

# Instructions for Self Registration in the Defense Travel System



Version 1.2

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**Document History**

<b>Section</b>	<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Description of Activity</b>
All	5 Nov 07	1.0	MD	Initial release for Reserve Component Members.
Introduction, D7.	15 Jan 08	1.1	SS	Revised language that explains SSN suffixes for Reserve Component Members
All	28 Aug 08	1.2	MLD	Document revised to apply to all Army personnel, Soldier and Civilian.

## I. INTRODUCTION.

These instructions explain the steps for users to self register in Defense Travel System (DTS). Self registration allows users to create their own personal profile information in DTS.

## II SELF REGISTRATION.

A. Before logging into DTS to self register, users should consult with the their Defense Travel Administration (DTA) and obtain the following information that is required to complete the process:

1. The DTS **Site Name**. This is the name of the camp, post, or station where the organization is located, as it is entered in DTS.

2. The DTS **Organization Name**. This is the name of the organization of assignment. as entered in DTS.

3. Users will also need to have business and personal contact information, banking information, and Government travel charge card information to complete the self registration process.

4. All the information required to complete the self registration process can be captured in Appendix A, at the end of this document, for use while self registering in DTS.

B. Before logging into DTS to Self register, the user should have:


1. A Common Access Card (CAC).

2. The CAC Personal Identification Number (PIN).

3. A CAC reader connected to the computer, with CAC middleware (software) installed.

4. DBsign installed on the computer. To verify you have Dbsign installed, click on Start > Programs. If "Gradkell Systems, Inc" is listed, it's installed. If you don't see it listed, please contact the DFAS 2.5 Help Desk at 1-877-676-6742 for assistance, or your local Information Technology (IT) office.

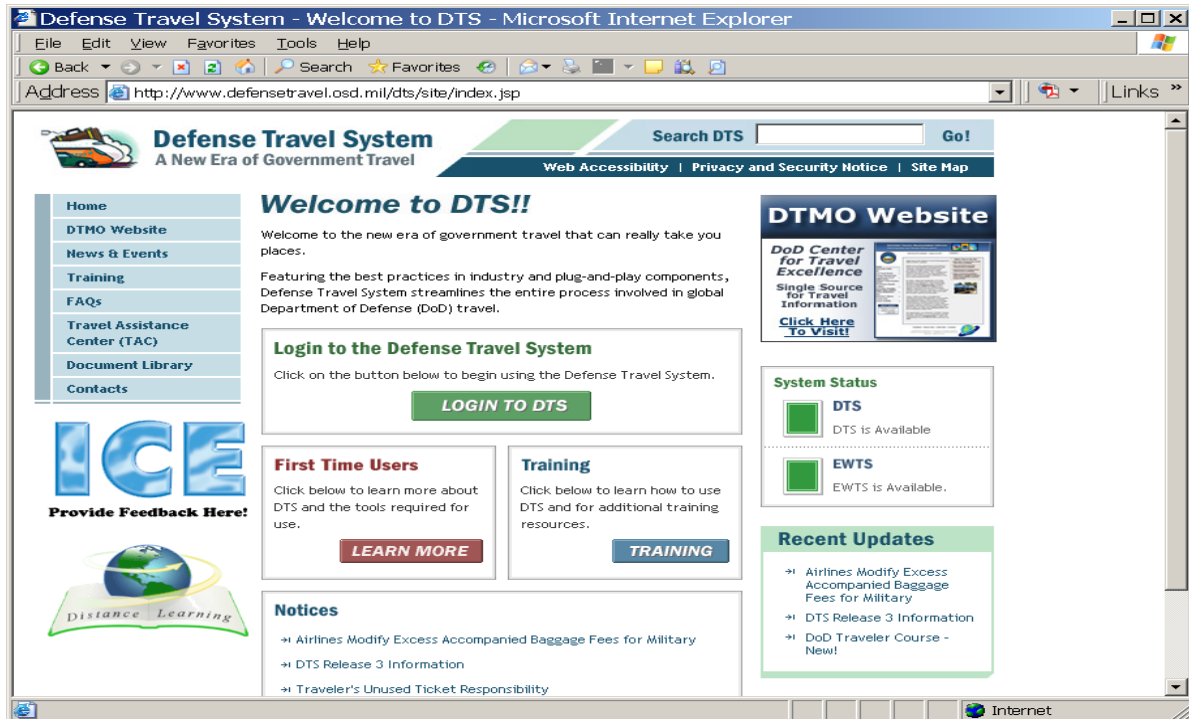
C. Registering the CAC certificates into the Web browser. If you experience problems when logging into DTS with your CAC, the most likely the problem is the middleware you are using requires you to "register" your certificates with the Web browser before you can use them. ActivCard Gold is one such middleware requires the certificates to be registered. To register your certificate using ActivCard Gold, perform the following steps:

