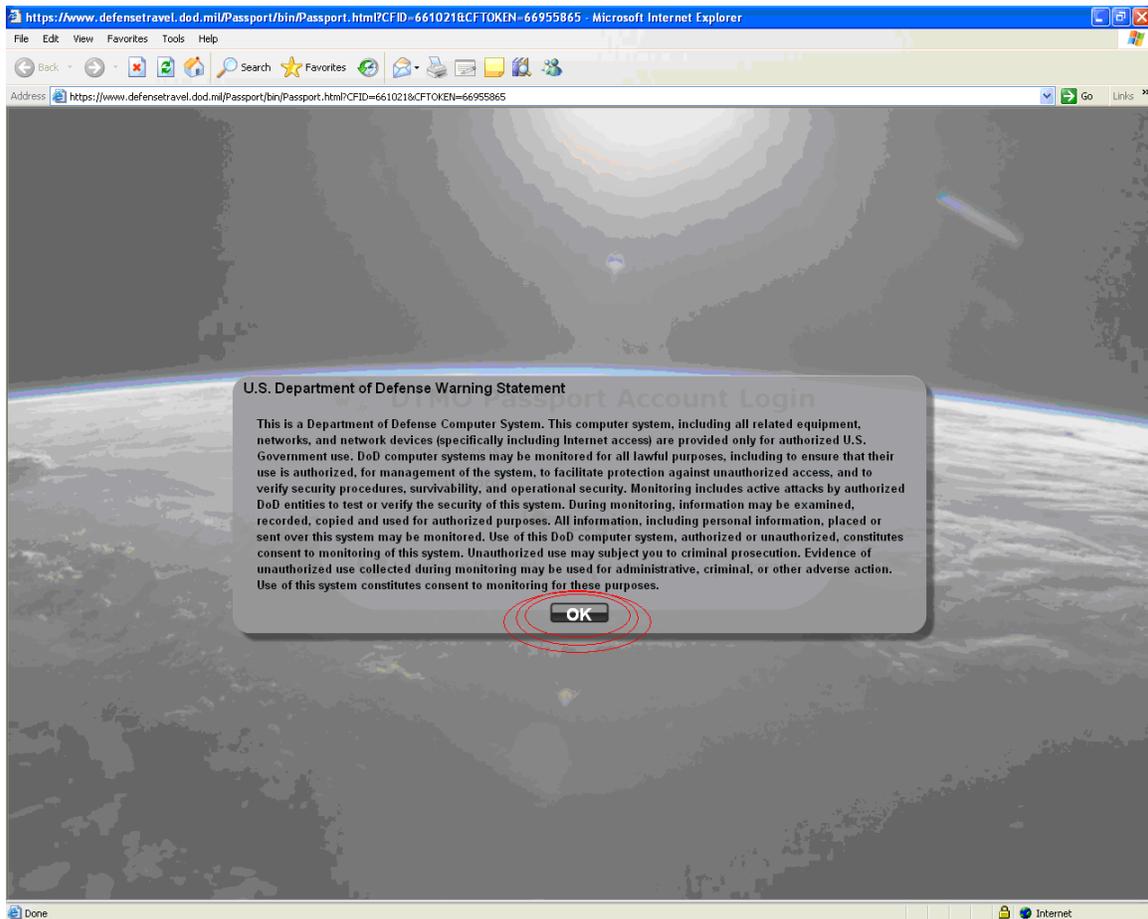


# Travel Card Training Instructions

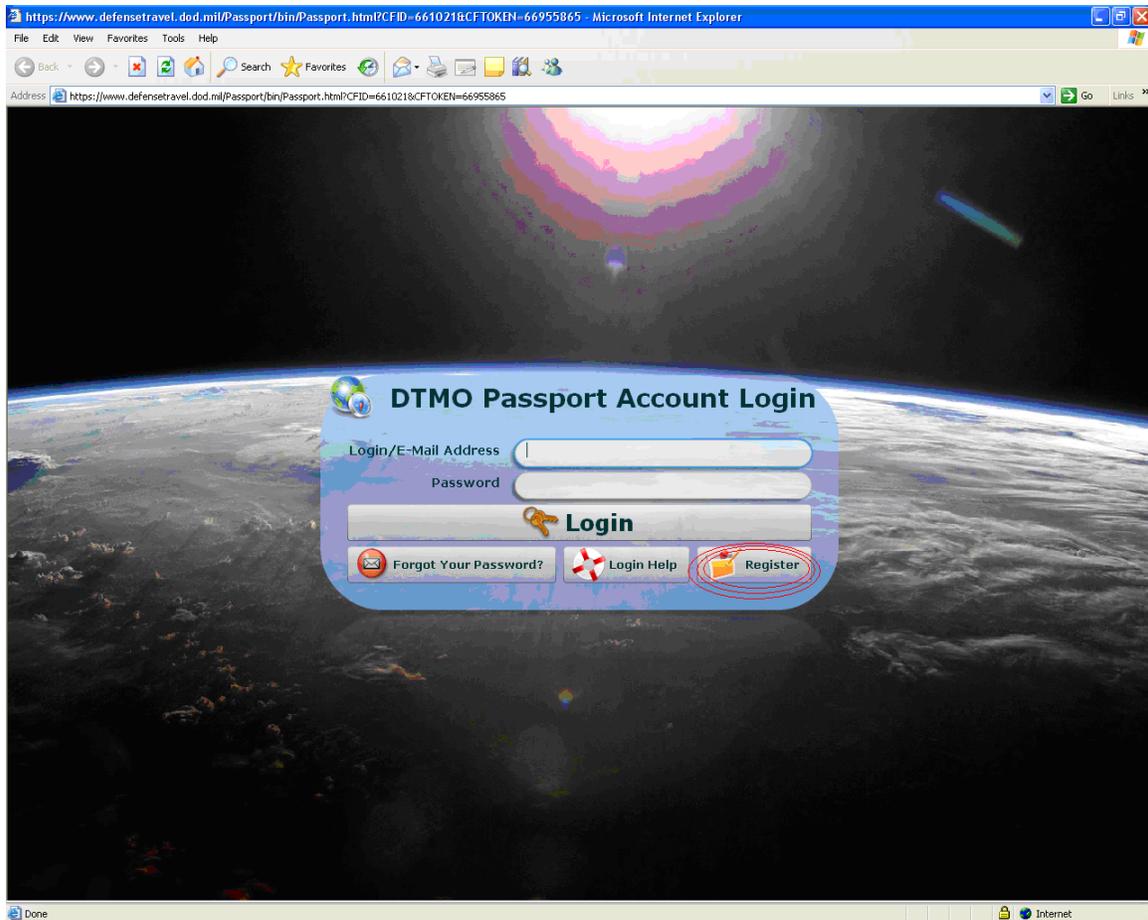
1. Click on the following link to the DTMO website.

