



## Accessing Training for Travel Card Misuse

### Introduction

The Defense Travel Management Office (DTMO) web-based training **Managing Travel Card Misuse** focuses on helping commanders, directors, and supervisors of Government Travel Charge Card holders and Agency Program Coordinators (APCs) understand their responsibilities for minimizing and addressing travel card misuse. This class may be beneficial to APCs, although it does not cover all APC duties, either in general, or as regards GTCC misuse specially.

### Access and Login

The first step is to log onto **Passport** (the DTMO's web portal). To do that:

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

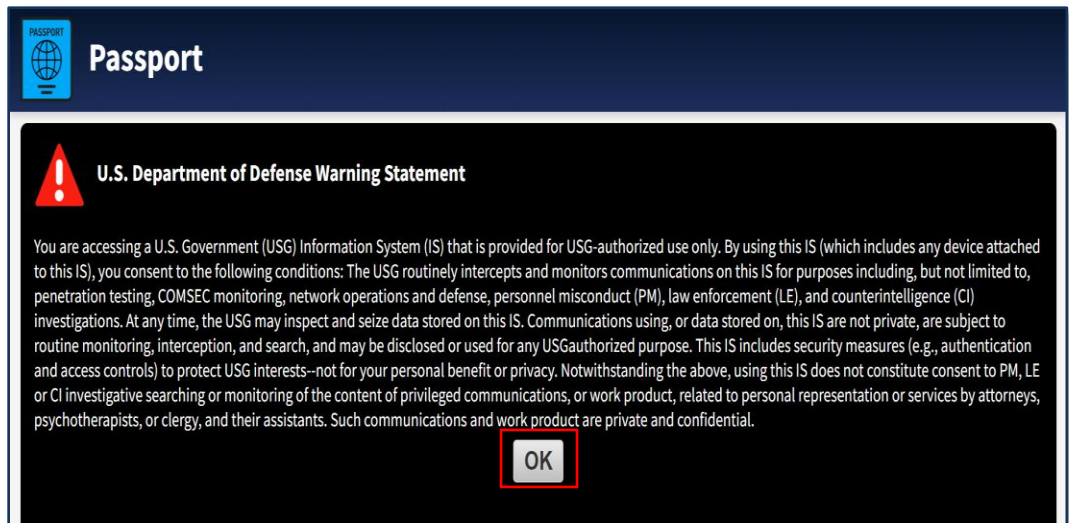


Figure 1: Passport Message Page

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

Access and Login  
(continued)

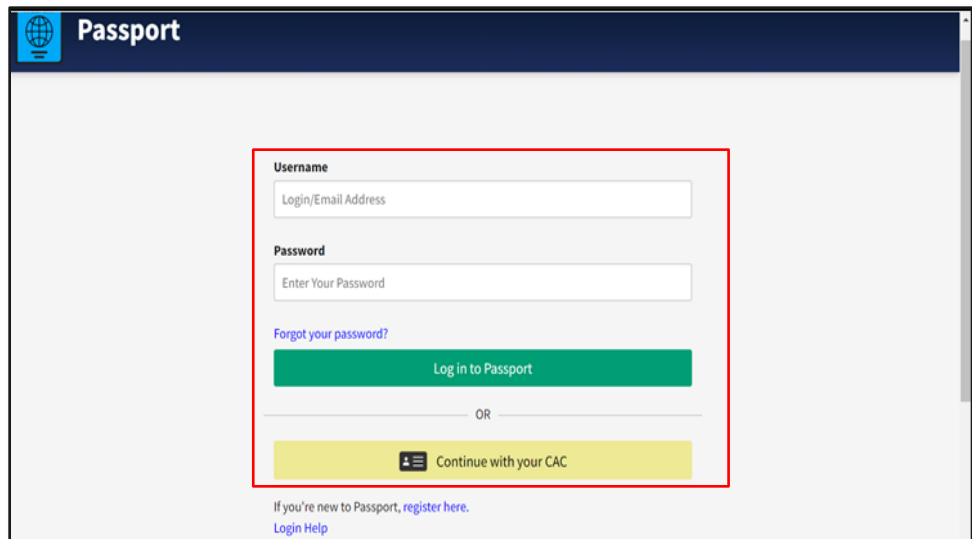


Figure 2: Passport Login Screen

3. You must have a user account to log onto **Passport**. Create one if you don't have one, but once you do have one, you can enter Passport by **Username** and **Password** or with your **CAC**. Either way, the **Passport Home** screen (Figure 3) 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**.

