Information Paper:

Instructions for Accessing Training in Travel Explorer (TraX)

*.**Note:** Instructions are subject to change without notice to accommodate new TraX functionality. Please visit the TraX homepage for the most up-to-date instructions for accessing training.*

Accessing TraX

To access TraX, navigate to Passport at https://www.defensetravel.dod.mil/passport (Figure 1) and log in.

Figure 1: DTMO Passport Account Login

*If you do not have an account, select **Register** and follow the prompts.

When the TraX homepage opens, select the **Training** icon on the main navigation bar (Figure 2).

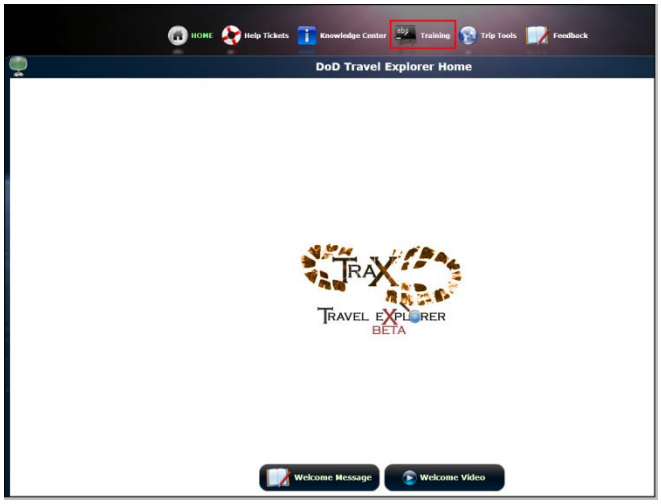

Figure 2: Training Icon on Main Navigation Bar

*If this is your first time logging into TraX, select the **My Roles** tab (Figure 3) and choose the roles that are appropriate for your position. After you have completed selecting the roles, select **View Recommended Training.***

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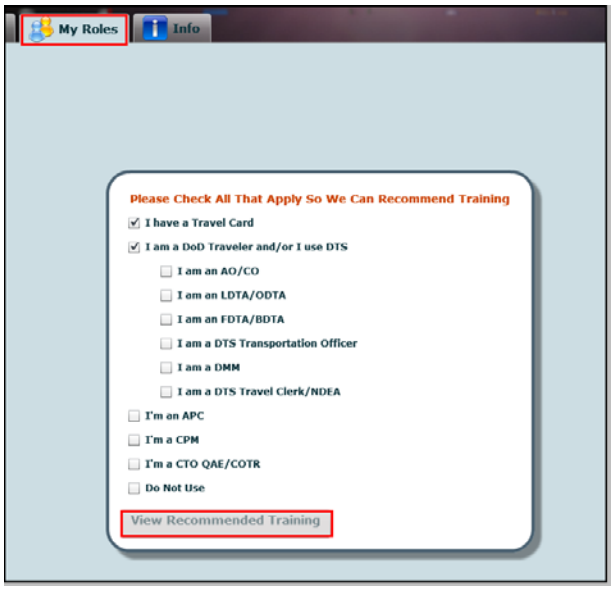

Figure 3: My Roles tab screen

The **Available/Recommended Training** tab (Figure 4) automatically opens. It displays a list of available training courses recommended for the roles that you chose. You may select the **View All** radio button to see all classes that are available.