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

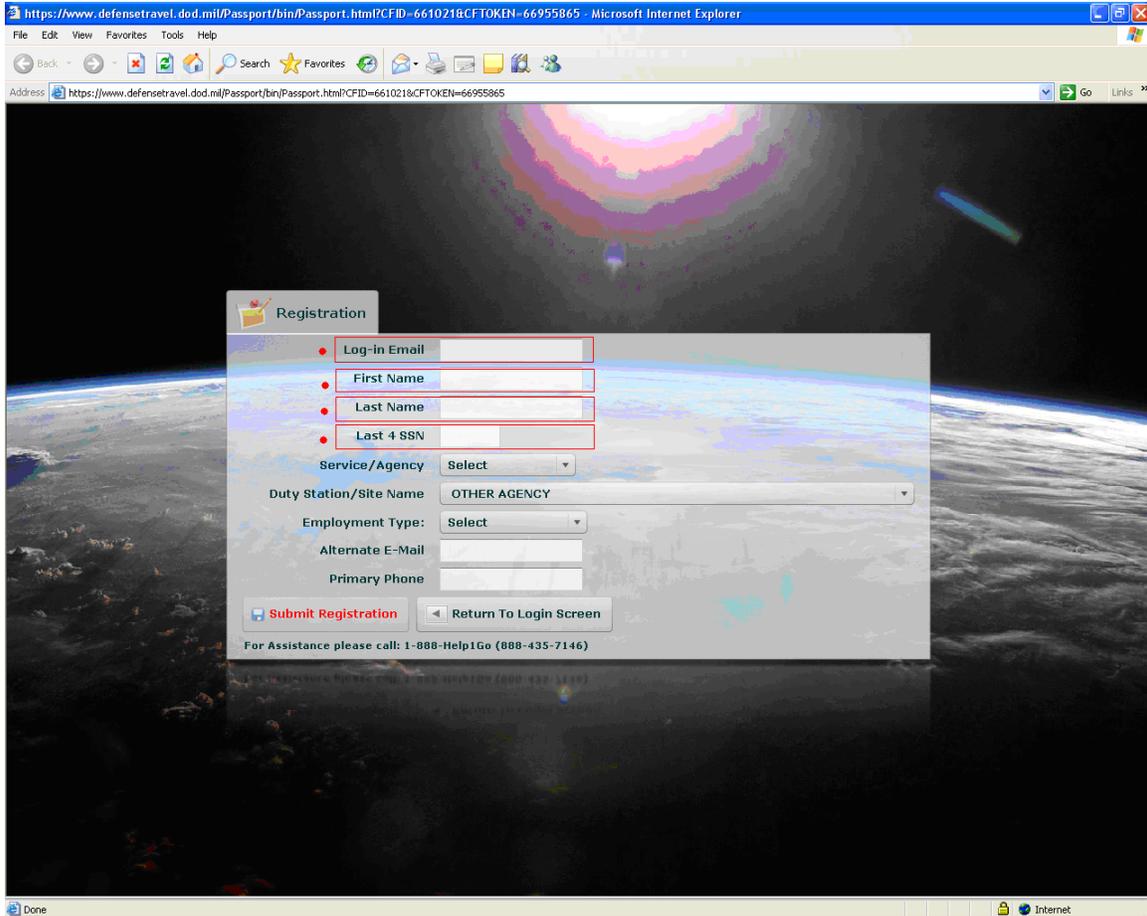
2. Click on the “OK” button on the message window that comes up.



