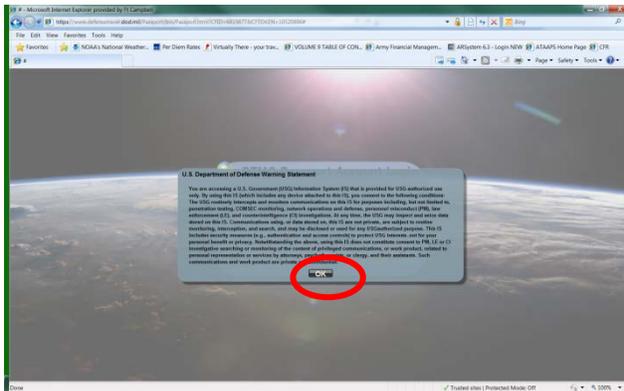


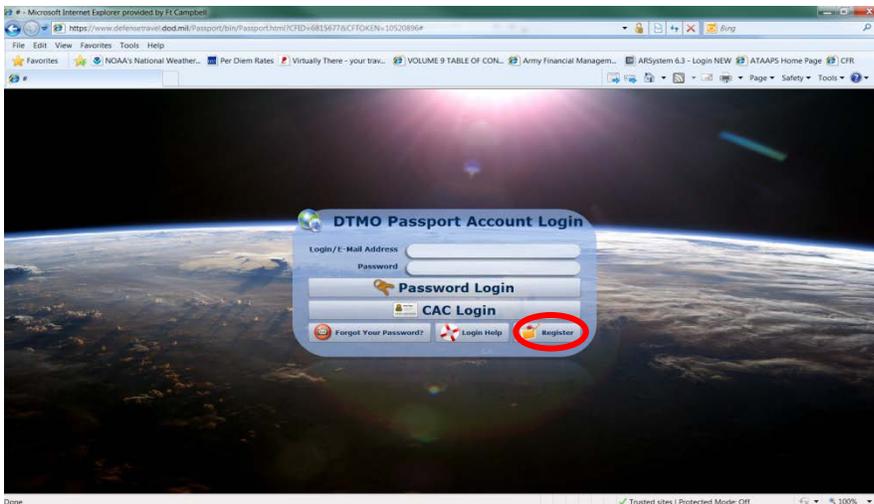
<http://www.defensetravel.osd.mil/>



Click on “TRAX” (brown footprint above)



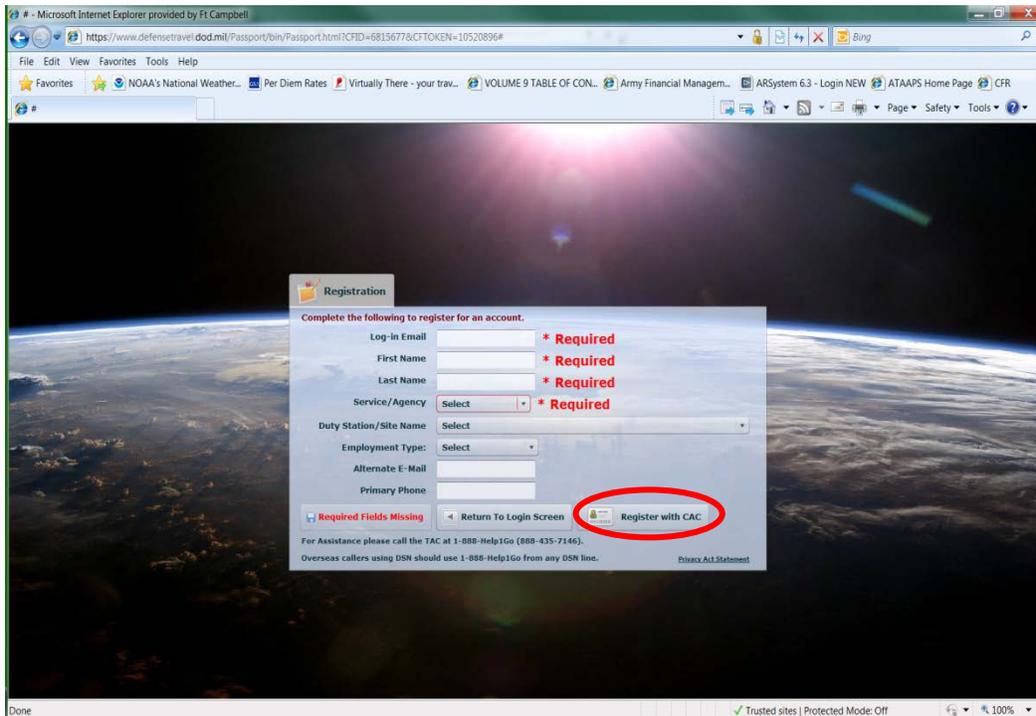
Click “OK”



Never been to the DTMO site for training! Click “Register”.