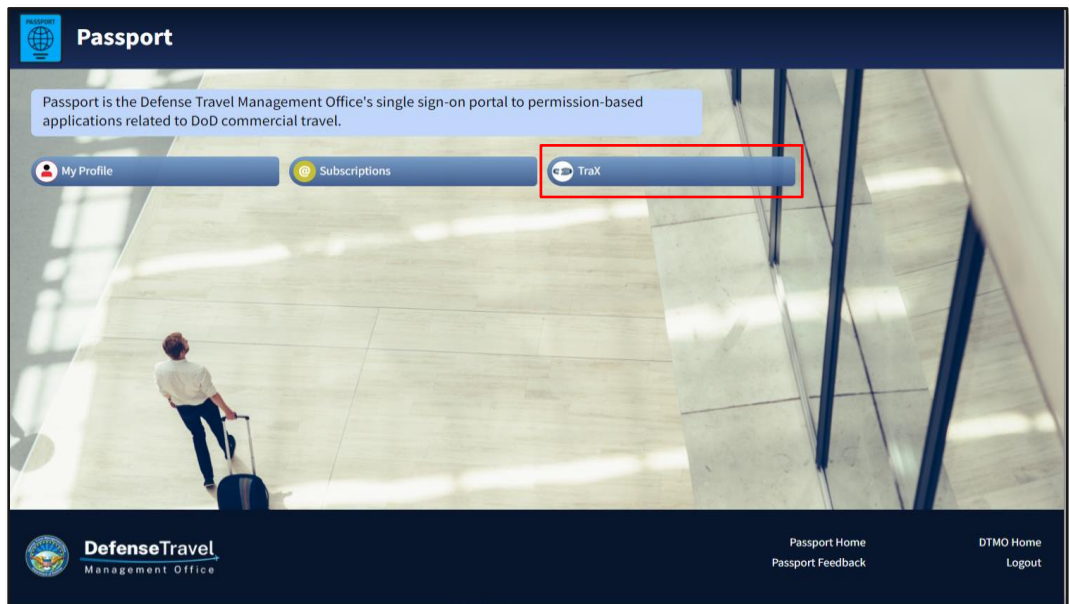


Figure 3: Passport Home Screen

4. Select **TraX**. The **TraX Home** screen (Figure 4) opens.

## Finding and Launching the Class

All WBTs are housed in the TraX **Training** module. To access the Managing Travel Card Misuse training class:

1. On the **TraX Home** screen, select the **Training** button at the top of the page. The **Available Training** screen (Figure 5) opens.

