

Accessing Training in Travel Explorer (TraX)

Introduction

Travel Explorer (TraX) offers a centralized travel source comprising of travel assistance, training, trip tools, frequently asked questions, and other useful information. Registered users can access TraX 24 hours a day, 7 days a week through the Defense Travel Management Office's (DTMO's) [Passport](#) Portal.

Passport Access and Login

Here is how to log into **Passport**:

1. Navigate to <https://www.defensetravel.dod.mil/neoaccess/login.php>. A DoD warning statement (Figure 1) displays.

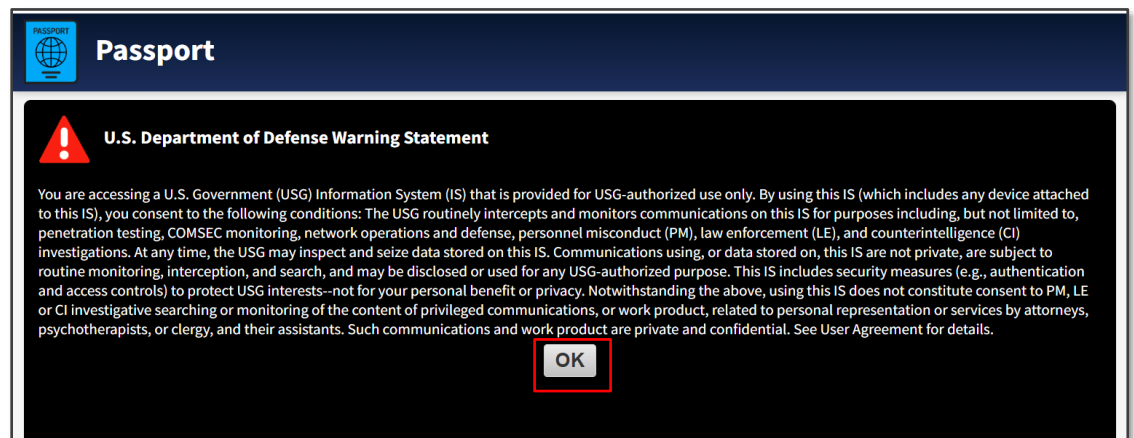


Figure 1: Passport Message Page

2. Read the warning message and select **OK**. The **Passport Login** screen (Figure 2) opens.

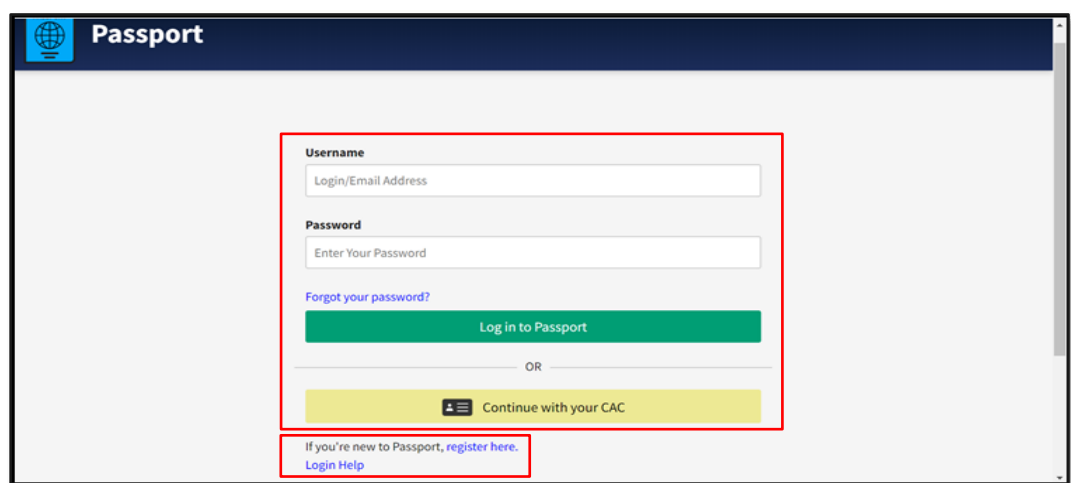


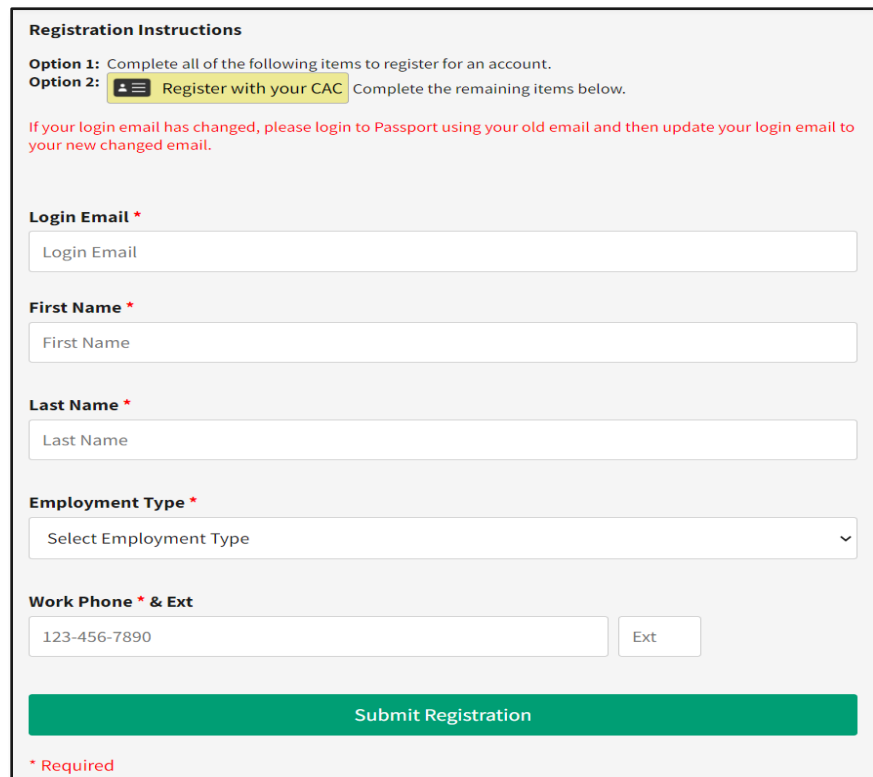
Figure 2: Passport Login Screen

Passport Access and Login (continued)

3. You must have a user account to log onto **Passport**. If you don't have one, create one by selecting **Register Here**. The **Registration Instructions** screen (Figure 3) opens. If you do have one, skip the **Registering for TraX** section below.

Registering for TraX

On the **Registration Instructions** screen, there are two ways to register an account in TraX:



The image shows a screenshot of the 'Registration Instructions' screen. At the top, it says 'Registration Instructions'. Below that, there are two options: 'Option 1: Complete all of the following items to register for an account.' and 'Option 2: Register with your CAC. Complete the remaining items below.' There is a red note that says 'If your login email has changed, please login to Passport using your old email and then update your login email to your new changed email.' Below this, there are several input fields: 'Login Email *', 'First Name *', 'Last Name *', 'Employment Type *' (a dropdown menu), and 'Work Phone * & Ext' (two separate input fields for the phone number and extension). At the bottom, there is a green button labeled 'Submit Registration'. A red asterisk at the bottom left indicates that fields marked with an asterisk are required.

Figure 3: Registration Instructions Screen

- **Option 1:** To register to log into TraX by email address and password, complete all mandatory fields, then select **Submit Registration**. You'll get an email when your account is ready. Use the link in the email to complete registration and create your password, then return to Passport (Figure 2) and log in with your email and password.
- **Option 2:** Select **Register with your CAC**. You will receive an email when your account is ready for use. You'll be able to log into **Passport** by selecting **Continue with your CAC** (Figure 2).

We recommended you do both. Why? The simple answer is, so you never lose access to your TraX account. If you only use the CAC option and then have to replace your CAC, you won't be able to access your old TraX account, which means you also lose access to your old training certificates. If you have an email address and password, you'll always be able to access your account. If your password changes, you can always update your TraX profile. See the **Updating Account Information** section at the end of this document.

TraX Access

Log into Passport by **Username** and **Password** or with your **CAC**. Either way, the **Passport Home** screen (Figure 4) opens. From here, you can access various applications based upon your permissions. At a minimum, you will have access to **My Profile**, **Subscriptions**, and **TraX**. At the bottom of the page, the active links carry throughout the application for easy navigation: **Passport Home**, **DTMO Home**, **Passport Feedback**, and **Logout**.

