

Accessing “Travel Card Program” Training

The DTMO-sponsored Travel Card Program course covers the basics about the Government Travel Charge Card (GTCC) Program. The course provides information on obtaining, using, and paying balances on the GTCC, and is mandatory for all persons who have one. The course is approximately 75 minutes in duration.

To access the course, navigate to Passport at <https://www.defensetravel.dod.mil/passport> (Figure 1). You must have a user account to login to Passport. If you do not have an account, you may create one by selecting the **Register** button and then completing and submitting the form.

Login to Passport by entering your e-mail address and password, and then select **Password Login**. Once you have created a login and password, you may access Passport by selecting **CAC Login** to validate your CAC.



Figure 1: DTMO Passport Account Login

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

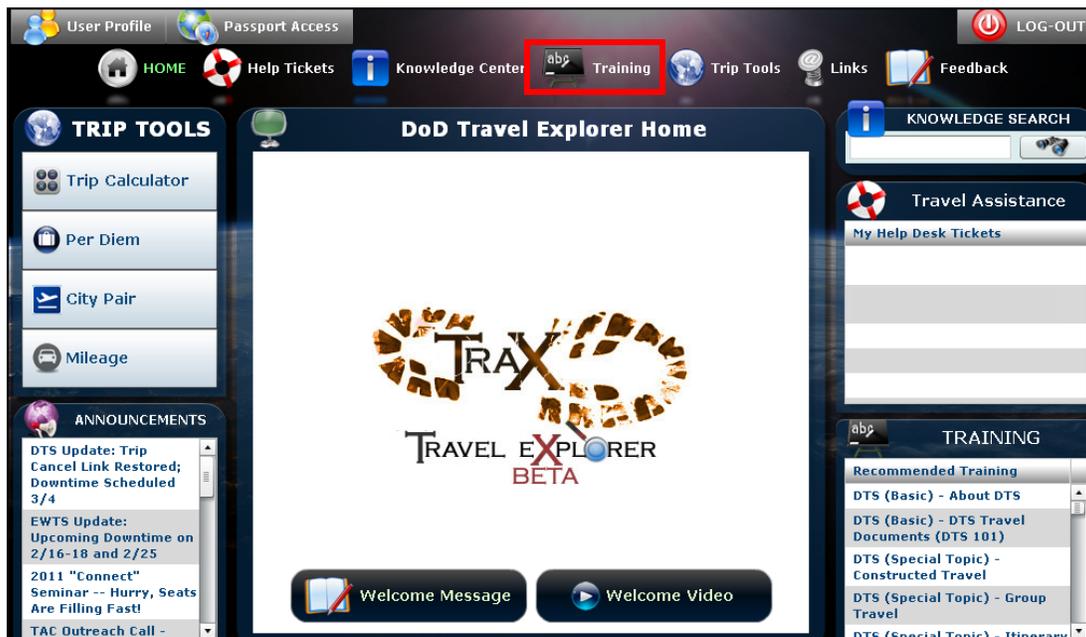


Figure 2: DoD Travel Explorer Home Page

The Training section of TraX lists courses that support your role (Figure 3). In order to have access to the Travel Card Program course, you must have the appropriate check boxes selected on the My Roles tab. To check your roles, select the **My Roles** tab.

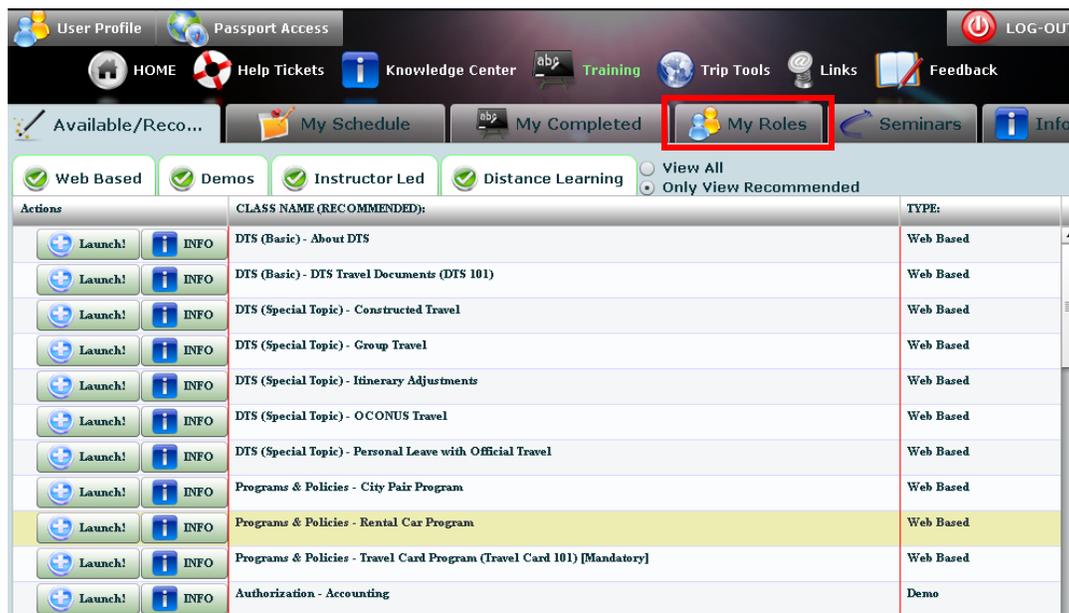


Figure 3: TraX Training Section



Ensure that either the box next to **I am a DoD Traveler and/or I use DTS** is checked or the box next to **I have a Travel Card** is checked, and then select **View Recommended Training** (Figure 4).

