



# Accessing Training for Accountable Officials and Certifying Officers (TAOCO) in TraX

## Introduction

While working in DTS, an Authorizing Official (AO) usually serves as a Certifying Officer, and is therefore required to take Certifying Officer Legislation (COL) training before approving any DTS travel document that requests payment (i.e., any voucher and an authorization that request a travel advance or partial payment). In addition, the AO must complete refresher training annually. The Defense Travel Management Office's (DTMO's) web-based TAOCO classes can satisfy those training requirements. This information paper explains how to access the DTMO's TAOCO classes and optional courses that provide knowledge necessary to review and approve travel documents.

## 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.

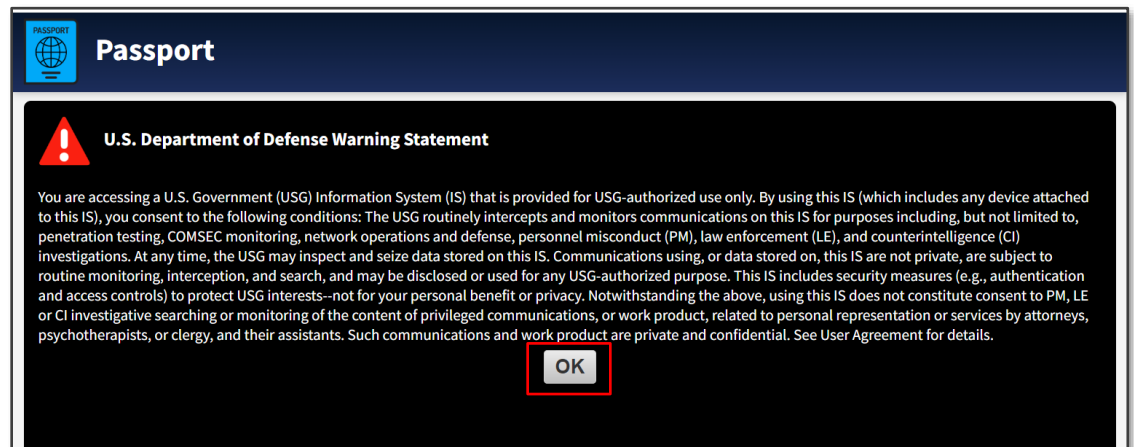


Figure 1: Passport Message Page

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

Access and Login  
(continued)

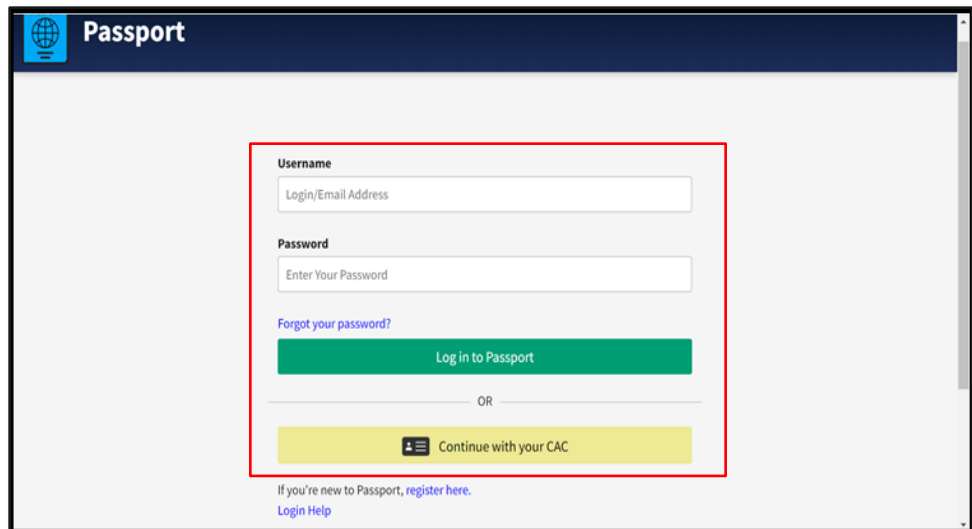


Figure 2: Passport Login Screen

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**.

