



Accessing MyTravel WBTs in TraX



Introduction

The Defense Travel Management Office (DTMO) has created a number of web based training (WBT) classes an introduction to various aspects of using the MyTravel travel system. You can access these WBTs 24 hours a day, 7 days a week through the Travel Explorer (TraX). The class titles, content, and intended audiences of currently available MyTravel WBTs are:

- **Travelers and Approver Introduction:** Shows the basics of creating and approving travel documents (i.e., trip requests and expense reports) in MyTravel.
- **Travel Managers: An Overview:** Introduces Travel Managers to the various permissions they can hold and how to get extra help, training, and system information as needed.
- **Travel Managers: Employee Administrator:** Provides the basics of creating and updating system profiles, to include in- and out-processing steps.
- **Travel Managers: Credit Card Administrator:** Shows how to maintain the connections between Traveler profiles and imported travel card transactions.
- **Travel Managers: Request Administrator:** Introduces the basics of creating and running system queries to perform a reporting function on trip request contents.
- **Travel Managers: Expense Processor:** Same as Request Administrator, but they work with expense report contents.

This information paper will show you how to access all of these WBTs.

Access and Login

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

1. Navigate to <https://travel.dod.mil/passport>. A DoD warning statement (Figure 1) displays.

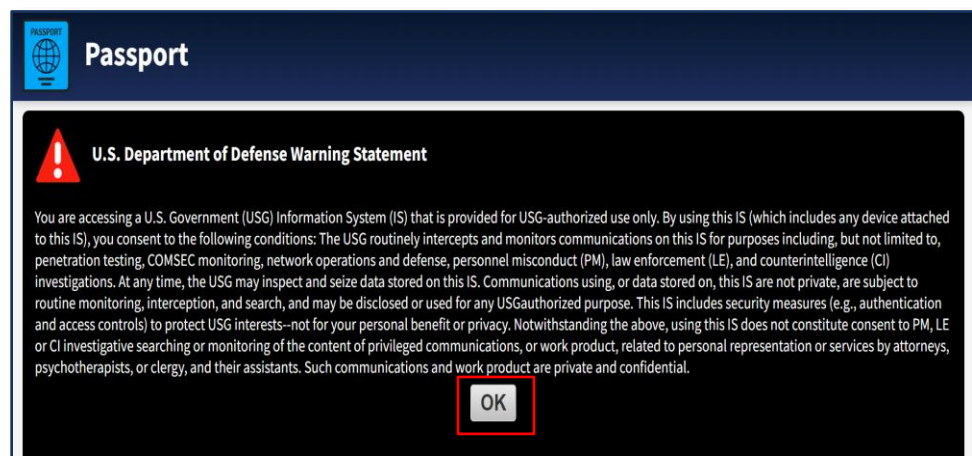


Figure 1: DoD Warning Message

Access and Login
(continued)

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

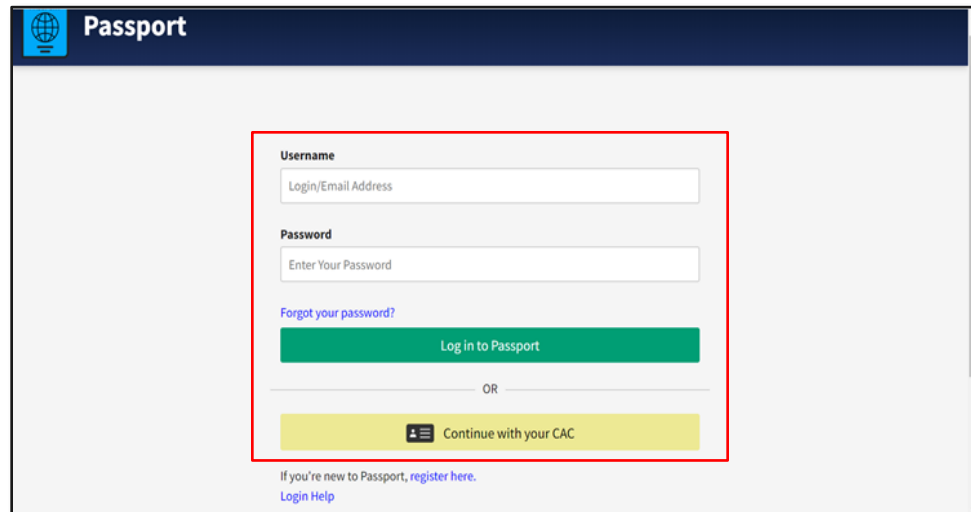


Figure 2: Passport Login Screen

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**.

