Information Paper:

Accessing "Travel Card Program" Training

Introduction   The DTMO created a Travel Card Program class to educate DoD travelers about the basics of the Government Travel Charge Card (GTCC) program. This training is also referred to as "Travel Card 101." You can access the class 24 hours a day, 7 days a week through the Travel Explorer (TraX). It provides basic information on the GTCC program, including how to obtain, use, and pay balances on the GTCC. The training is mandatory for everyone who has a GTCC and takes about 60 minutes to complete.

Passport Access and Login   Open the DTMO Passport at https://www.defensetravel.dod.mil/passport (Figure 1). You must have a user account to log in. If you don't have one, you can create one by selecting **Register** (Figure 1, Indicator 1), then completing and submitting the form that pops up.

Figure 1: DTMO Passport Account Login Screen

After you create your account, complete **the Login/E-Mail Address** and **Password** fields then select **Password Login** to enter Passport. After logging in the first time, you can register your Common Access Card (CAC), which enables you to use **CAC Login** to log in with your CAC PIN instead.

Enter TraX   If you have access to more than one **Passport** tool, the **Passport Access** screen (Figure 2) opens. Select the **TraX** icon (Figure 2) to display the **TraX** home screen (Figure 3).

**Enter TraX
(continued)**

If TraX is the only **Passport** tool you can access, Passport does not display the **Passport Access** screen. Instead, it takes you directly to the **TraX** home screen (Figure 3).

Figure 2: Passport Access Screen

**Enter the
Training
Module**

Open the **TraX Training** module by selecting the **Training** icon (Figure 3) on the navigation bar. The navigation bar is visible on every **TraX** screen. The **Training** module opens, with the **Available/Recommended** screen (Figure 4) open.
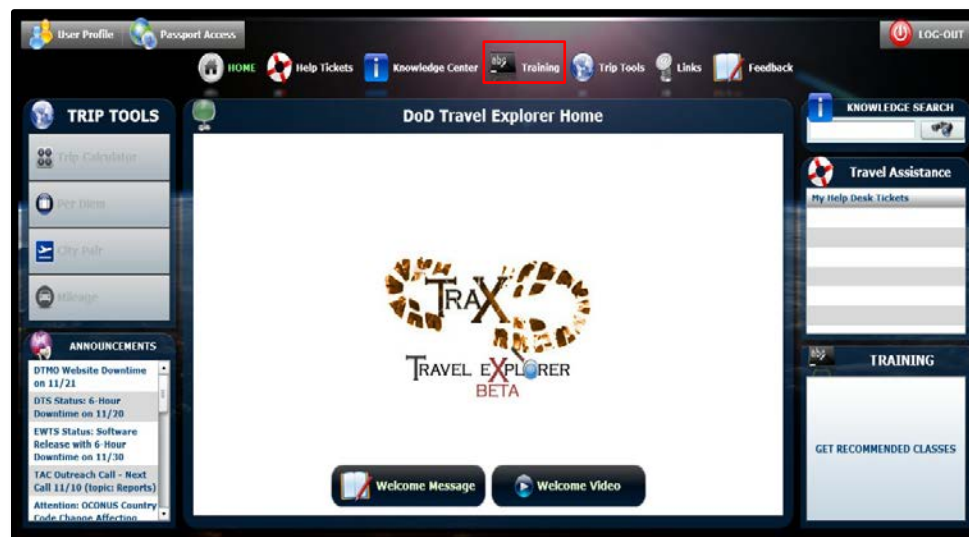

Figure 3: TraX Home Page

Open the Class

Look down the **Available/Recommended** training list for "**Programs & Policies-Travel Card Program (Travel Card 101) [Mandatory]**." If you don't see the class, select the **View All** radio button (Figure 4) to update the listing.

When you find the class, select **Launch** to the left of the class title to start the course (Figure 4).
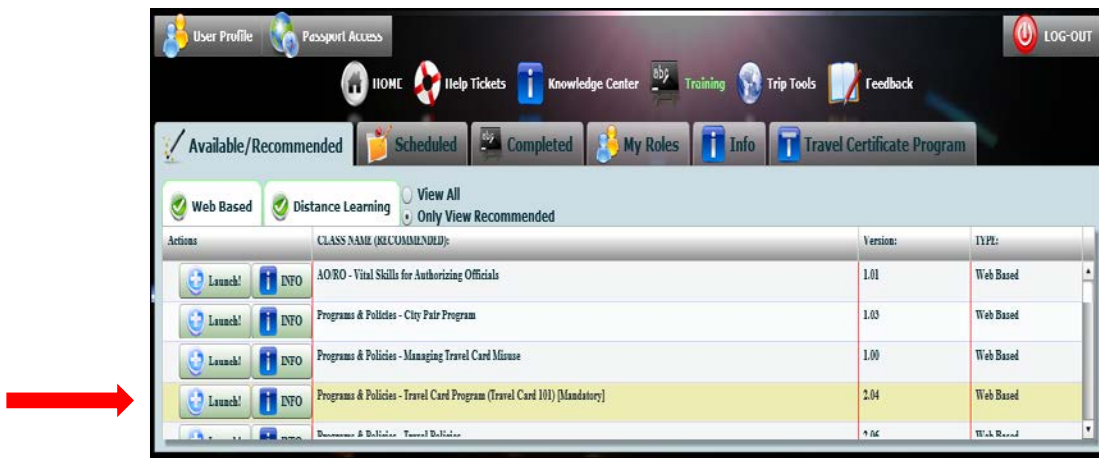