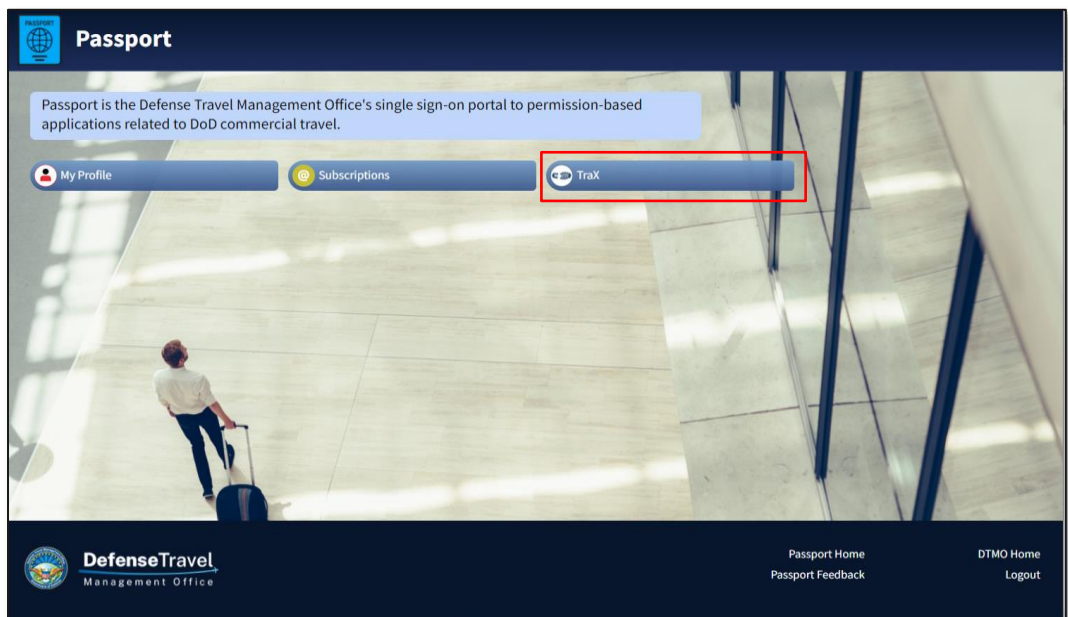


Figure 3: Passport Home Screen

**Access and Login**  
*(continued)*

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

**Finding and Launching TAOCO WBTs**

All WBTs are housed in the TraX **Training** module. To access a TAOCO 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.