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

View Recommended Training

Figure 4: My Roles Section

The screen returns to the Available/Recommended Training tab, and the Travel Card Program course displays in the list. Start the course by selecting the **Launch** button to the left of the course titled: Programs & Policies-Travel Card Program (Travel Card 101) [Mandatory] (Figure 5).

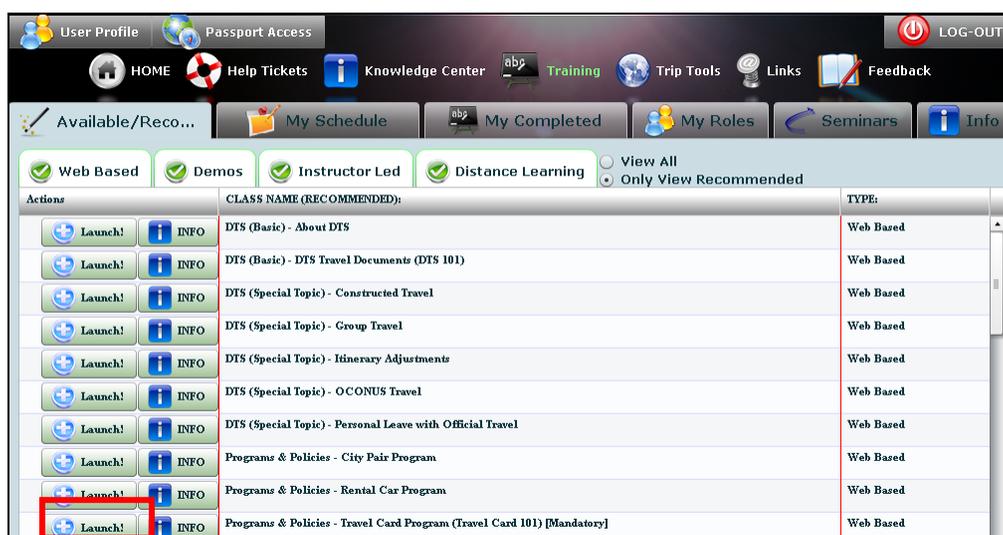


Figure 5: Launch Button



Another browser window opens with a screen providing information about the system requirements for accessing the training. When you have verified that your computer is properly equipped and the settings are properly configured, select **Launch Course** (Figure 6).

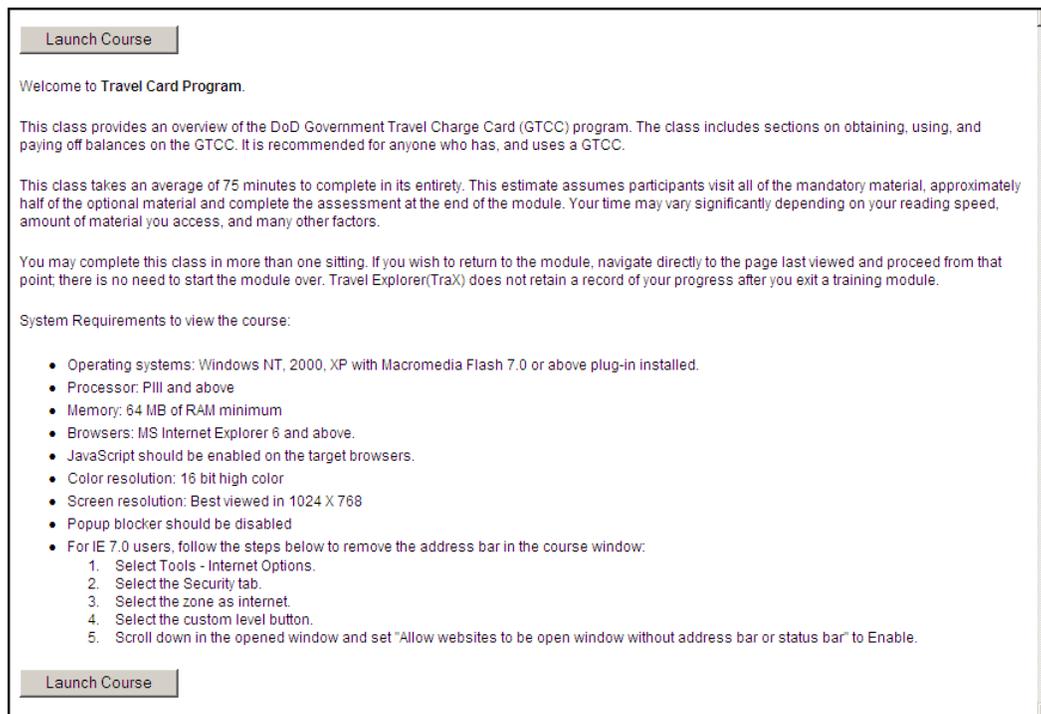


Figure 6: Launch Course

The Launch screen of the selected course appears.