- **My Profile:** Open your Passport profile to update your information (e.g., your email address changed). You should always keep your TraX login email address up to date.
- **Subscriptions:** Shows you the DTMO Publications (e.g., Customer Services Notices, Dispatch) that TraX automatically emails to you. You can unsubscribe at any time.
- **TraX:** Tool used to access training, help tickets, and trip calculator estimator.

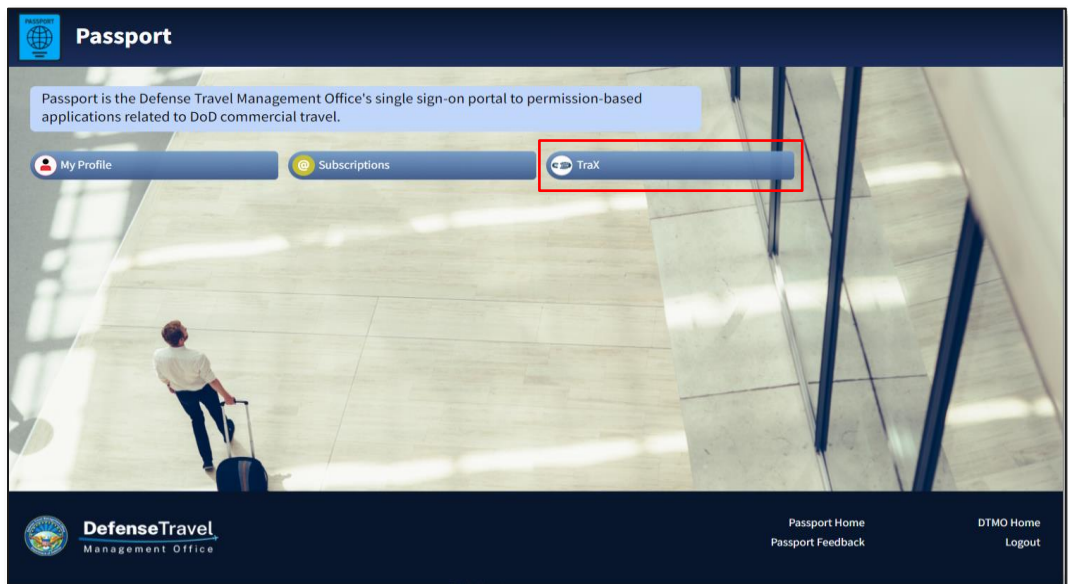


Figure 4: Passport Home Screen

1. Select **TraX**. The **TraX** home screen (Figure 5) opens.

TraX Access (continued)