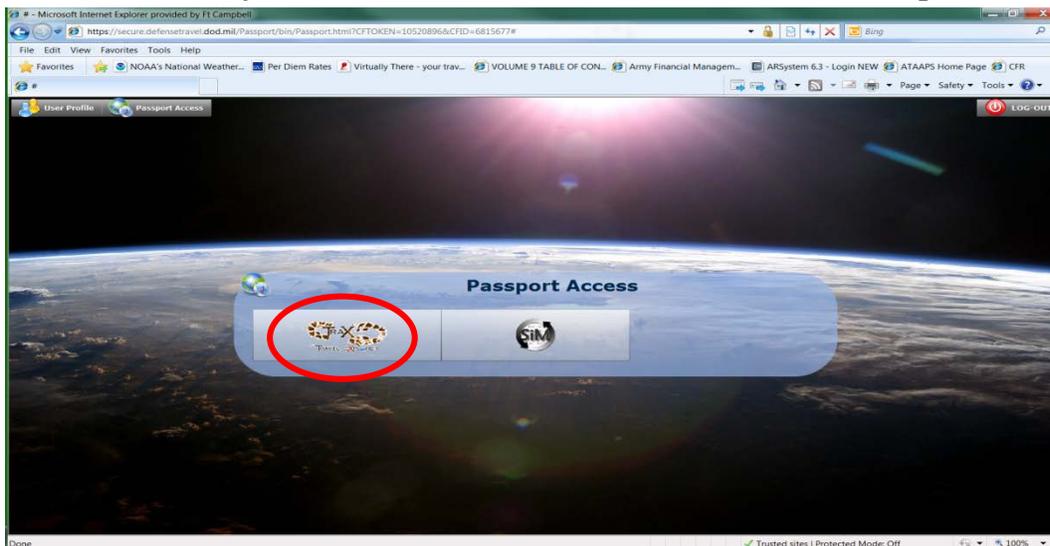
Recommend registering with CAC.

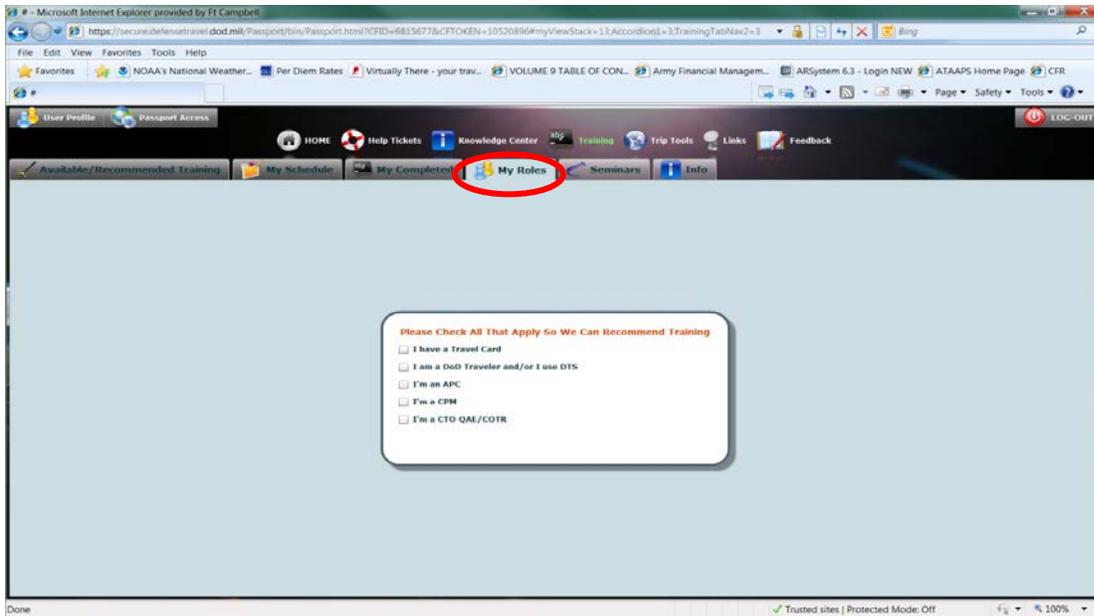
Fill out the follow information. Primary email address should be your Enterprise Email address alternate email address is your home email address.



Click “Register with CAC” sometimes there is a glitch and someone else’s name will appear if this happens you need to register with a login userid ”enterprise email address” and create a password.

*****Next screen will be for you to select a Certificate, (not shown) then press OK, it will take you back to this screen. Click on “Trax” foot print.





Click on “My Roles” tab – (see above). Select the appropriate roles based upon your category as outlined below:

ALL GARRISON DTS TRAVLERS:

Roles to select: I am a DOD Traveler
I have a Travel Card

You must complete the 4 trainings listed:

- 1 - DTS Basic “About DTS”
- 2 - DTS Basic “DTS Travel Documents (DTS 101)”
- 3 - Program & Policies – Travel Card Program (Travel Card 101)
- 4 - Program & Policies – Travel Policies (required every 3 years)

Approver, Reviewer, and Certifier:

Roles to select: I am a DOD Traveler

I have a Travel Card

I am AO/CO/RO” will be for Reviewer, Approver, and Certifying

Approvers/Certifiers (authorizers)/Reviewers must complete the following 3 trainings:

1 – AO/RO The DTS Approval Process

2 - AO/RO/CO – COL Training for Accountable Officials and Certifying Officers
– Initial Training, then required Annual Refresher training once a year.