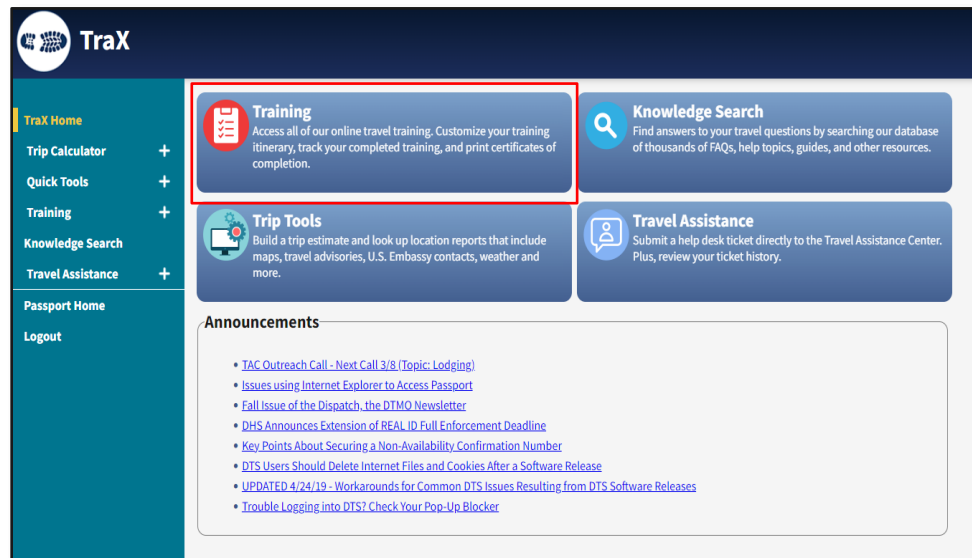


Figure 4: TraX Home Screen

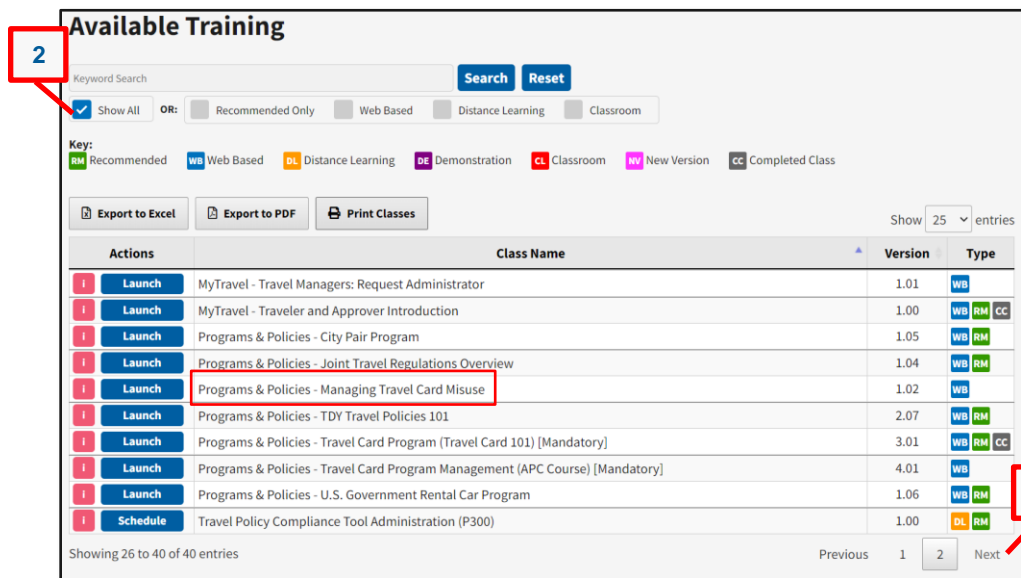


Figure 5: Available Training Screen

2. The **Available Training** screen displays all available classes, limited by the roles you've selected under **My Roles**. Depending on how many classes are listed, you may have to select **Next** (Figure 5, Indicator 1) to see the second page of classes. The one you're looking for is

**Finding and Launching the Class (continued)**

called **Programs & Policies – Managing Travel Card Misuse**. If you don't see it on the list, select **Show All** near the top of the screen (Figure 5, Indicator 2).

3. Select **Launch** to the left of the class. An information screen (Figure 6) opens. It provides information about the class and the system requirements for running it.

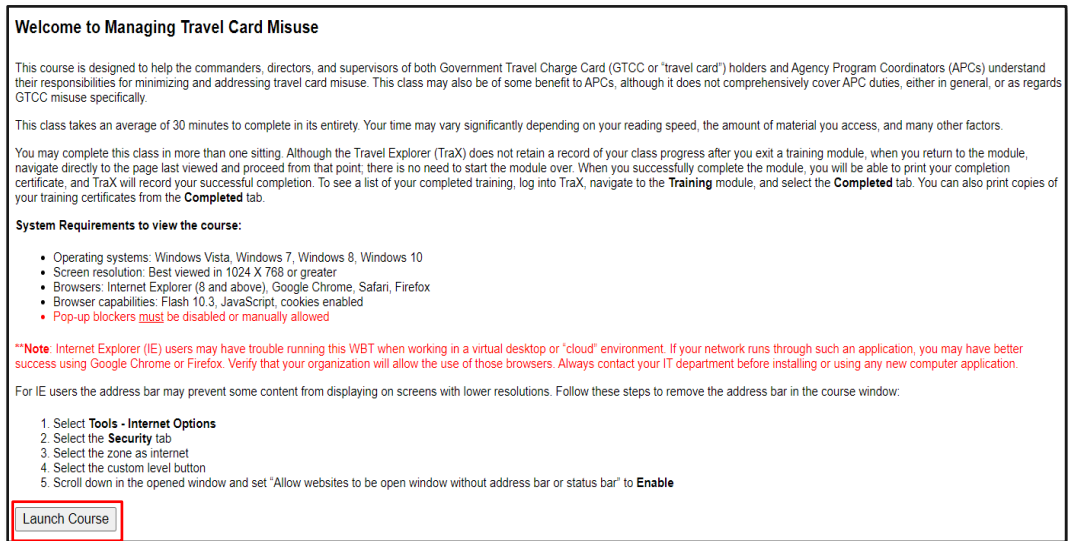


Figure 6: Welcome to Managing Travel Card Misuse Screen

4. Once you verify that your computer is properly configured, select **Launch Course** at the bottom of the window. The class launches.

**Printing your Certificate**

All DTMO WBTs offer a certificate upon successful completion of the class. This class is one of the few that you can successfully complete without taking an assessment. When you finish reading the presented information, you will be awarded a certificate which you can view, print, and delete at will. Here's how. All options presented are visible on Figure 7.

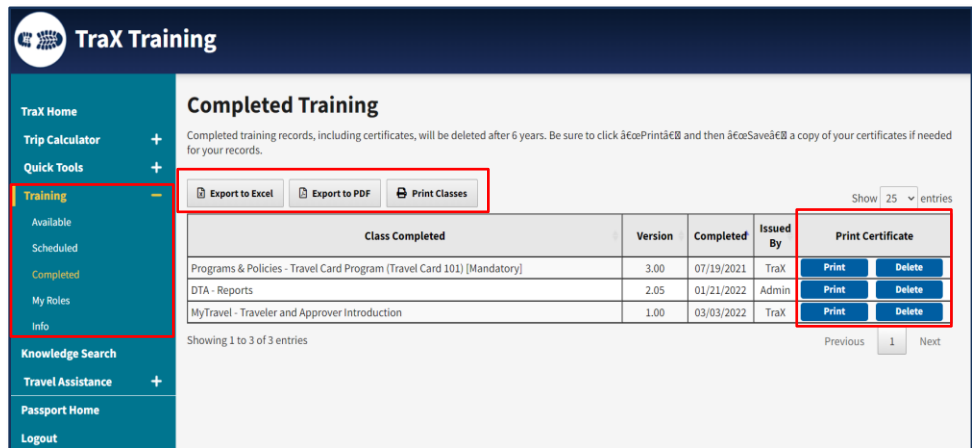


Figure 7: Completed Training Screen

**Printing your  
Certificate  
(continued)**

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

---

**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 3). The screen that opens allows you to change your account details. After entering the new information, select **Update Profile** to save your changes.