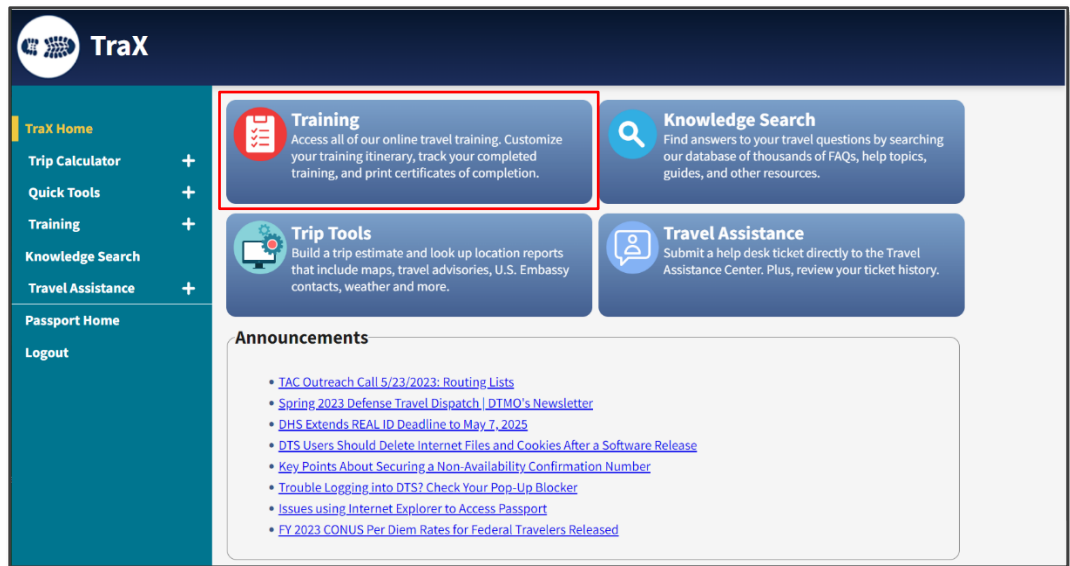


Figure 5: TraX Home Screen

2. From here, you can choose options from the quick links or **Navigation Bar**:
 - **Training**: Launch training recommended specifically for you base upon your designate role.
 - **Knowledge Search**: Search FAQs on travel topics, access guides and resources.
 - **Trip Tools**: Open individual cost estimation functions.
 - **Travel Assistance**: Create new Help Tickets and access recent Help Tickets.
 - **Announcements**: Select any item to view more information in the display area.
 - **Passport Home**: Return to Passport to access other features.
 - **Log Out**: Close your TraX session.

Available Training Classes

Access to Web-based Trainings (WBTs) and to sign up for Distance Learning (DL) sessions are housed in the TraX **Training** module. To access training:

1. On the **TraX Home** screen, select the **Training** quick link or the **Navigation Bar** (Figure 5). The **Available Training** screen (Figure 6) opens.

Available Training Classes (continued)

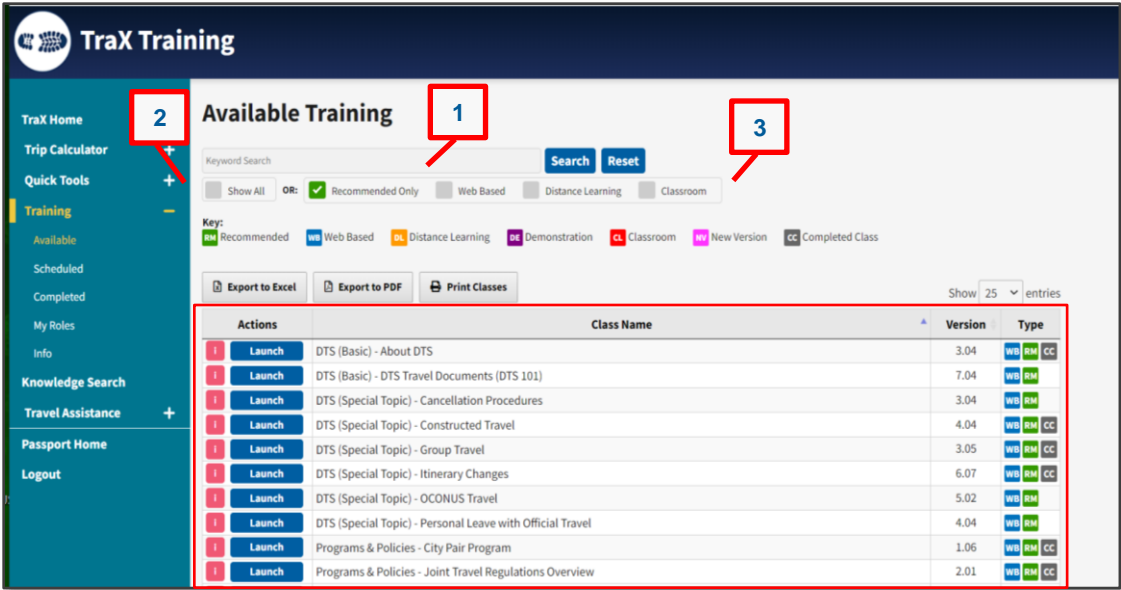


Figure 6: Available Training Page

On the **Available Training** screen, the class listing defaults to **Recommended Only** (Figure 6, Indicator 1), which displays recommendations based upon the roles you selected under **My Roles** (see **My Roles** section, below). Check the **Show All** box (Figure 6, Indicator 2) to see all available classes. You can select a specific code (e.g., **Web Based**) to view only certain classes (Figure 6, Indicator 3). You can also use the **Search** feature to find one or more classes by name. Within the listing, the arranged class data has four columns: **Actions**, **Class Name**, **Version**, and **Type**.