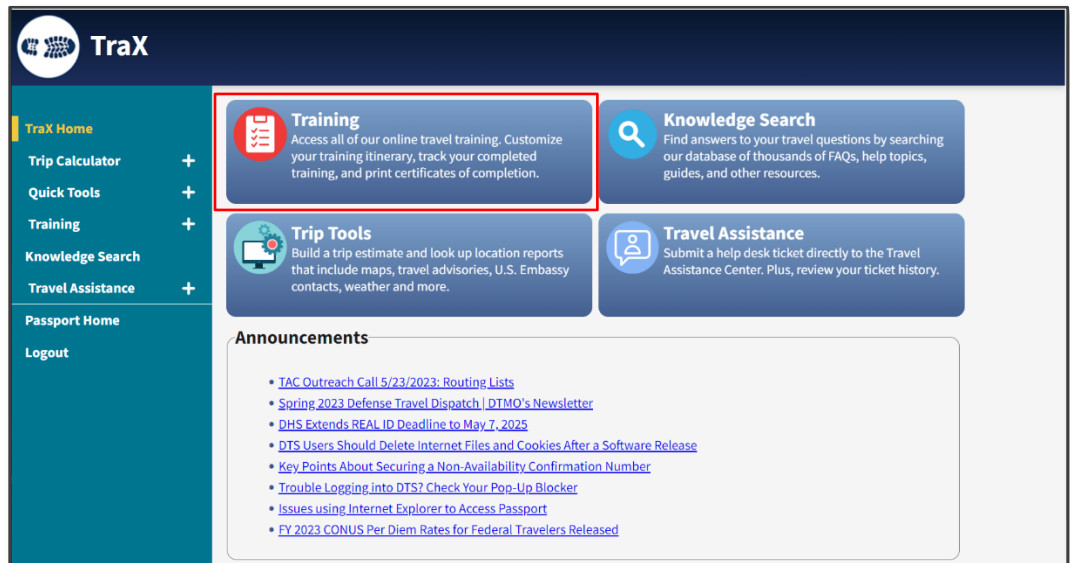


Figure 4: TraX Home Screen

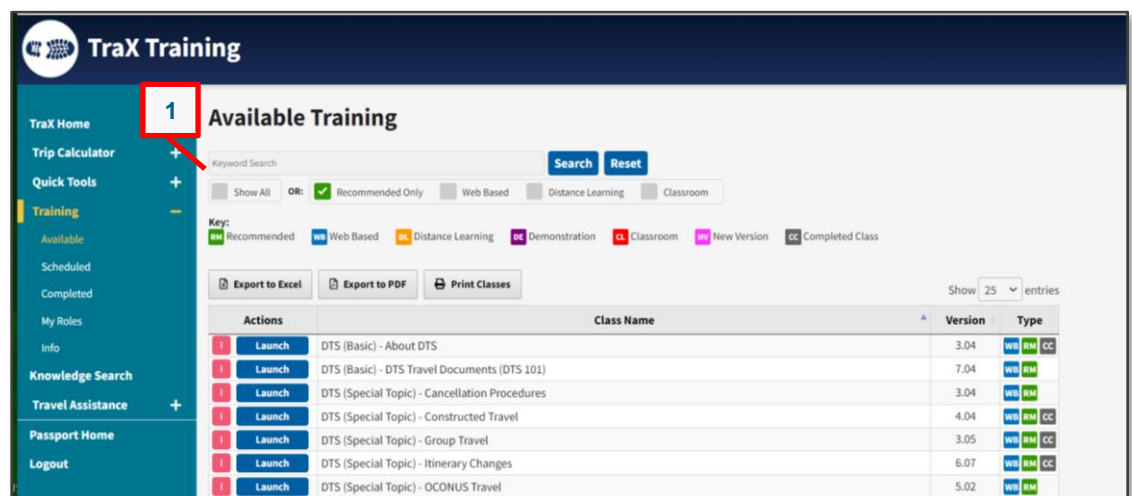


Figure 5: Available Training Screen

2. To find the classes that can satisfy the DoD training requirement, look at the top of the list on the **Available Training** screen for the following classes:
  - Approver (COL/TAOCO) – Initial TAOCO (COL) Training

**Finding and Launching TAOCO WBTs (continued)**

- Approver (COL/TAOCO) – Annual TAOCO (COL) Refresher Training
3. If you don't see them on the list of available training, select **Show All** (Figure 5, Indicator 1), to display them (Figure 6), each with its own **Launch** button. **Note:** Figure 6 also shows a number of additional classes for AOs. Although DoD only makes COL training mandatory, you should consider taking some or them all.

