an email notification verifying your account has been established and is ready for use.



23. Click on the close window hyperlink.

24. You will be taken back to your home page. Please click the **Logoff** tab.