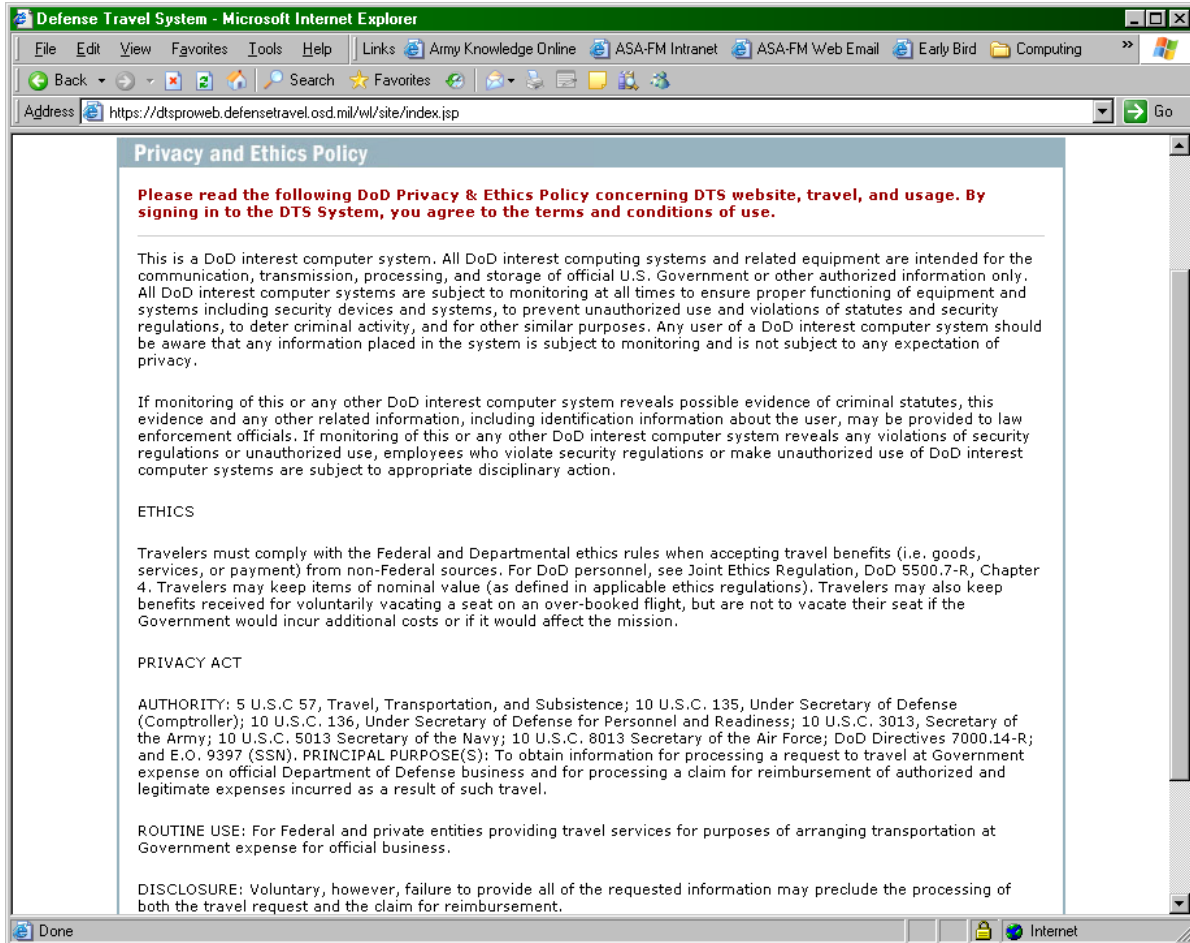
1. Insert your CAC into the reader.
2. Double click on the ActivClient icon , gray and blue, in the System Tray (lower right corner on your Desktop) to start the ActivClient Utilities.
3. Enter the PIN for your CAC, if prompted.
4. Select Tools.
5. Select Advanced.
6. Select Make Certificates Available to Windows
7. The ActivClient Make Certificates Available dialog should display indicating what certificates were made available to Windows
8. Select OK.
9. Select File, Exit. to exit ActivClient Utilities.
10. You can verify that your certificates were successfully registered by doing the following:
  - a. Launch Internet Explorer.
  - b. Select Internet Options under the Tools menu.
  - c. Click on the Content tab.
  - d. Click on the Certificates... button.
  - e. You should see your certificate(s) listed under the Personal tab.