- **Actions** provide the Information icon for class description, as well as the ability to **Schedule** and **Launch** classes.
- **Class Name** lists the available classes.
- View the document’s current **Version** to see if updates occurred.
- **Type** reflects the class 2-letter code and color **Key**. Some classes may reflect multiple class codes.

Note: If your desired class does not appear on the first page, go the bottom of the page and select **Next** to see more classes.

To view the classes in a continuous list you can select **Export to Excel**, **Export to PDF**, or **Print Classes**. Open the document to review the choices.

My Roles

If your class didn’t appear in the inventory or if this is your first time in the **Training** module, from the **Navigation Bar**, select **My Roles** (Figure 5). The **My Roles** screen (Figure 7) displays.

My Roles
(continued)

Note: Selecting roles in TraX is useful for *limiting* the available classes that TraX shows you, based on the roles you hold and the classes you’ve completed. Of course, even with roles selected, you can always see every available class by selecting **Show All** as described above (see Figure 6).

On the **My Roles** screen (Figure 7), check the boxes next to all the roles you hold and require training. At a minimum, you should select **DoD traveler and/or DTS user**. When you are done making selections, choose **Update Roles** (Figure 7, Indicator 1) to apply the changes.

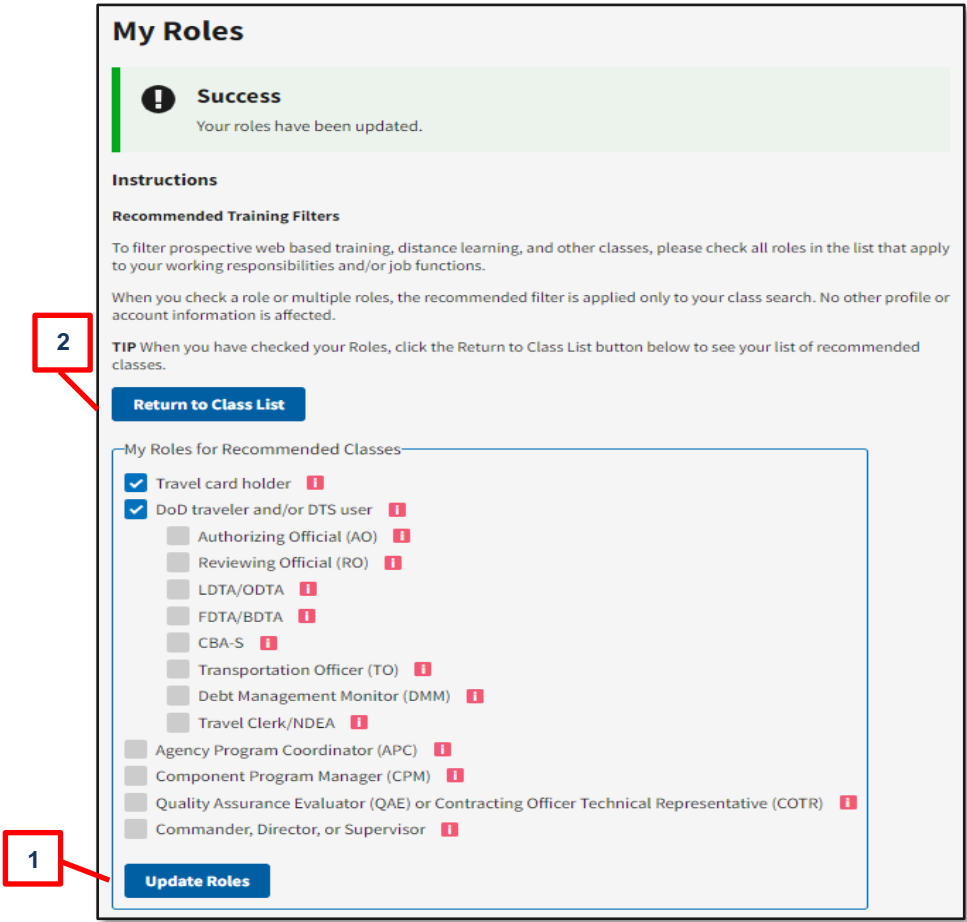


Figure 7: My Roles Screen

Select **Return to Class List** (Figure 7, Indicator 2) to access the revised class inventory. The **Available Training** screen appears.

