**Information Paper:** 



**MANAGEMENT OFFICE** 

## 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.

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

ogin/E-Mail A	ddress	the state	-5
Pas	ssword		_
	Pass	word Logi	n
		AC Login	1 The second
Forgot Yo	our Password?	Login Help	Register

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.

TraX



MANAGEMENT OFFICE

My Roles Info	
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	
Tm a CTO OAE/COTR	
Do Not Use	
View Recommended Training	

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.

Web Based	Demos 🧭 Instructor Led 🦉 Distance Learning		
	CLASS NAME (RECOMMENDED)	Venion	TYPE
Larneht 📑 IN	10 DIS (Special Topic) - OCONUS Trand	3.09	Web Based
Launchi 📑 IN	DIS (Special Topic) - Personal Leare with Official Travel	2.02	Web Based
Launsh!	Programs & Publicles - City Pair Program	1.00	Web Based
Disenski 📑 IN	Programs & Pulicies - Travel Card Programs (Travel Card 100) [Mandatory]	2.02	Web Bazed
Launch!	TO Programs & Polisies - Travel Polisies	2.04	Web Based
Launch!	Programs & Policies - U.S. Government Rental Car Program	1.08	Web Based
Schodale 1	TO DTA Refresher (DJ25)	1.00	Distance Learnin
Schedule 11 IN	TR Module A (P200)	1.00	Distance Learnin
Sekedule 📑 IN	TO JTR Module B (P208)	1.09	Distance Learni
Scholale 📑 IN	TR Module C (9210)	1.09	Distance Learnin
Schedule 📑 IN	70 J33 Mobile D (2216)	1.00	Distance Learni
Schodule 11 IN	JTR Module R (P220)	1.09	Distance Learni
Schedule 📑 IN	JTR Module F (9225)	1.09	Distance Learni
Schedule 11 IN	JTR Module G (P234)	1.09	Distance Learni
Sakadala 📑 IN	TO JTR Module H (#235)	1.09	Distance Learni
Schedule 🚺 IN	Treval Policy Compliance Tool Administration (P309)	1.09	Distance Learni
Schodule 🚺 IN	Troubleshooting & Prevention for DEAs (D3M5)	1.00	Distance Learnin
Launch!	Authorization - Accounting	1.00	Demo
Launchi 🚺 IN	Authorization - Militianal Options - Profile	1.09	Demo
Launchi 👩 IN	70 Anthorization - Expenses - Milenge	1.09	Demo
	And advantage Version Version	100	

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).



MANAGEMENT OFFICE



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).

📈 Available/R	ecomme	nded 💕 Scheduled 🚆 Completed 🤌 My Roles 📑 Info	
🥑 Web Based	🥑 Der	nos 🧭 Instructor Led 🧭 Distance Learning 🔾 View All	
Actions	_	CLASS NAME (RECOMMENDED):	TYPE:
C Launch!	1 INFO	DTS (Special Topic) - Constructed Travel	Web Based
C Launch!	INFO	DTS (Special Topic) - Group Travel	Web Based
Contraction Launch!	INFO	DTS (Special Topic) - Itinerary Changes	Web Based
C Launch!	INFO	DTS (Special Topic) - Personal Leave with Official Travel	Web Based
C Launch!	INFO	Programs & Policies - City Pair Program	Web Based
C Launch!	INFO	Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]	Web Based
C Launch!	INFO	Programs & Policies - Travel Policies (Updated for improper payment avoidance.)	Web Based
C Launch!	INFO	Programs & Policies - U.S. Government Rental Car Program	Web Based
Schedule	INFO	JTR Module B (F205)	Distance Learning
Schedule	INFO	Travel Policy Compliance Tool Administration (P300)	Distance Learning
Schedule	INFO	Troubleshooting & Prevention for DTAs (D305)	Distance Learning
C Launch!	INFO	Authorization - Accounting	Demo
C Launch!	INFO	Authorization - Additional Options - Profile	Demo
C Launch!	TNEO	Authorization - Expenses - Mileage	Demo 🔻

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

Defense Travel Management Office



	successful completion of the assessment and is stored under the <b>My</b> Completed tab.
Demos	Demonstrations are online simulations of DTS activities such as logging in for the first time or creating an authorization.
	Select <b>Launch</b> (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 <b>Schedule</b> (Figure 7) to the left of the class title.
Г	The second basester - distribution (101)

Schedule	INFO	Document Processing - Authorization (T101)	Distance Learning
Schedule	INFO	Document Processing - Vouchers (T102)	Distance Learning
Schedule	INFO	Ded STCC APC Policy	Distance Learning
Schedule	INFO	Enterprise Web Training System (EWTS) Setup and Application (D205)	Distance Learning
Schedule	INFO	Fiscal Year (FY) Crossover (F210)	Distance Learning
Schedule	INFO	JTR Module A (P200)	Distance Learning
Schedule	INFO	JTR Module B (P205)	Distance Learning
Schedule	INFO	Lines of Accounting & Budgets in DTS (F100)	Distance Learning
Schedule	INFO	Partners in Defense Travel; DTS & CTO (P120)	Distance Learning
Schedule	INFO	Reports (b210)	Distance Learning
Schedule	INFO	TAC and TraX; Travel Assistance Center & Travel Explorer (T106)	Distance Learning
Schedule	INFO	Travel Policy Compliance Tool Administration (P300)	Distance Learning

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.



🥑 Web Based 🥑 De	mos 🥑 Instructor Led 🧭 Distance Learning 💍 View All						
Actions	CLASS NAME (RECOMMENDED):	TYPE:	Register	START	END	FROM	то
Schedule 🚺 INFO	Debt Management Monitor (F105)	Distance Learning	🍟 Register	04Dec14	04Dec14	1100	1200
Schedule TNFO	Document Processing - Authorization (T101)	Distance Learning	💕 Register	05Mar15	05Mar15	1100	1200
Schedule 🚺 INFO	Document Processing - Vouchers (T102)	Distance Learning	💕 Register	16Jun15	16Jun15	1100	1200
Schedule 🚺 INFO	DoD GTCC APC Policy	Distance Learning					
Schedule 🚺 INFO	Enterprise Web Training System (EWTS) Setup and Application (D205)	Distance Learning					
Schedule	Fiscal Year (FY) Crossover (F210)	Distance Learning					
Schedule INFO	JTR Module A (P200)	Distance Learning	1				

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.

Training Scheduled	-
Your training has been scheduled and an e- mail has been sent to your account with	1
course details! Click on the "My Schedule" Tab to view it.	i.
ОК	-

Figure 9: Training Scheduled Pop-up



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

**Defense Travel Management Office** 

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete. Please check revision currency on the web prior to use.

Scheduled

To attend a Distance Learning class you have scheduled, select the



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.

Updated April 2016