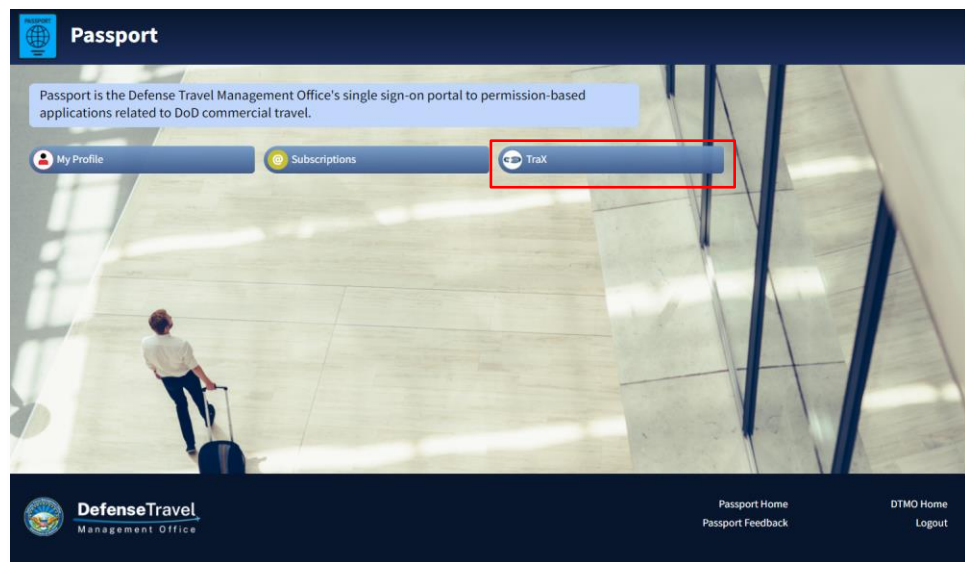


Figure 3: Passport Home Screen

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

Finding and Launching MyTravel WBTs

All WBTs are housed in the TraX **Training** module. To access any MyTravel WBT:

