



DTMO Distance Learning Schedule

| Date | Class Title | Class # | Day | Time |
|----------------------------------|--|---------|-----|------|
| September | | | | |
| | No DL sessions scheduled at this time... | | | |
| October | | | | |
| | No DL sessions scheduled at this time... | | | |
| November | | | | |
| | No DL sessions scheduled at this time... | | | |
| **See Below for Details** | | | | |

We are excited to inform you that several of our Distance Learning classes are now available as an on-demand, web-based training module in the Travel Explorer (TraX). The new modules are available 24/7. We have discontinued all distance learning classes for now.

To take the new web-based training modules:

1. Log in to TraX with your username and password or with your CAC.
2. Select the Training at the top or on the left of the TraX home screen. Select a class. The module opens with the Recommended tab open.
3. Select the Show All radio button to see the complete list of available classes.
4. After the screen refreshes, scroll through the class titles.
5. Select the Launch button next to the class name and complete the training.

After you successfully complete the module, you will be issued a completion certificate.

Thank you for your interest in DTMO's training resources. For more online training opportunities, visit the Training section of TraX.

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.

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 as 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>.