Note: The above instructions are specific to ActivClient middleware. Since each middleware operates slightly differently, refer to your middleware documentation or online help if you are experiencing problems with a different middleware product.

## D. Log into DTS.

1. Open Internet Explorer (IE).
2. Enter [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil) in the Address window. See below.
3. Insert your Common Access Card (CAC) into your CAC reader.
4. Click on the green **Log In** button to login to DTS.





5. Read the Privacy and Ethics Policy and select **Accept**.

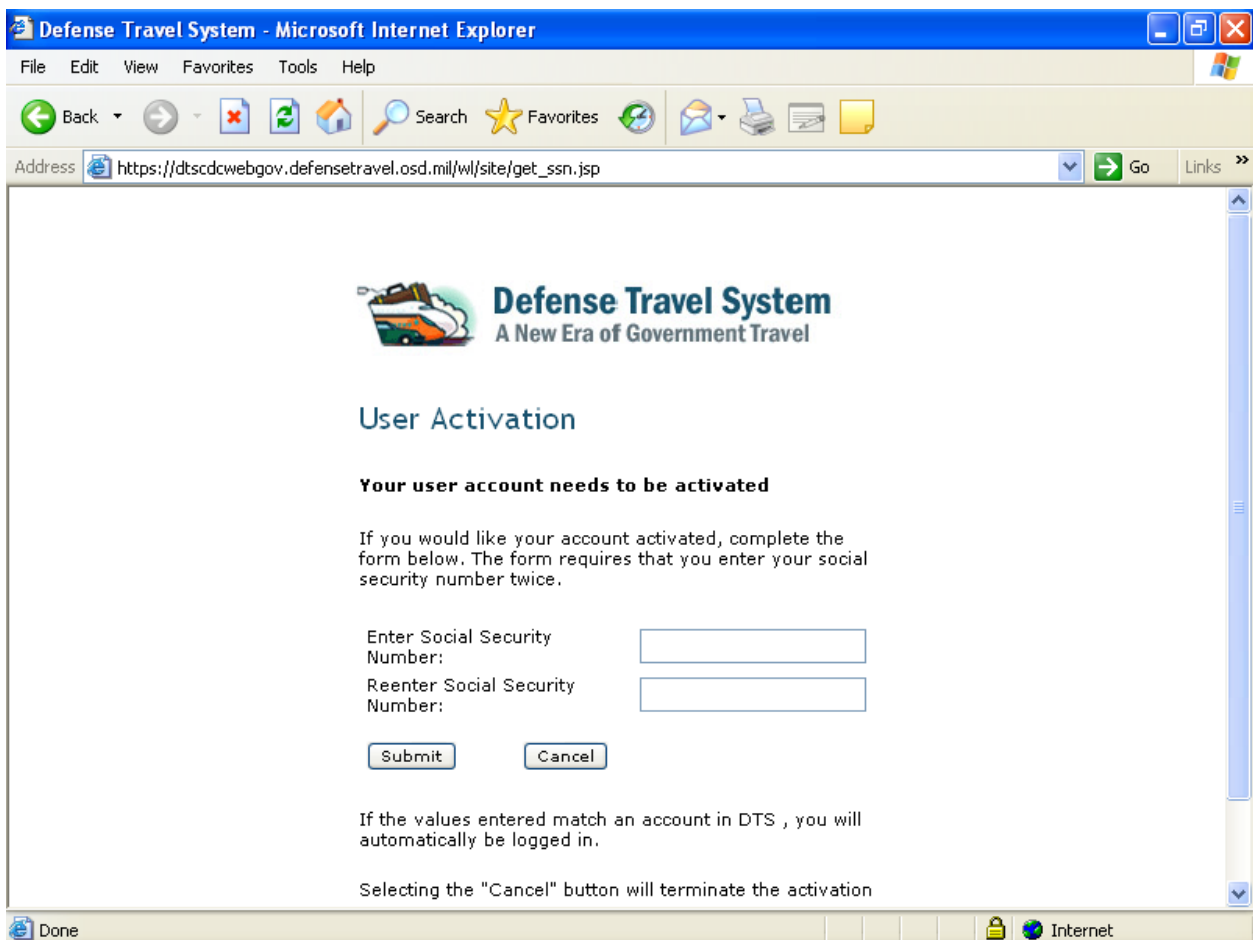
DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

