



Defense Travel Management Office

Instructions for Accessing Training in Travel Explorer (TraX)

PLEASE NOTE: Instructions are subject to change without notice to accommodate new TraX functionality. Please visit the TraX homepage for the most up-to-date instructions for accessing Training.

Step 1: Login to Travel Explorer (TraX) at <https://www.defensetravel.dod.mil/Passport>

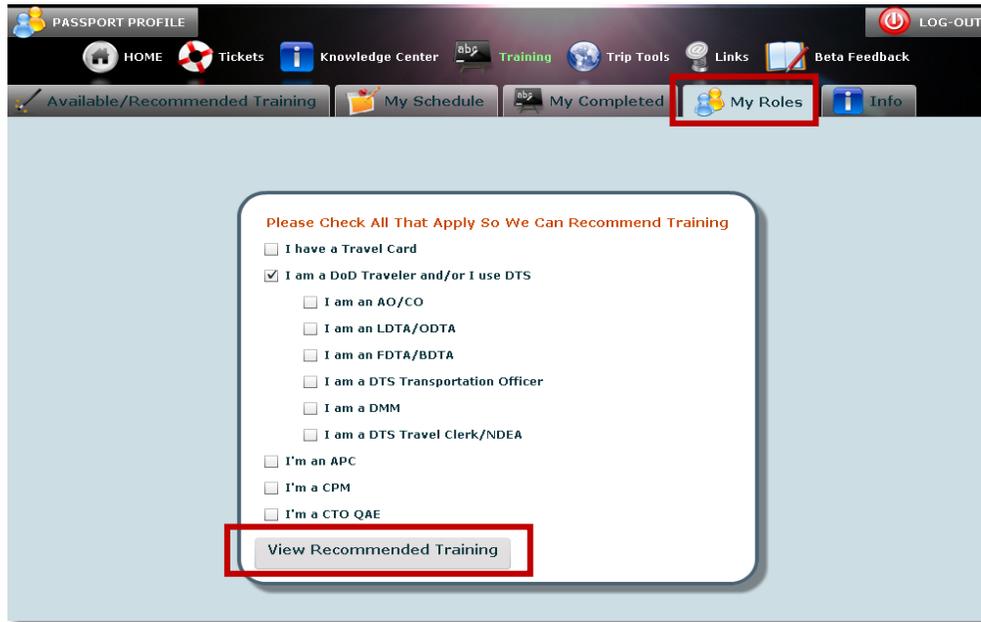


**Note:* If you do not already have an account, click the *Register for a New Account* button.

Step 2: From the TraX homepage, click the *Training* icon on the top menu bar.



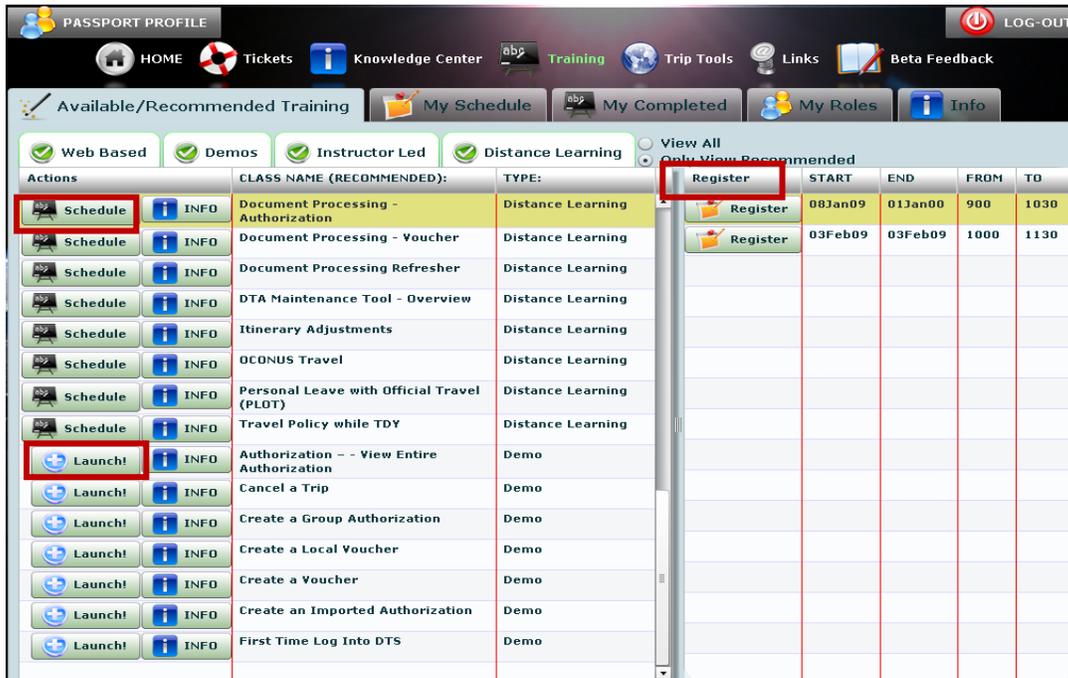
Step 3: (Only applicable if you never designated your role): Click the *My Role* tab and select your appropriate role. Click the *View Recommended Training* button to see the list of courses that apply to your designated role.



