



## DTMO Distance Learning Schedule

Date	Class Title	Class #	Day	Time
<b>July</b>				
7/11/24	<a href="#">Enterprise Web Training System (EWTS)</a> (410) 874-6749      588 495 213#	D205	Thursday	1:00-2:00pm
7/16/24	<a href="#">JTR Module C</a> (410) 874-6749      781 217 161#	P210	Tuesday	11:00-12:00
7/25/24	<a href="#">Travel Policy Compliance Tool Admin</a> (410) 874-6749      858 368 573#	P300	Thursday	11:00-12:00
7/31/24	<a href="#">JTR Module C</a> (410) 874-6749      484 035 759#	P210	Wednesday	1:00-2:00pm
<b>August</b>				
8/20/24	<a href="#">JTR Module C</a> (410) 874-6749      177 853 415#	P210	Tuesday	11:00-12:00
8/28/24	<a href="#">Travel Policy Compliance Tool Admin</a> (410) 874-6749      902 994 933#	P300	Wednesday	8:00-9:00pm
<b>September</b>				
9/11/24	<a href="#">Enterprise Web Training System (EWTS)</a> (410) 874-6749      354 063 923#	D205	Wednesday	11:00-12:00
9/19/24	<a href="#">JTR Module C</a> (410) 874-6749      741 417 899#	P210	Thursday	1:00-2:00pm
9/26/24	<a href="#">Travel Policy Compliance Tool Admin</a> (410) 874-6749      281 770 711#	P300	Thursday	11:00-12:00
<b>**See Below for Details**</b>				

## 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>.