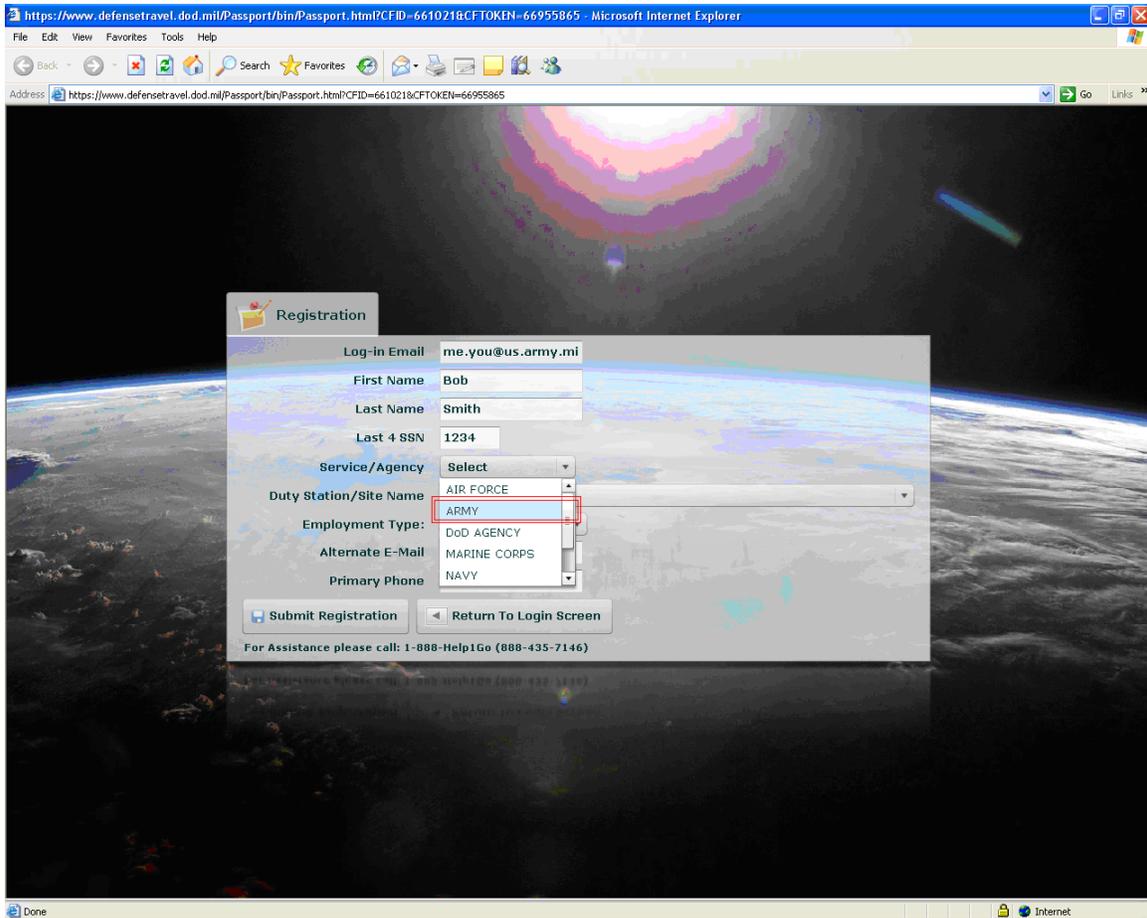
3. If you are already registered on the DTMO Passport Site skip to Step 12 otherwise proceed to Step 4.
4. Click on the “Register” button located