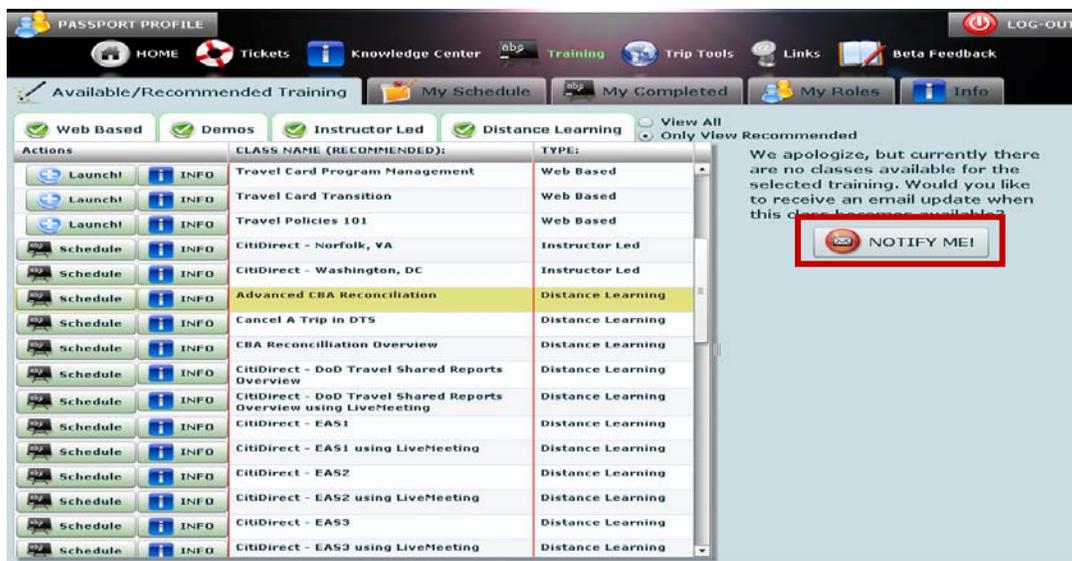
Step 4: Click the *Available/Recommended Training* tab to view the list of available training courses specific to your role. For a description of the course, click the *Info* button next to the class name. Click the *Return to Class List* button to return to the list of courses.



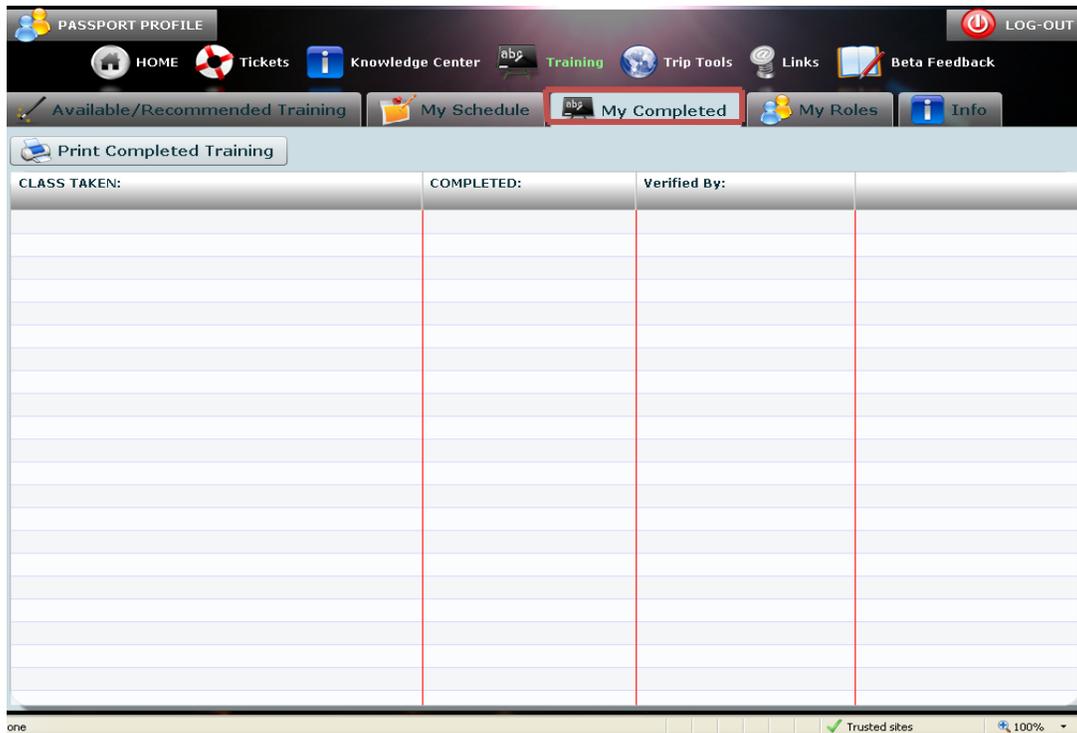
Step 5: Click the *Launch* button to begin a Web-based training course or start a demo. For Distance Learning or Instructor-led courses, click on the *Schedule* icon next to the course title for a list of available dates and times. Click on the *Register* icon next to the desired date and time to enroll in the session.



If a course is not currently scheduled, you will receive a message asking if you would like to receive an email notification when this course becomes available. Click the *Notify Me!* button to be added to the notification list.



Step 8: To track your training process, click the *My Completed* tab under the top menu bar.



For more information about Travel Explorer (TraX), please see the *Welcome Message* and *Welcome Video* on the TraX homepage.