DEPARTMENT OF DEFENSE: Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974

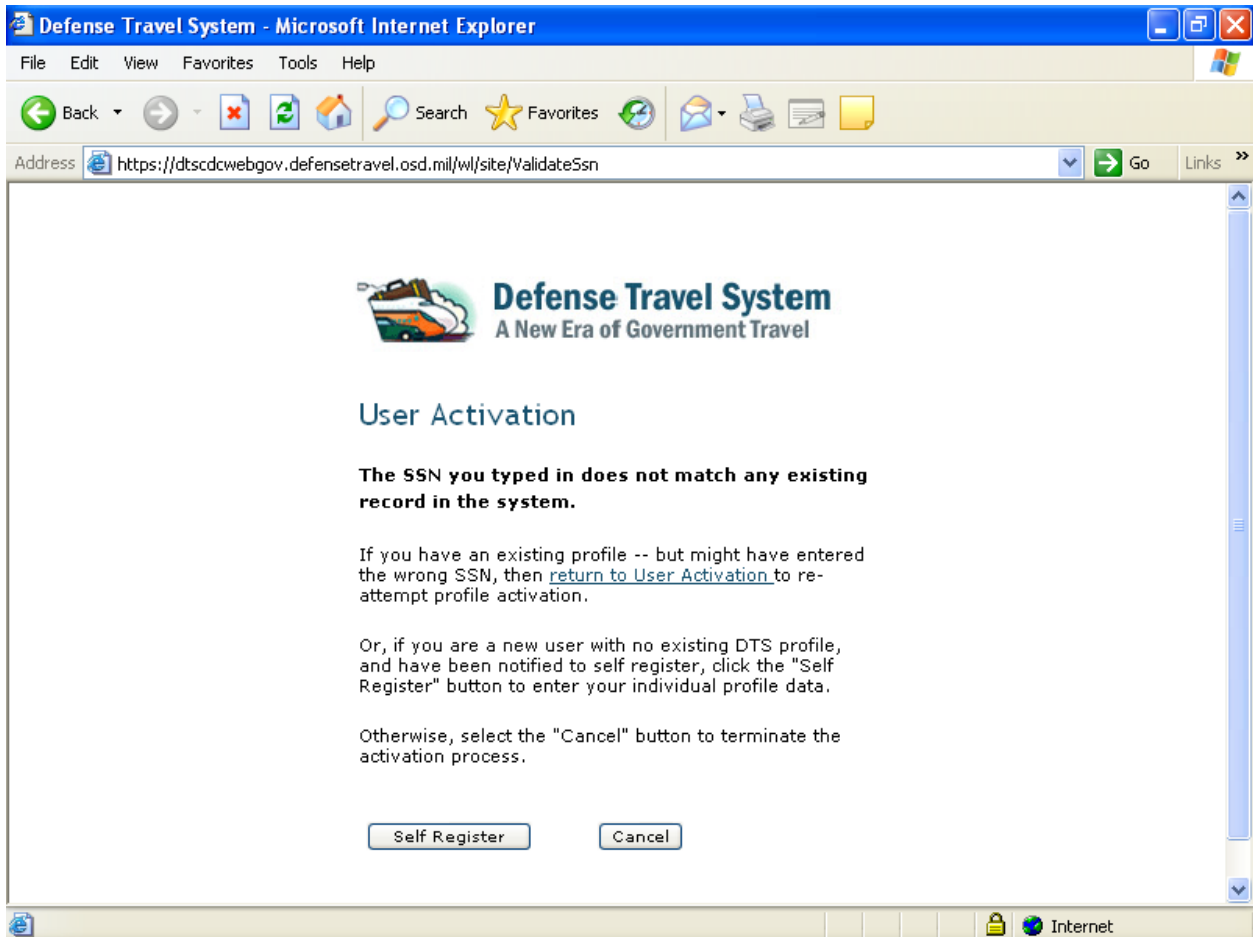
6. Enter your CAC Personal Identification Number (PIN) if prompted.

