



Updating Profile Information in DTS

Summary

Anyone who requires access to the Defense Travel System (DTS) must have a valid profile. Individuals performing administrative functions may have a *user* profile containing only the basic data. Individuals who must perform official travel will have a *traveler* profile containing all the necessary data to process travel reservations and payments. The essential information such as Electronic Funds Transfer (EFT) or checking/savings account, email, phone number, and Government Travel Charge Card (GTCC) data should be accurate to prevent reservations and airline ticketing delays and avoid reimbursement disruption. Periodically checking your profile for correctness before creating a document is a good practice.

**For this information paper, unless otherwise stated, "you" refers to a traveler or applies to anyone who will a PKI certificate to create documents for you (e.g., Non-DTS Entry Agent, travel clerk).*

My Profile

When a profile requires an update, a traveler can modify their own data (directly from the **DTS Dashboard**), with the exception of a few fields such as their **assigned DTS organization*, *Active/Reserve (status) title/rank*, and ***SSN*. **Note:** In addition to accessing the profile from the **DTS Dashboard**, a traveler may modify their profile within a document and change the editable fields. See the [DTS Guides](#) for more information.

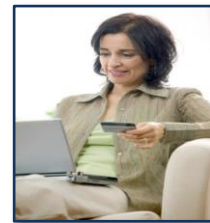
** Contact your DTA if you cant access DTS.*

** Contact your DTA for assistance with changing any non-editable profile fields.*

*** The SSN field is not editable and requires other corrective DTA actions. See the [DTA Manual, Chapter 7: People](#).*

Update a traveler profile when you experience any of the following:

- *Expired or reissued GTCC*
- *New bank account*
- *New email address*
- *Moving/Permanent Change of Station**
- *Promotion/New job**



Here is how to update a traveler profile:

1. Log into DTS. From your **DTS Dashboard**, select your name in the upper right corner of the page. A drop-down of options appear. Select **My Profile** (Figure 1).

My Profile
(continued)

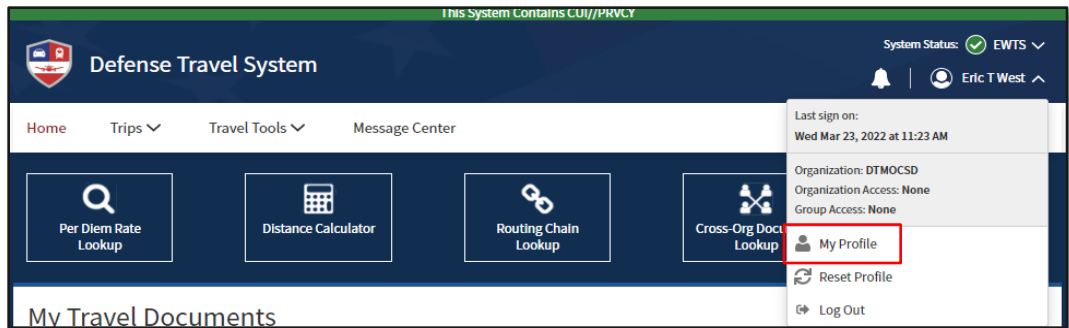


Figure 1: DTS Dashboard – My Profile (Option)

2. On the **My Profile** screen, select each section to verify and if required update your information. Available sections include **User Profile**, **Accounting**, **Travel Preferences**, and **Additional Information**. *Profiles do contain some grayed out or non-editable fields. Contact your DTA for profile assistance.
3. Select **Save** at the bottom of the screen to the keep changes.

Note: If you don't know your DTA, see the [Local Level Travel Assistance](#) listing (Figure 2).

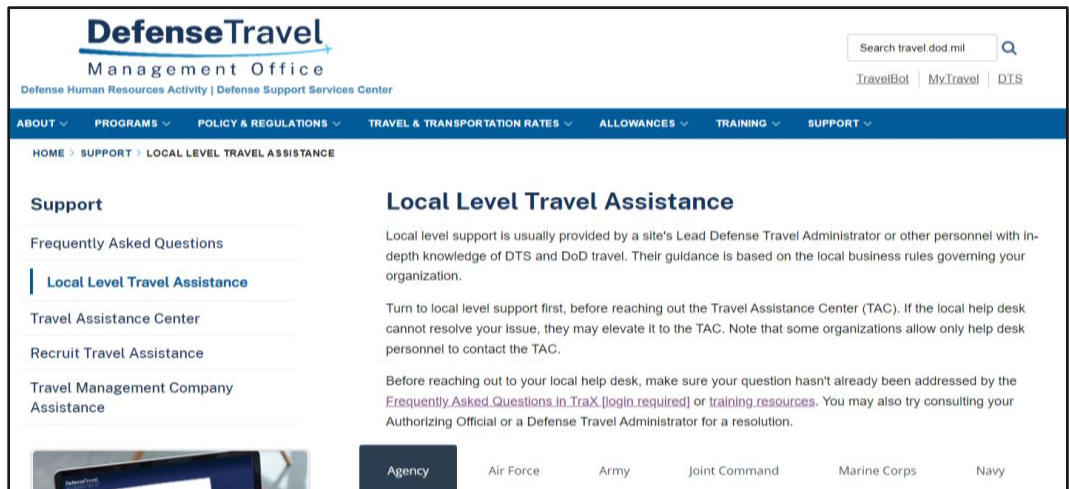


Figure 2: Local Level Travel Assistance Screen

Resources

The following resources and many more are available on the [DTMO](#) website.

- [DTS Guide 2: Authorizations](#) - Learn how to create and submit a travel authorization.
- [DTS Guide 3: Vouchers](#) – Learn how to create and submit a travel voucher.
- [DTS Local Contact Support](#) - Locate your DTS DTAs or Help Desk POCs.
- [DTMO Training Resources](#) - Learn about travel programs, and download documents.
- [TraX](#) - Submit a TAC Help Ticket, review FAQs, and take Web-based Training Classes.