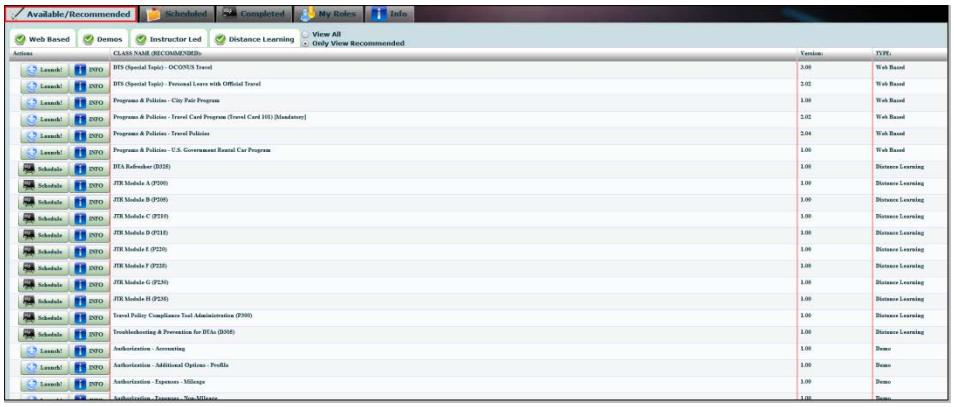

Figure 4: Available/Recommended Training screen

Class Descriptions

For a description of the class that you are interested in, select **INFO** next to the class. The description includes the estimated class length and recommended roles (Figure 5).

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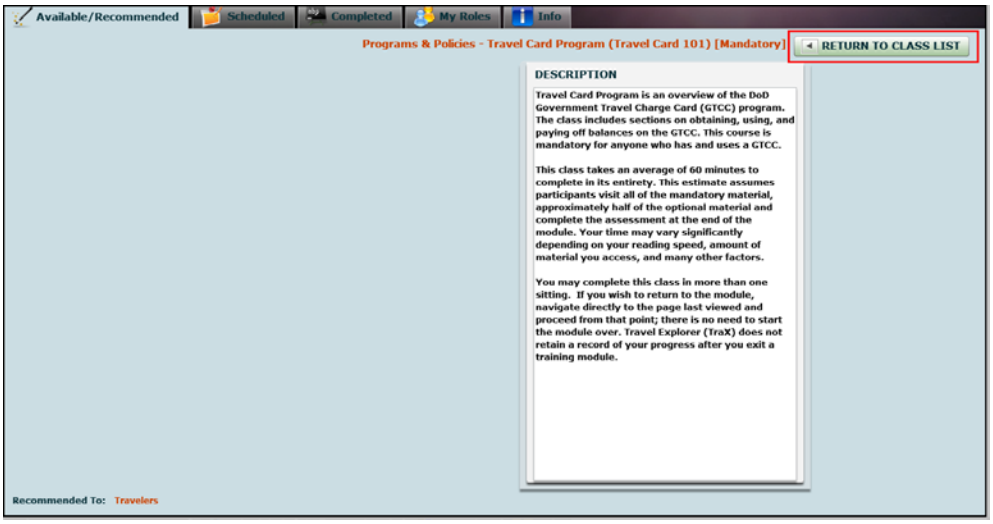

Figure 5: Class Description screen

When you are finished, return to the **Available/Recommended Training** screen by selecting **Return to Class List** in the upper right hand corner.

Web Based Training

Web Based Training classes (WBTs) are self-paced, on-demand classes that are delivered over the internet.

To access a WBT, select **Launch** next to the class you wish to take (Figure 6).

Figure 6: Launch button

WBTs have interactive exercises, are available 24/7, and offer a final assessment to test your knowledge. A certificate is awarded after

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successful completion of the assessment and is stored under the **My Completed** tab.

Demos

Demonstrations are online simulations of DTS activities such as logging in for the first time or creating an authorization.

Select **Launch** (Figure 6) to the left of the demonstration title to view a demonstration.

The demonstration will open in a separate window. They have an audio component, so make sure that you have your computer's volume turned on.

Viewing a demonstration does not produce a completion certificate.

Instructor Led

Instructor led classes offer training in an on-site classroom setting.

DTMO does not offer any instructor-led training at this time.

Distance Learning

Distance learning is an interactive, online classroom environment, delivered by a live instructor via Defense Collaboration Service (DCS) software.

To register for a distance learning class, select **Schedule** (Figure 7) to the left of the class title.

