## **Information Paper: Accessing DTS (Basic) Training Classes** DEFENSE TRAVEI **MANAGEMENT OFFICE** The DTS (Basic) series includes web-based training (WBT) classes that Introduction 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). To access the classes, go to the Passport portal Accessing (https://www.defensetravel.dod.mil/passport) (Figure 1). You must have a user TraX 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). **DTMO Passport Account Login**

Login/E-Mail Address

Password

Forgot Your Password?



Login Help

Register

< Password Login

CAC Login

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

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

User Profile	🕜 HOME 褖 Help Tickets 🚺 Knowledge Center 츠 Training 🚯 Trip Tools 🤗 Links 📝	Feedback	UOG-OU				
🖌 Available/Recommended 🎽 Scheduled 😤 Completed 🤌 My Roles 🚹 Info							
🥑 Web Based  Ø Der	mos 🥑 Instructor Led 🥑 Distance Learning 💿 View All						
Actions	CLASS NAME (RECOMMENDED):	Version:	TYPE:				
Caunch! 11 INFO	AO/RO - COL/Training for Accountable Officials and Certifying Officers (Initial or Refresher)	2.03	Web Based				
Caunch! 11 INFO	AO/RO - The DTS Approval Process	2.00	Web Based				
Caunch! TINFO	DTA - DTA Overview	1.00	Web Based				
Caunch! 11 INFO	DTA - Maintenance Tool: An Overview	2.00	Web Based				
Caunchi 📑 INFO	DTA - Maintenance Tool: Groups	1.00	Web Based				
Caunch! 11 INFO	DTA - Maintenance Tool: Organizations	2.00	Web Based				
C Launch! INFO	DTA - Maintenance Tool: People	3.01	Web Based				
Caunch! 1NFO	DTA - Maintenance Tool: Routing Lists	1.00	Web Based				
C Launch! INFO	DTS (Basic) - About DTS	1.01	Web Based				
Caunch! TINFO	DTS (Basic) - DTS Travel Documents (DTS 101)	3.03	Web Based				
Caunch! 11 INFO	DTS (Basic) - Non-DTS Entry Agent (NDEA)	1.01	Web Based				
Contraction Launch!	DTS (Special Topic) - Cancellation Procedures	2.00	Web Based				

Figure 3: TraX Training Available/Recommended

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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).

Please Check All That Apply So We Can Recommend Training		
I have a Travel Card		
✓ I am a DoD Traveler and/or I use DTS		
I am an AO/CO		
I am an LDTA/ODTA		
I am an FDTA/BDTA		
I am a DTS Transportation Officer		
I am a DMM		
I am a DTS Travel Clerk/NDEA		
🔲 I'm an APC		
🔲 I'm a CPM		
🔲 I'm a CTO QAE/COTR		
🗌 Do Not Use		
View Recommended Training		

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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Available/Recommended					
🥑 Web Based	i 🥑 Der	mos 🧭 Instructor Led 🥑 Distance			
Actions		CLASS NAME (RECOMMENDED):			
Caunch!	TINFO	DTS (Basic) - About DTS			
C Launch!	TINFO	DTS (Basic) - DTS Travel Documents (DTS 101)			
C Launch!	TINFO	DTS (Special Topic) - Group Travel			
Co Launch!	TINFO	Programs & Policies - City Pair Program			
CO Launch!	TINFO	Programs & Policies - U.S. Government Rental Car Pro			
Schedule	TINFO	JTR Module B (P205)			
Schedule	TINFO	JTR Module C (P210)			

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).

Welcome to About DTS	
This class provides an introduction to DTS, explaining how to access and navigate the system. It serves as an excellent precursor to Basic DTS Travel Documents.	
This class takes an average of 45 minutes to complete in its entirety. This estimate assumes participants visit all of the mandatory material, approximately half of the optional material and complete the assessment at the end of module. Your time may vary significantly depending on your reading speed, amount of material approaches, and many other factors.	
You may complete this class in more than one sitting. If you wish to return to the module, navigate directly to the page last viewed and proceed from that point; there is no need to start the module over. Travel Explorer(TraX) does not retain a record of your progress after you exit a training module.	
Operating systems: Windows Vista, Windows 8 Screen resolution: Best viewed in 124 x 785 or greater Strowser: Initemet Episoter (8 and above), Coogle Chome, Safan, Firefox Strowser: Lapabilities: Rash 10.3, JavaScript, cookies enabled Poy-up blockers should be disabled or manually allowed	
**NOTE: Internet Explorer users may have trouble running this WBT when working in a virtual desktop or 'cloud' environment. If your network runs through such an application, you may have better success using Google Chrome or Firefox. Verify that your organization will allow the use of those browsers. Always contact your IT department before installing or using any new computer application.	
For IE users the address bar may prevent some content from displaying on screens with lower resolutions. Follow these steps to remove the address bar in the course window:	
1. Select Tools - Internet Options 2. Select the Security tab 3. Select the cone as internet 4. Select the custom level button 5. Secoli down in the opened window and set "Allow websites to be open window without address bar or status bar" to Enable	
Launch Course	

Figure 7: Launch Course

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



Figure 8: About DTS Welcome Screen

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