Class
Description

If you need to find out more information about a training class, select the “i” or information icon. A separate window opens with a class description (Figure 8). Select **Close** to exit the screen.

Class Description (continued)

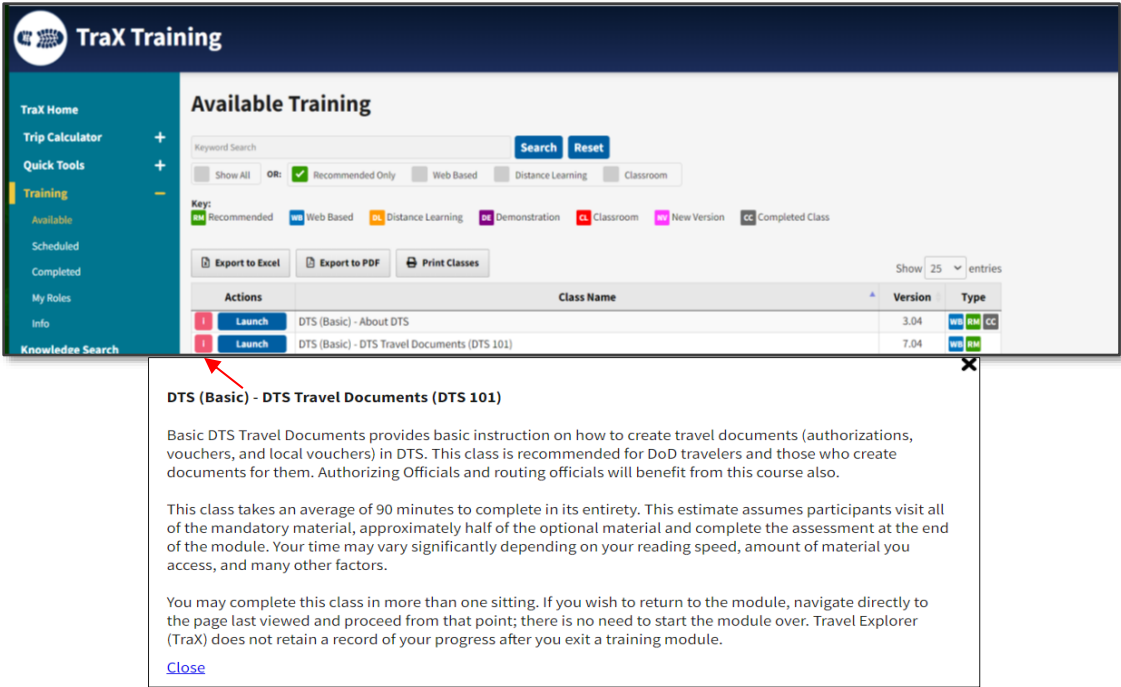


Figure 8: Information - Class Description Screen

Web Based Training

Web-Based Training (WBTs) classes are self-paced, on-demand, computer-based classes. They have interactive exercises and an assessment.

From the **Available Training** screen, select **Launch** next to a class. The class **Welcome** screen (Figure 9) opens. It provides a class description, some key information about the class, and its computer requirements.

Web Based Training (continued)

