



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 <u>https://www.defensetravel.dod.mil/passport</u> (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.

	DTMO Passport Account Login
	Login/E-Mail Address
-	Password
	Password Login
	CAC Login
	Forgot Your Password?

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.



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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.

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🕝 номе 👌	Help Tickets 📋 Knowledge Center 🏪 Training 💀 Trip Tools 🥞 Links 📗	Feedback					
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🧭 Web Based 🥑 Demos 🧭 Instructor Led 🧭 Distance Learning 🔗 View All							
Actions	CLASS NAME (RECOMMENDED):	TYPE:					
Launch!	DTS (Basic) - About DTS	Web Based	F				
Co Launch!	DTS (Basic) - DTS Travel Documents (DTS 101)	Web Based					
Co Launch!	DTS (Special Topic) - Constructed Travel	Web Based	=				
Launch! 📑 INFO	DTS (Special Topic) - Group Travel	Web Based					
Contraction Launch!	DTS (Special Topic) - Itinerary Adjustments	Web Based					
Co Launch!	DTS (Special Topic) - O CONUS Travel	Web Based					
Launch! [] INFO	DTS (Special Topic) - Personal Leave with Official Travel	Web Based					
Contraction Launch!	Programs & Policies - City Pair Program	Web Based					
Launch!	Programs & Policies - Rental Car Program	Web Based					
Contraction Launch!	Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]	Web Based					
Contraction Launch!	Authorization - Accounting	Demo					



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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).

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).

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Web Based O Demos Instructor Led O Distance Learning O View All								
Actions	CLASS NAME (RECOMMENDED):	TYPE:						
Launch! [] INFO	DTS (Basic) - About DTS	Web Based						
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Contraction Launch!	DTS (Special Topic) - Constructed Travel	Web Based						
Colored Launch!	DTS (Special Topic) - Group Travel	Web Based						
Contraction Launch!	DTS (Special Topic) - Itinerary Adjustments	Web Based						
Colored Launch!	DTS (Special Topic) - OCONUS Travel	Web Based						
Colored Launch!	DTS (Special Topic) - Personal Leave with Official Travel	Web Based						
Colored Launch!	Programs & Policies - City Pair Program	Web Based						
Launch! [] INFO	Programs & Policies - Rental Car Program	Web Based						
🔁 Launch! 🚹 INFO	Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]	Web Based						

Figure 5: Launch Button

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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).

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Launch Course	
Welcome to Travel Card Program.	
This class provides an overview of the DoD Government Travel Charge Card (GTCC) program. The class includes sections on obtaining, using, and paying off balances on the GTCC. It is recommended for anyone who has, and uses a GTCC.	
This class takes an average of 75 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 the module. Your time may vary significantly depending on your reading speed, amount of material you access, 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.	
System Requirements to view the course:	
Operating systems: Windows NT, 2000, XP with Macromedia Flash 7.0 or above plug-in installed.	
Processor: PIII and above	
Memory: 64 MB of RAM minimum	
Browsers: MS Internet Explorer 6 and above.	
 JavaScript should be enabled on the target browsers. 	
Color resolution: 16 bit high color	
Screen resolution: Best viewed in 1024 X 768	
Popup blocker should be disabled	
 For IE 7.0 users, follow the steps below to remove the address bar in the course window: 	
1. Select loois - Internet Options. 2. Select the Security tab	
3. Select the zone as internet.	
4. Select the custom level button.	
 Scroll down in the opened window and set "Allow websites to be open window without address bar or status bar" to Enable. 	
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Launch Course	
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Figure 6: Launch Course

The Launch screen of the selected course appears.