Travel Card Training Instructions

1. Click on the following link to the DTMO website.

https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=1195533&CFTOKEN=67277896

2. Click on the "OK" button on the message window that comes up.



- 3. If you are already registered on the DTMO Passport Site skip to Step 12 otherwise proceed to Step 4.
- 4. Click on the "Register" button located on the lower right of the log-in screen.



5. Fill in Log-in E-mail, First Name, Last Name and Last 4 SSN fields of the Registration screen.

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6. For the Service/Agency field click on the drop down menu and select "ARMY"



7. For the Duty Station/Site Name field click on the drop down menu and select "OTHER CONUS".

8. For the Employment Type field click on the drop down menu and select the correct heading.

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9. For the Rank/Grade field click on the drop down menu and select your rank or grade.

NOTE: If you are a traditional M-Day soldier or AGR you will still select the "reservist" button.

- 10. Finish filling in the Alternate E-mail and Primary Phone fields.
- 11. Click on the "Submit Registration" button located on the lower left of the Registration screen.



NOTE: Once you have received your user name and password from the DTMO web site go back to the link at the top of this instructions page and log-in.





- https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=661021&CFTOKEN=66955865 Microsoft Internet Expl Edit View Favorites 🕝 Back 🔹 🕗 🔹 📓 🚮 🔎 Search 🤺 Favorites 🤣 🍰 🛁 🛄 鑬 🦄 ldress 🕘 https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=661021&CFTOKEN=66955865 🖌 🏹 Go 🛛 Links 8 PASSPORT PROFILE 💮 HOME 🔶 Tickets 👔 Knowledge Center 🚉 Training 🛞 Trip Tools 🥞 Links 📝 Beta Feedback KNOWLEDGE SEARCH TRIP TOOLS Dog Travel Explorer Home 90 놀 Air 0 Travel Assistance My Open Tickets 0 泣 Maps 器 Trip Calculator 🖄 Location Report ANNOUNCEMENTS abç ÷. RER TRAINING TRAVEL E ALERTI - TRAVEL CARD TRANSITION OCCURS THIS SUNDAY - NOVEMBER 30, 2008 Recommended Training City Pair 101 30, 2008 Functional Requirements Documents (FRDs) Now Available DTS Weekly Outreach Call Details -2 December 2008 Defense Travel System 101 Rental Car 101 Travel Card 101 DTS Software Release 5 -Implemented on 11/1/08 **Travel Policies 101** CitiDirect - Camp Lejeune, NC Fiscal Year Crossover and Partner Systems - As of 10/6/2008 CitiDirect - Chievres, Belgium CitiDirect - Grafenwohr, New Training Courses for Travelers and Defense Travel Administrators Germany CitiDirect - Kaiserslautern, Germany 🔏 Welcome Message 🕞 Welcome Video CitiDirect - Kansas City, MO CitiDirect - Lakenheath 🔒 🥑 Internet 🕘 Done
- 13. Once at the DTMO main menu click on the "Training" button located at the top center of the screen.

14. Select the View All radio button.

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15. Click on the "Launch" button located left of the "Programs & Policies – Travel Card Program (Travel Card 101) (Mandatory)" course heading.

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NOTE: If this message window pops up click on the "Launch Course" button.

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16. Now click on the "Enter" button located on the lower right of the course window.



NOTE: Once you have completed the Travel Card 101 course you will receive a certificate. Print off this certificate and submit it with your Citibank application and Statement of Understanding.

Untitled Document

Page 1 of 1

Certificate of Completion

Congratulations on the completion of

Travel Card 101 YOUR NAME Nov 20, 2008

https://www.defensetravel.dod.mil/wbtraining/cert.cfm?TrainingID=TravCard&SID=70... 11/20/2008