Information Paper:

Accessing DTS (Basic) Training Classes

DEFENSE TRAVEL
MANAGEMENT OFFICE

Introduction	The DTS (Basic) series includes web-based training (WBT) classes that introduce Defense Travel System (DTS) fundamentals. These WBTs are available for anyone, but are suited for personnel new to the Department of Defense (DoD) and DTS. This training is accessible 24 hours a day, 7 days a week through the Travel Explorer (TraX).
Accessing TraX	To access the classes, go to the Passport portal (https://www.defensetravel.dod.mil/passport) (Figure 1). You must have a user account to log in to Passport. If you do not have one, select the **Register** button. After you complete and submit the form, you will receive an e-mail telling you that your account has been created.

Log in to Passport by entering your e-mail address and password, then select **Password Login**. Once you have completed the initial login process, you may access Passport by selecting **CAC Login** to validate your Common Access Card (CAC).

Figure 1: DTMO Passport Account Login screen

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The DoD Travel Explorer Home page displays (Figure 2). Navigate to the Training section by selecting the Training icon.
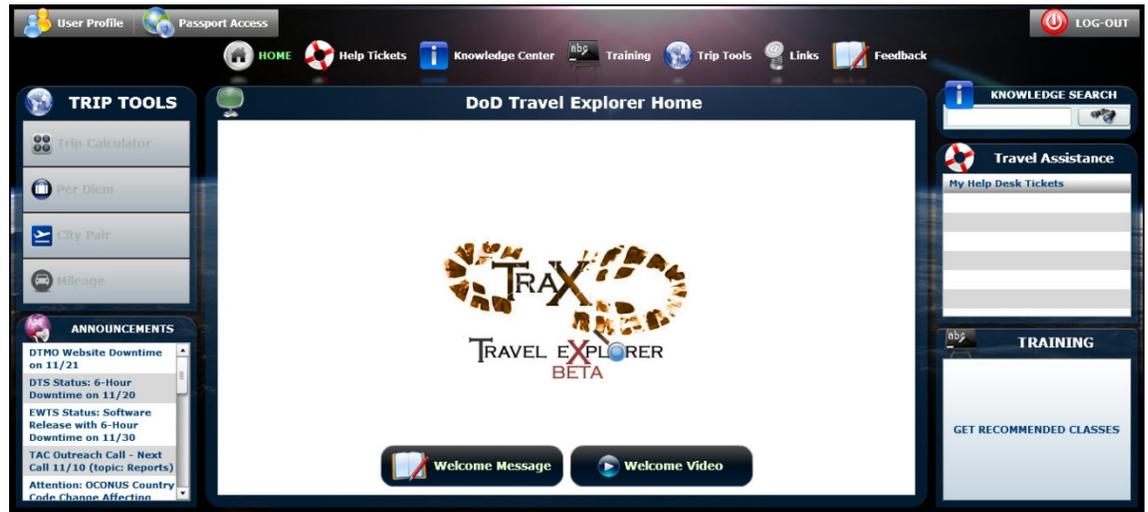
Figure 2: DoD Travel Explorer Home Page

TraX Training   The Available/Recommended Training screen opens by default, and displays all classes available in TraX (Figure 3).

Figure 3: TraX Training Available/Recommended

To view classes that support your role, select **My Roles** (Figure 4).

Figure 4: My Roles Screen

On the **My Roles** screen, select all roles that apply to you. The minimum you should select is **I am a DoD Traveler and/or I use DTS**. After you have chosen all roles that apply, select **View Recommended Training** (Figure 5).

Figure 5: My Roles tab

The screen returns to the Available/Recommended Training screen. The DTS (Basic) classes display in the list. Start a class by selecting **Launch** to the left any course (Figure 6).

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Figure 6: Launch Button

A browser window will open with a Welcome screen providing information about the system requirements needed to access the training. When you have verified that your computer is properly equipped and the settings are configured correctly, select Launch Course (Figure 7).
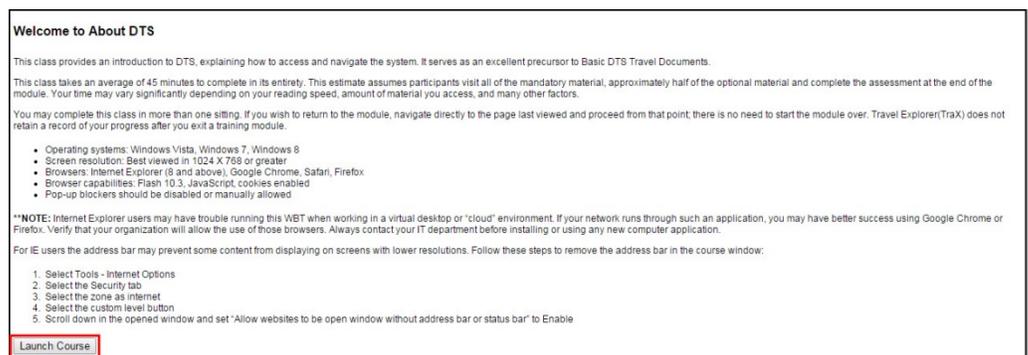
Figure 7: Launch Course

The first screen of the selected course will display (Figure 8).

Figure 8: About DTS Welcome Screen