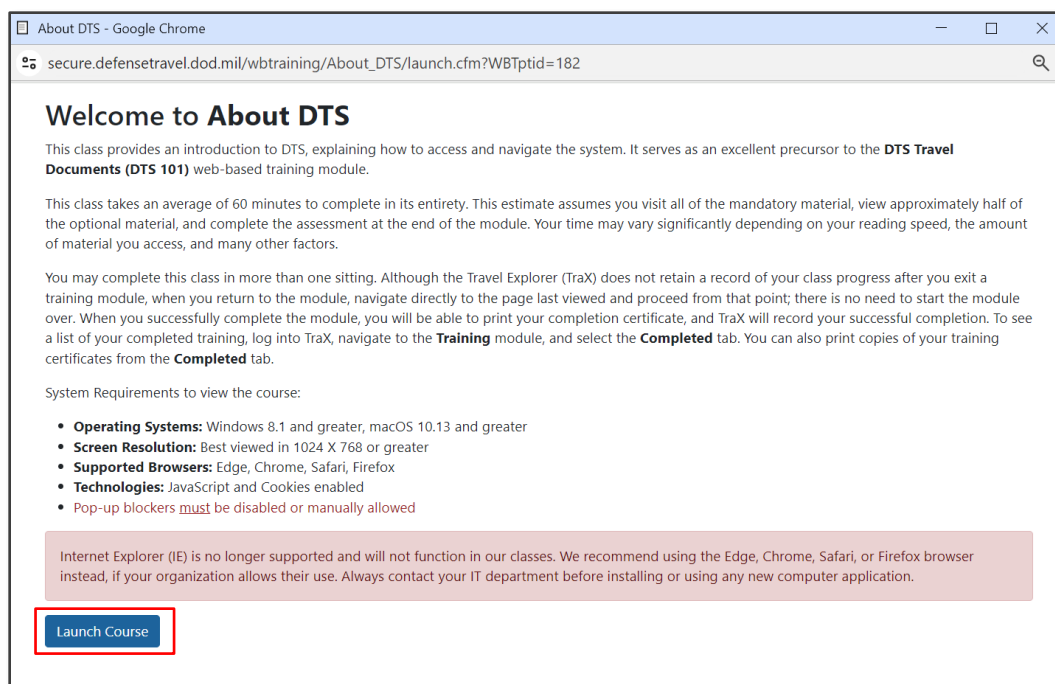


Figure 9: Welcome Screen

After viewing the information, select **Launch Course**. You earn a training certificate for successfully completing the assessment (to retrieve a certificate, see the Printing Your Certificate section, further below).

Distance Learning

Distance learning is an interactive, online classroom environment, delivered by a live instructor via Microsoft Teams software.

Locate the **Distance Learning** class on the **Available Training** screen (Figure 6). To register, select **Schedule** to the left of the class title (Figure 10). The class schedule appears (Figure 11).

Distance Learning
(continued)

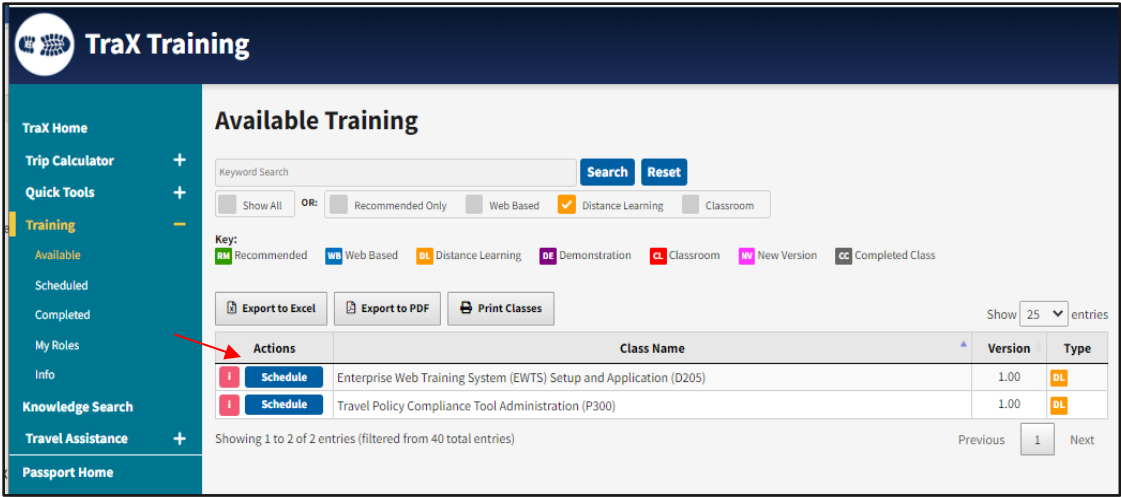


Figure 10: Schedule Distance Learning – Available Training Screen

Determine the preferred class date and time. Select **Register** (Figure 11).