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

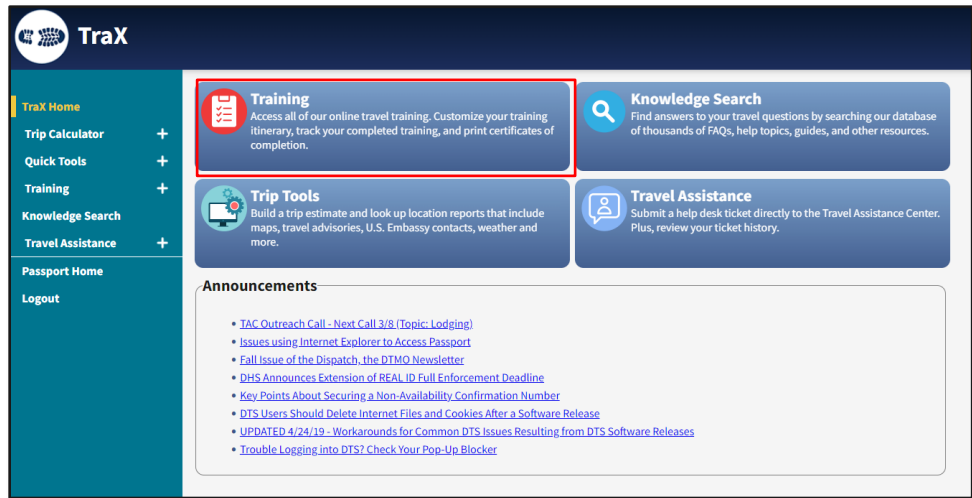


Figure 4: TraX Home Screen

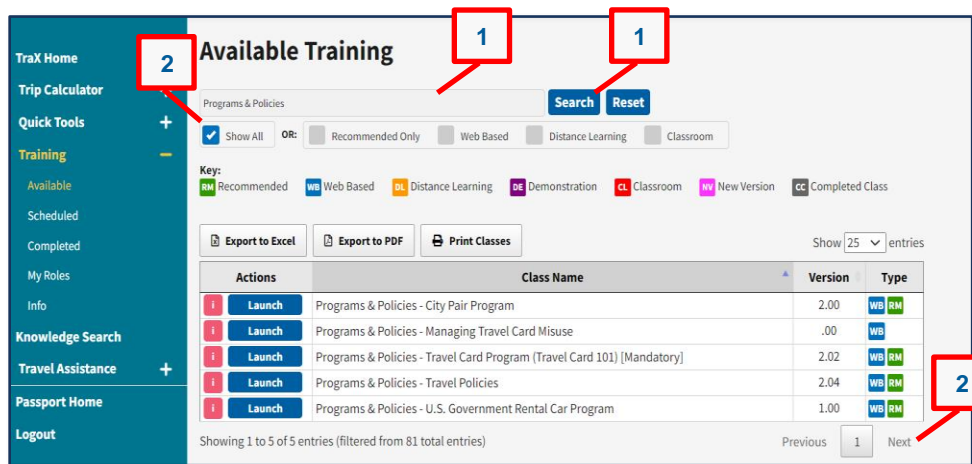


Figure 5: Available Training Screen

2. On the **Available Training** screen, you can find the MyTravel WBTs by:
 - Entering “MyTravel” in the search bar and selecting **Search** (Figure 5, indicator #1).
 - Selecting **Show All** and then **Next** to go to the second page. (Figure 5, indicator #2).
3. Whichever route you took, the WBTs will be visible on the screen (Figure 6), each with its own **Launch** button.

Finding and Launching MyTravel WBTs (continued)

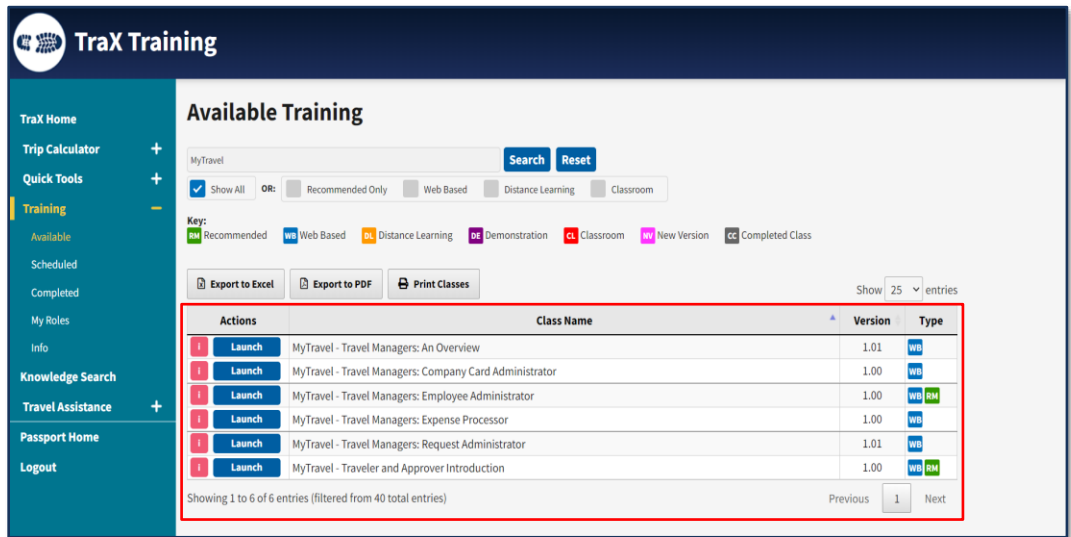


Figure 6: Available Training Screen with MyTravel Classes Visible

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.