3 – AO/RO/CO - Program & Policies - Travel Policies

4 - Recommended 1 DTS (Special Topic) each year:

DTS Cancellation Procedures

DTS Constructive Travel

DTS Personal Leave with Official Travel etc...

Director/Deputy Directors of each Organization determines who they assign as Defense Travel Administrator.

Select Role - I am an LDTA/ODTA

I am a DOD Traveler

I use DTS

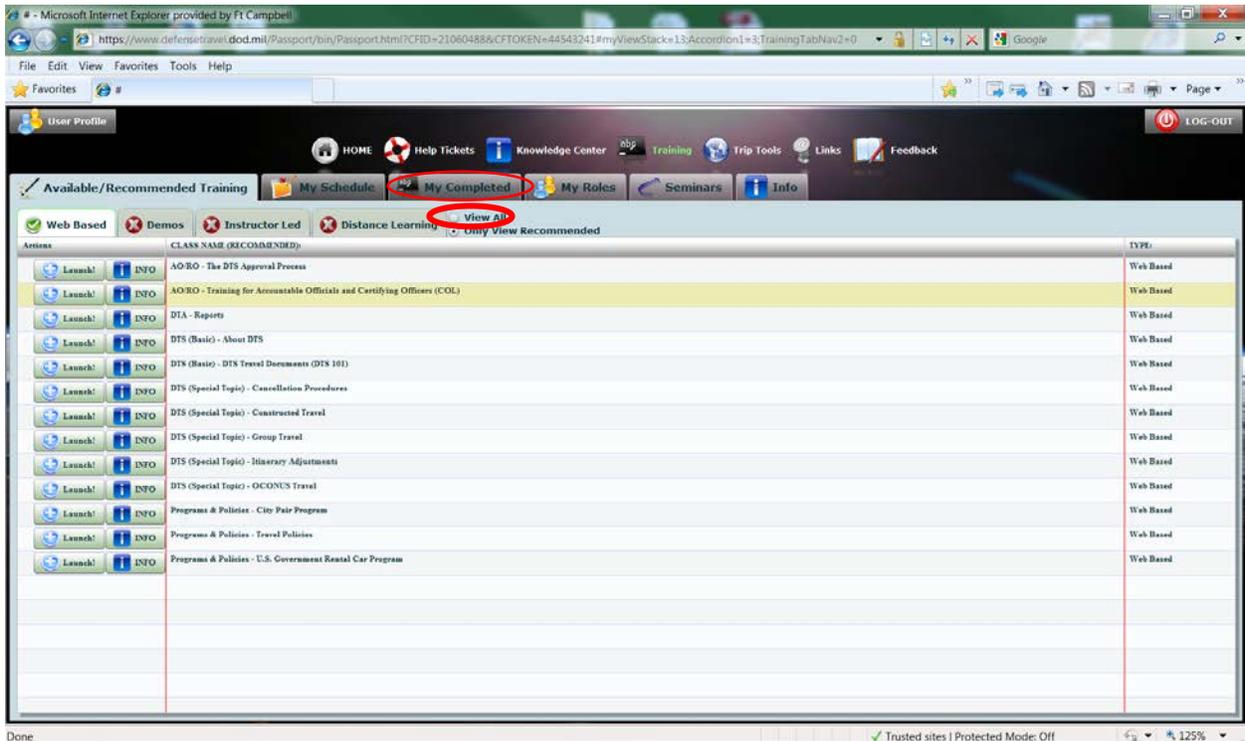
I have a Travel Card

There is a list of training for ODTA’s recommend. This will help you to provided excellent customer service to your travelers within your organizations. It makes a difference and helps eliminate frustrations with DTS and assisting your traveler in their entry of authorization and vouchers.

List of trainings will appear focus first on the recommended “Web Based” Trainings. To minimize the clutter – click on X to close the TABS “Demos”, “Instructor Led”, and “Distance Learning” Trainings

Now your list is shorten you will see the required “Web Based Trainings”(see next page screen shot).

DEMOs is an interactive training that walks you through each process, and has you fill in the blanks, with data they provide. Great tool to use in your organization trainings exercises. DO NOT ENTER TRAINING OR PRACTICE EXERCISES IN DTS.



Click “Launch” to start training.

Click on the blackboard tab “My Completed” at the top of the screen.

On the next screen (not shown) on the far right side you will see a picture of certificate scroll click “Print” to get your certificate, once your certificate appears, run your mouse slowly over the blacken area at the bottom of the screen.

Printer will appear click change orientation to “Landscape” click print again.

See screen prints on next page.