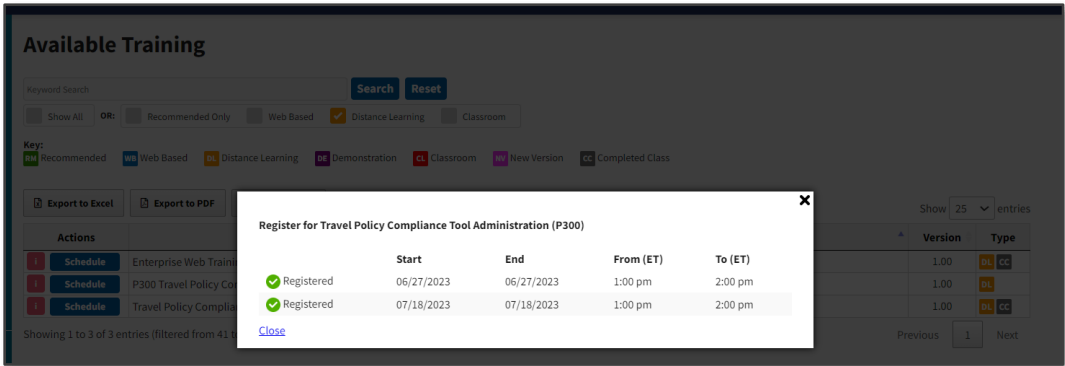


Figure 11: Register for Distance Learning Screen

A check mark appears for the **Registered** class (Figure 11). Select **Close** or X at the top right to exit the window.

Note: TraX emails you the class details using the email address listed in your Passport account. Ensure the email is correct to receive TraX initiated emails.

Scheduled Training

From the **Navigation Bar**, under **Training**, select **Scheduled**. The **Scheduled Training** screen loads (Figure 12). You can see the **Class Scheduled**, **Type**, **Start** and **End date**, and the **From** and **To time**. Under the **Action** column, you have the information icon, the **Launch** and **Cancel** options. The classroom becomes available approximately half an hour before the scheduled start time. Select **Launch** to enter an online classroom.

Scheduled Training (continued)

Class Scheduled	Type	Start	End	From (ET)	To (ET)	Action
Enterprise Web Training System (EWTs) Setup and Application (D205)	OL	07/11/2023	07/11/2023	11:00 am	12:00 pm	Cancel Launch
Travel Policy Compliance Tool Administration (P300)	OL	07/18/2023	07/18/2023	1:00 pm	2:00 pm	Cancel Launch

Showing 1 to 2 of 2 entries

Figure 12: Scheduled Training Screen

Distance Learning **Completed** certificates are typically available under **Training** and **Completed** within 5 to 7 days of class completion. If after 7 days you don't see a **Completed** certificate posted, then submit a TAC Help Desk Ticket.

Printing Your Certificate

Most DTMO WBT classes offer a certificate upon successful completion of the assessment. Attendees of Distance Learning sessions also receive a certificate. You can view, print, and delete any certificate associated with your profile in TraX. Here's how. All options presented are visible on Figure 13.

Class Completed	Version	Completed	Issued By	Print Certificate
AO/RO - Training for Accountable Officials and Certifying Officers (Annual COL Refresher)	5.03	02/01/2022	TraX	Print Delete
DTS (Basic) - About DTS	3.02	02/01/2022	TraX	Print Delete

Figure 13: Completed Training Screen

- From the TraX navigation bar, select **Completed**. **Note:** If you're not already in the **Training** module, you'll have to select the + (plus sign) first to open the options under **Training**.
- To print a single training certificate:
 - On the class row, select **Print** in the **Print Certificate** column. The certificate displays.
 - Use your preferred method to print the certificate or save it to your computer.

Printing Your Certificate (continued)

3. If you want to print a list (but not the certificates) of all your completed courses, select **Export to Excel**, **Export to PDF**, or **Print Classes**.

Note: If you do not see a training certificate you have earned, you may need to refresh the screen or log out and then back into TraX, select **Training** and then **Completed** section. If the certificate is not listed, then you can complete a TAC Help Desk ticket.

Here is how to create a TraX ticket:

From the **Navigation Bar**, select **Travel Assistance**, **Create Helpdesk Ticket**. A ticket page opens. Include in your ticket the full class title, the completed class date, and your TraX login email address. Your certificate will post to your TraX account, under **Completed** within a few days.

Updating Account Information

If you need to update your account information (e.g., your email address changed), select **My Profile** from the **Passport** Home screen (Figure 4). The screen that opens allows you to change your account details. After entering the new information, select **Update Profile** to save your changes.