Figure 4: Available/Recommended Screen

A browser window opens with a **Welcome** screen (Figure 5) opens. It provides information about the class and the system requirements for running it. Once you verify that your computer is properly configured, select **Launch Course** at the bottom of the window.
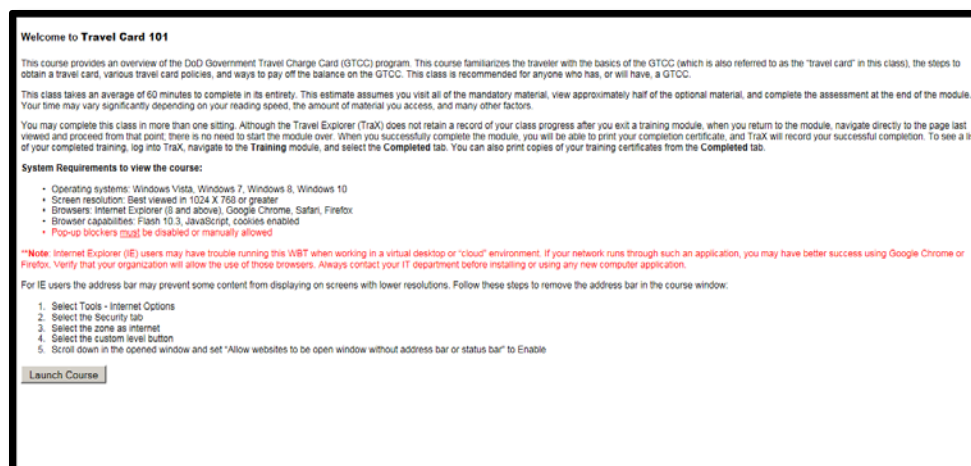

Figure 5: Welcome Screen

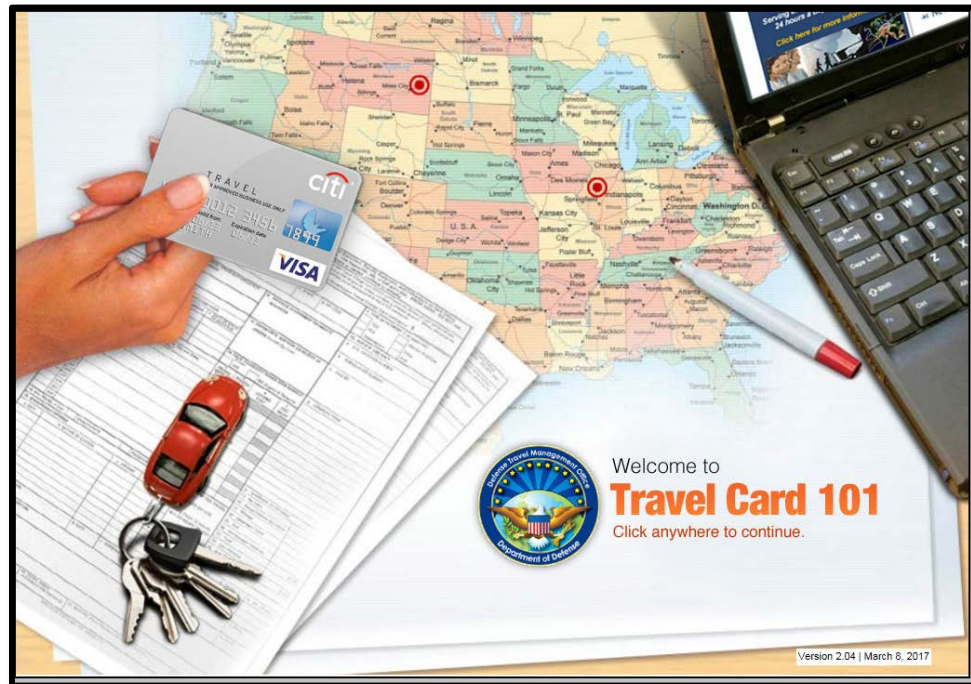The **Travel Card 101** launch screen (Figure 6) appears.

Figure 6: Travel Card 101 launch Screen

**Updating
Account
Information**

If you ever need to update your TraX user profile (e.g., your email address changes), select **User Profile**, which is visible in the upper left corner of Figure 3. A screen opens which allows you to change the details of your account.