



DTMO Distance Learning Schedule

| Date | Class Title | Class # | Day | Time |
|-----------------------------------|--|-----------------|-----------|-------------|
| February | | | | |
| 2/08/23 | MyTravel Foundation Training, Part 1 (833) 403-1069 692 403 408# | N/A | Wednesday | 10:00-12:00 |
| 2/09/23 | MyTravel Foundation Training, Part 1 (833) 403-1069 364 134 539# | N/A | Thursday | 12:00-2:00 |
| 2/14-17/23 | MyTravel Foundation Training, Part 2 (410) 874-6739 404 260 418# | 9-class series* | Tue-Fri | 9:00-2:00 |
| 2/21/23 | Travel Policy Compliance Tool Admin (410) 874-6739 453 912 271# | P300 | Tuesday | 1:00-2:00 |
| March | | | | |
| 3/08/23 | MyTravel Foundation Training, Part 1 (833) 403-1069 692 403 408# | N/A | Wednesday | 10:00-12:00 |
| 3/14/23 | Enterprise Web Training System (EWTS) (410) 874-6739 431 519 513# | D205 | Tuesday | 1:00-2:00 |
| 3/21/23 | Travel Policy Compliance Tool Admin (410) 874-6739 453 912 271# | P300 | Tuesday | 8:00-9:00PM |
| April | | | | |
| 4/12/23 | MyTravel Foundation Training, Part 1 (833) 403-1069 148 978 010# | N/A | Wednesday | 10:00-12:00 |
| 4/13/23 | MyTravel Foundation Training, Part 1 (833) 403-1069 148 978 010# | N/A | Thursday | 12:00-2:00 |
| 4/18/23 – 4/21/23 | MyTravel Foundation Training, Part 2 (410) 874-6739 404 260 418# | 9-class series* | Tue-Fri | 9:00-2:00 |
| 4/25/23 | Travel Policy Compliance Tool Admin (410) 874-6739 453 912 271# | P300 | Tuesday | 1:00-2:00 |
| *See below for the full schedule. | | | | |

Notes for TraX-Based Classes (Yellow)

- See the “General Guidelines” at the end of this info paper.
- You must register in TraX before attending a class. @ <http://www.defensetravel.dod.mil/passport>
- Class credit: At the direction of instructors, participants must check in and out of class by posting PRESENT and LEAVING in chat box.

Notes for Foundation Training Classes (Blue)

- See the “General Guidelines” at the end of this info paper.
- This training is NOT intended for Travelers or Approvers. Part 1 is for Training Facilitators. Part 2 is for Travel Managers.
- No registration necessary but ensure your Lead Travel Manager approves of your attendance.
- Bring an open mind and your “ready for change” attitude! MyTravel is a commercial product that is being continually optimized and streamlined to better suit DoD’s needs. We will spend the majority of class time sharing knowledge about how the new travel system works, not discussing why it is not like DTS.
- To fully prepare yourself for your class, we recommend following the checklist below:

Before Attending Foundation Training

- Start familiarizing yourself with MyTravel:
 - Visit [DTMO’s MyTravel overview page](#)
 - Read the [Traveler Quick Start Guide](#)
 - Read the [Approver Quick Start Guide](#)
 - Contact your Lead Travel Manager for any local or Component guidance
 - Watch the [Travel & Request Demo](#) demonstration.
 - Watch the [Expense Demo](#) demonstration.
 - Take the MyTravel web-based training classes offered through TraX.
 - Review the [Foundation Training class materials](#).

During Foundation Training Classes

- Please try to restrict questions to the topic presented in the session (see below):

Note 1: These sessions do not address LOA & budget topics. During implementation planning, DTMO and your management will discuss budget and debt management processes.

Note 2: MyTravel has a training environment for hands-on practice in a simulated environment. After you complete Foundation Training, you may complete a [form to request access](#).

The full class schedule for Part 2 classes is:

| Day | Time | Class # | Class Name/Notes |
|-----------|-------------|---------|---|
| Tuesday | 9:00-10:00 | M120 | Travel Manager Introduction |
| | 10:30-11:30 | M125 | Travel Manager Role: Employee Administrator |
| | 1:00-2:00 | Demo #1 | DTMO website, Basic navigation, Support, Profile creation & updates |
| Wednesday | 9:00-10:00 | M130 | Travel Manager Role: Company Card Administrator |
| | 10:30-11:30 | M135 | Travel Manager Role: Proxy and Document Processing Role: Delegate |
| | 1:00-2:00 | Demo #2 | Working w/ GTCC accounts & transactions, Working as Proxy/Delegate |
| Thursday | 9:00-10:00 | M140 | Travel Manager Role: Request Administrator & Expense Processor |
| | 10:30-11:30 | Demo #3 | Running document queries |
| Friday | 9:00-11:00 | M160 | Q&A with Functional Requirements (Implementation) Team |

After Foundation Training

- Regularly access updated resources to keep up to date on system changes.
- Consider repeating classes to solidify and expand your understanding.

General Guidelines for Attending Any DL Class

- All times are shown in Eastern Time.
 - Each session opens ~15 minutes prior to listed start time.
 - The Teams 365 instructions below are truncated to provide a reminder. For full instructions on using Teams 365, see the [DoD365 - Anonymous User Guide.pdf](#).
 - All classes are conducted in Teams 365. To attend, use one of the following three options. Options #1 and #2 offer different ways to open Microsoft Teams (in browser or via app). Use whichever one works best for you. We provided option #3 is the “last resort”. Use it if your organization doesn’t allow you to use Teams at all.
1. **App:** Select the direct class link above. When the **Open Microsoft Teams** pop-up opens, select **Open Microsoft Teams** and follow the prompts.
 2. **Browser:** Launch Edge or Chrome (other browsers may not work well – or at all). Copy the URL from the link above and paste it into the browser’s address bar. When the **Open Microsoft Teams** pop-up opens, select **Cancel**, then select **Continue on this Browser**. Enter your name and organization next to **Join now** then make any other adjustments you require before selecting **Join now**.
 3. **Dial-in:** Use the phone number and conference ID listed above. If you choose this option, you won’t be able to see the class slides, so you’ll need to download them for reference:
 - 3.1. **TraX-based class materials** are available through the Training Search Tool, which you can find at <https://www.travel.dod.mil/Training/Training-Search>.
 - 3.2. **Foundation Training class materials** are available in <https://secure.defensetravel.dod.mil/cacdocs/training/training.zip>.