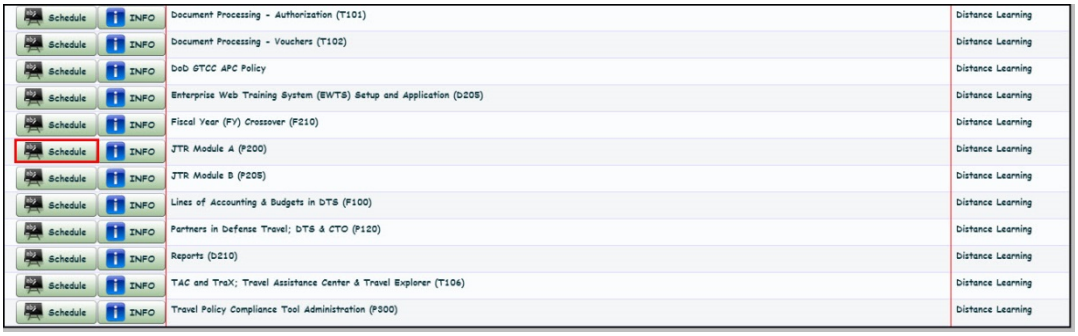

Figure 7: Schedule button for Distance Learning

All available dates for that class open to the right of the screen (Figure 8). Select **Register** to choose that date.

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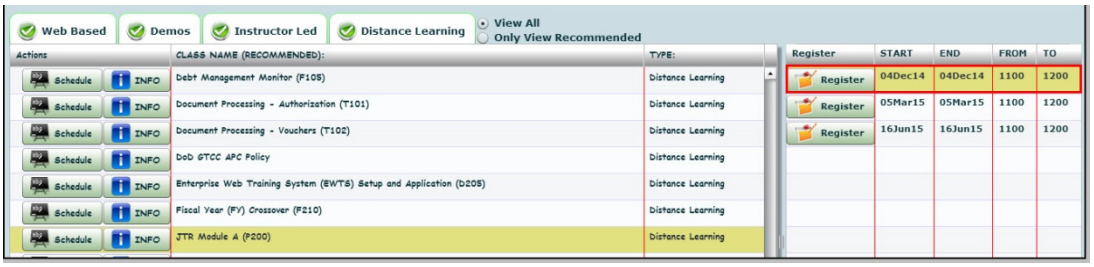

Figure 8: Register button for Distance Learning

After you select **Register**, a pop-up screen (Figure 9) lets you know that the training has been scheduled, and that an email was sent to you (at your TraX login email address) with the class details.

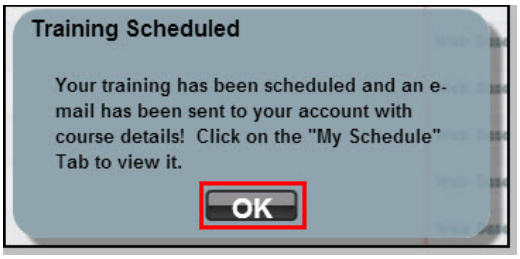

Figure 9: Training Scheduled Pop-up

Scheduled tab

To attend a Distance Learning class you have scheduled, select the **Scheduled** tab (Figure 10).

Figure 10: Scheduled tab

Select **Info** to see information about a class, **Cancel** to cancel a class, or **Launch** to enter an online classroom up to half an hour before the scheduled start time.

Completed tab

The **Completed** tab (Figure 11) contains a list of web-based and distance learning classes that you have successfully completed.

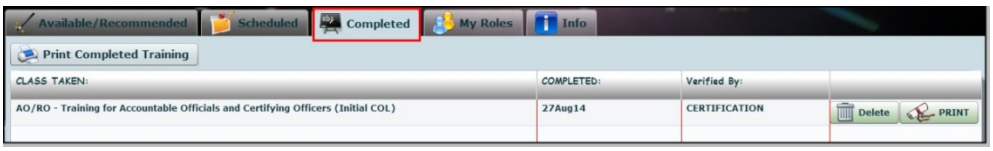

Figure 11: Completed tab

Select **Delete** to delete a certificate or **Print** to print one.

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If you do not see your training certificate, complete a TAC Help Desk ticket. Include the full class title, the date the class was completed, and the email address you used to create your TraX account. A certificate will be issued within a few days.

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