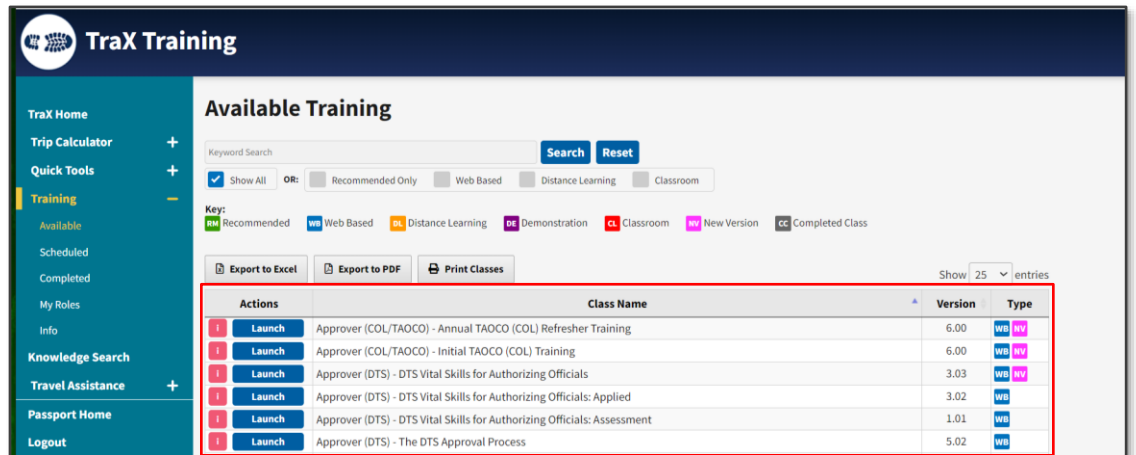


Figure 6: Available Training Screen with TAOCO Classes Visible

4. Select **Launch** to the left of the class you want to take. An information screen (Figure 7) opens. It provides information about the class and the system requirements for running it.

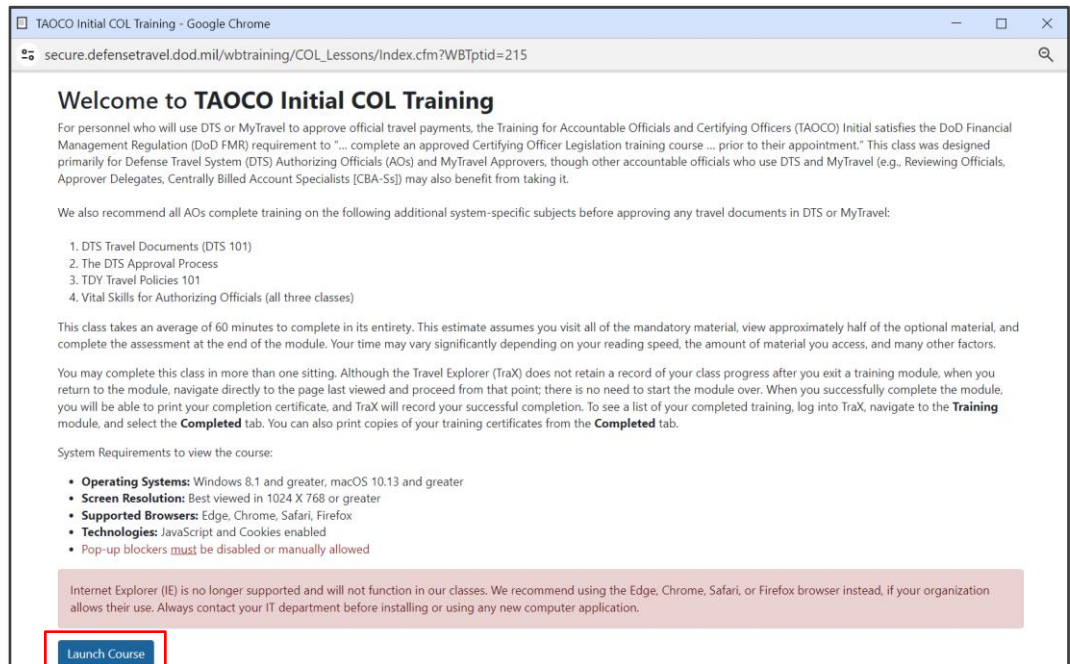


Figure 7: Welcome to TAOCO Initial Screen

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

## Printing your Certificate

Most DTMO WBTs offer a certificate upon successful completion of the assessment. You can view, print, and delete any certificate associated with your profile in TraX. Here's how. All options presented are visible on Figure 8.

Class Completed	Version	Completed	Issued By	Print Certificate
Approver (COL/TAOCO) - Annual TAOCO (COL) Refresher Training	6.00	06/26/2023	TraX	Print Delete
Travel Policy Compliance Tool Administration (P300)	1.00	06/08/2023	Admin	Print Delete
Travel Policy Compliance Tool Administration (P300)	1.00	05/23/2023	Admin	Print Delete
Enterprise Web Training System (EWTS) Setup and Application (D205)	1.00	05/16/2023	Admin	Print Delete

Figure 8: 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 **+** 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.
- 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.