7. On the User Activation screen, enter your Social Security Number (SSN), followed by the designator suffix, if appropriate (Army National Guard and Army Reserve members creating the Soldier profile.) Enter **"R"** for Army Reservist or **"G"** for Army National Guard. **Example:** 123456789**R** or 123456789**G**. The SSN data must be entered two (2) times as indicated below. If you are Active Component member, only your SSN will be entered twice. No designators are needed. This policy for SSN designator suffixes also applies to Army National Guard and Army Reserve Soldier profiles created using the DTS DTA Maintenance Tool.

8. Select **Submit**.



The screenshot shows a Microsoft Internet Explorer browser window titled "Defense Travel System - Microsoft Internet Explorer". The address bar displays the URL: [https://dtsdcwebgov.defensetravel.osd.mil/wl/site/get\\_ssn.jsp](https://dtsdcwebgov.defensetravel.osd.mil/wl/site/get_ssn.jsp). The main content area features the "Defense Travel System" logo with the tagline "A New Era of Government Travel". Below the logo, the heading "User Activation" is displayed. A bolded message states: "Your user account needs to be activated". The text below explains: "If you would like your account activated, complete the form below. The form requires that you enter your social security number twice." The form consists of two input fields: "Enter Social Security Number:" and "Reenter Social Security Number:". Below these fields are two buttons: "Submit" and "Cancel". At the bottom of the form, there is a note: "If the values entered match an account in DTS , you will automatically be logged in." and another note: "Selecting the 'Cancel' button will terminate the activation". The browser's status bar at the bottom shows "Done" and "Internet".

9. On the following User Activation screen, select **Self Register**.

If you require further assistance, please check with your local Defense Travel Administration or contact the DFAS-Army 2.5 Help Desk at 1-877-676-6742.



10. On your DTS home page, put the cursor on the blue **Administrative** button (upper left) and click on the Self Registration drop down button.

Logged In As: Eric ASAFM\_FO-U [Help for this screen](#)

**Defense Travel System**  
A New Era of Government Travel Logoff

**Administrative** ▾

**Welcome Eric ASAFM\_FO-U**

Organization:

Org Access:

Group Access:

Permission:

**My Signed Documents**

Document Name	Current Status	Departure Date	Type
No documents found.			

11. On the Welcome to the Self Registration Tool window, click on **Recommended Information** at the top of the window. This opens the Self Registration module. Users enter Recommended Information and Preference Information from the Self Registration Worksheet at Appendix A (that the traveler has filled in per Section II.A above).

Logged In As: Eric ASAFM\_FO-U [Close Window](#)  
Screen ID: 8000.1 [Help for this screen](#)

**Defense Travel System**  
A New Era of Government Travel

[Recommended Information](#)    [Preference Information](#)    [Self-Registration Submit](#)

Current Date: 06-28-2004

Welcome to the Self Registration Tool.

Your user/traveler profile has been started but not completed; please finish prior to submitting user/traveler profile for acceptance. Click on Recommended Information above to complete your profile.

12. After completion, select **Submit**. This will send an email to your DTA with a request to verify your self registration information. Users are notified by email when the registration has been accepted. If you receive a message to go back to update a field, click on Cancel, update the appropriate field and click Save. **Once again, select SUBMIT.**



Recommended Information

Preference Information

Self-Registration Submit

Current Date: 06

You are going to submit the traveler profile to DTA.

SUBMIT

CANCEL

### III SUGGESTIONS TO IMPROVE THIS DOCUMENT.

Suggestions to improve this document should be submitted on DA Form 2028 and e-mailed to The DTS-Army Office at [asafmdts@hqda.army.mil](mailto:asafmdts@hqda.army.mil).

APPENDIX A  
DTS SELF REGISTRATION WORKSHEET

ENTER INFORMATION IN UPPER CASE.