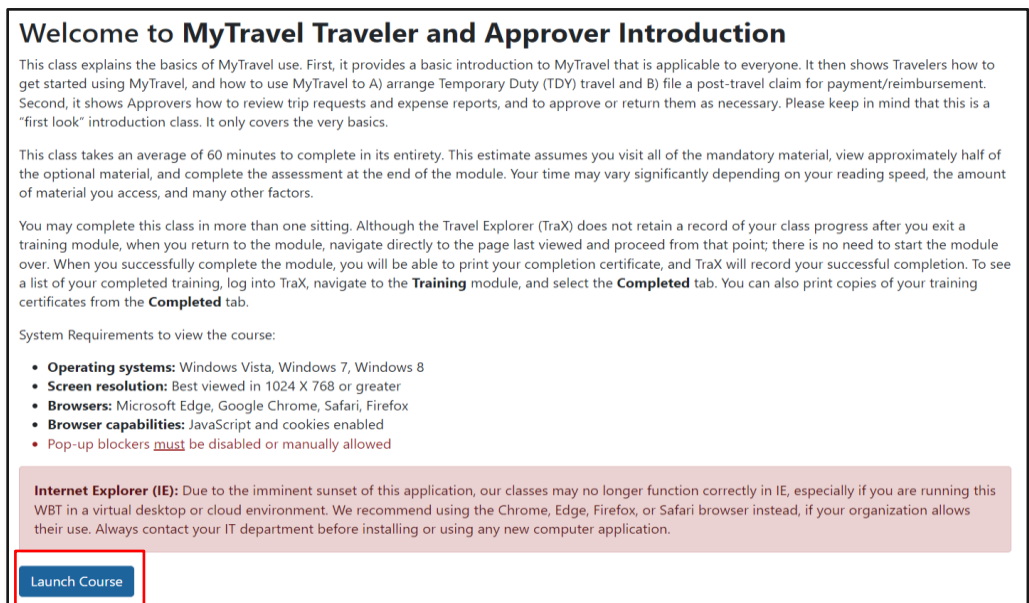


Figure 7: Welcome to MyTravel Traveler and Approver Introduction Screen

5. 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 MyTravel 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.

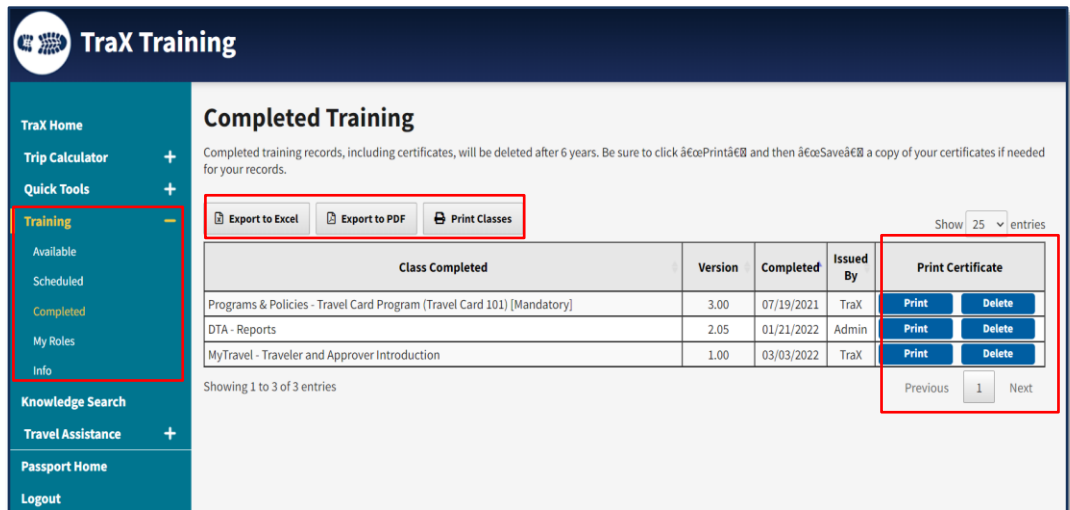


Figure 8: Completed Training Screen

1. From the TraX navigation bar, select **Completed**. **Note:** If you’re not already in the **Training** module, select the **+** first to open the options under **Training**.
2. To view, save, or 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 actual certificates) of all your completed courses, select **Export to Excel**, **Export to PDF**, or **Print Classes** and follow the prompts.

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.