**REQUIRED FIELDS ARE BOLDED AND/OR CONTAIN AN ASTERISK (\*).**

GENERAL INFORMATION		ENTER YOUR DATA IN THIS COLUMN.
First Name *	PRE-POPULATED (CAC)	
Last Name *	PRE-POPULATED (CAC)	
Middle Initial *	(Optional) / Pre-populated	
SSN *	PRE-POPULATED (User Activation Screen)	
<b>Gender *</b>	<b>REQUIRED</b>	
<b>Your Email Address *</b>	<b>REQUIRED</b>	
HOME MAILING ADDRESS		
<b>Mailing Street 1 *</b>	<b>REQUIRED</b>	
Mailing Street 2		
<b>City *</b>	<b>REQUIRED</b>	
<b>State *</b>	<b>REQUIRED, CLICK ICON, ENTER STATE CODE, HIT OK &amp; SELECT STATE.</b>	
<b>Zip Code *</b>	<b>REQUIRED, 5 OR 9 DIGITS.</b>	
WORK INFORMATION		
Civilian/Military Status *	REQUIRED	
Title/Rank *	REQUIRED	
Tech Status *	SHOULD BE NO	
<b>Organization</b>	<b>REQUIRED</b>	
Service/Agency	SELECT UNITED STATES ARMY - ARMY	US ARMY
Type		
Site		
Office Street, City, State and Zip Code	PRE-POPULATED	
Time Zone	PRE-POPULATED	
Work Hours	PRE-POPULATED	
Emergency Contact Name and Phone Number *	PRE-POPULATED	
ELECTRONIC FUNDS TRANSFER DATA *		
Account Type - Checking or Saving	<b>REQUIRED</b>	

*		
Account Routing Number *	<b>REQUIRED</b>	
Account Number *	<b>REQUIRED</b>	
<b>GOVERNMENT CHARGE CARD (GOVCC)</b>		
	IF CARD HOLDER	
Charge Card Status	<b>REQUIRED,</b> CARD HOLDER OR NO ADVANCE	
Account Number	<b>REQUIRED</b> IF CARD HOLDER	
GOVCC Exp. Date	<b>REQUIRED</b> IF CARD HOLDER	
<b>PERSONAL CHARGE CARD</b>		
Account Number	LEAVE BLANK	
Card Exp. Date	LEAVE BLANK	
<b>PREFERENCE INFORMATION</b>		
Printed Organization	PRE-POPULATED	
Present Duty Location	PRE-POPULATED	
Miles from Office to Airport	PRE-POPULATED	
Office Phone	PRE-POPULATED	
Office Fax	PRE-POPULATED	
Office Mail Stop	PRE-POPULATED	
Organization Email	PRE-POPULATED	
Unit ID	PRE-POPULATED	
<b>PASSPORT INFORMATION</b>		
First Name	Optional	
Last Name	Optional	
Middle Initial	Optional	
Birth Date	Optional	
Passport Number	Optional	
Issuing City	Optional	
Expiration Date	Optional	

RESIDENCE ADDRESS	MAY BE PRE-POPULATED FROM MAILING ADDRESS.	
<b>Residence Street 1</b>	<b>REQUIRED</b>	
Residence Street 2		
<b>Residence City</b>	<b>REQUIRED</b>	
<b>Residence State</b>	<b>REQUIRED, CLICK ICON, ENTER STATE CODE, HIT OK &amp; SELECT STATE.</b>	
Residence Zip Code	5 OR 9 DIGITS.	
Miles from Home to Airport		
<b>Residence Phone</b>	<b>REQUIRED IN CASE CTO OR AIRLINE NEEDS TO CALL TRAVELER AFTER DUTY HOURS.</b>	
Residence Fax		
<b>AIR TRAVEL PREFERENCES</b>		
Airport	Optional	
Preferred Seating	Optional	
Special Meals	Optional	
Special Needs	Optional	
<b>FREQUENT FLYER</b>		
Frequent Flyer No	Optional	
Airline	Optional	
Member No	Optional	
Member Status	Optional	
<b>LODGING PREFERENCES</b>		
Preferred Lodging	Optional	
Lodging Special Needs	Optional	
<b>RENTAL CAR PREFERENCES</b>		
Preferred Rental Car	Optional	
Rental Car Special Needs	Optional	
Personal Remarks	Optional	
Smoker	Optional	