on the lower right of the log-in screen.



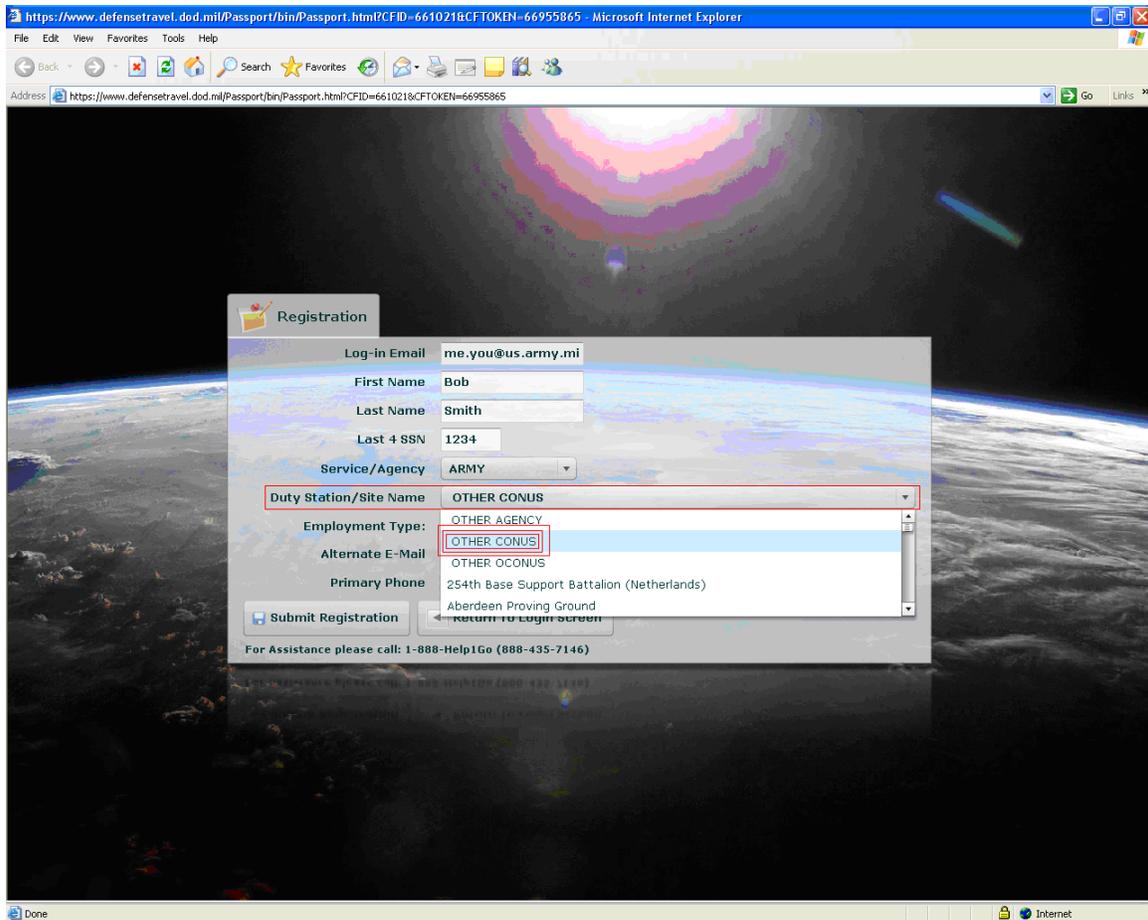
5. Fill in Log-in E-mail, First Name, Last Name and Last 4 SSN fields of the Registration screen.



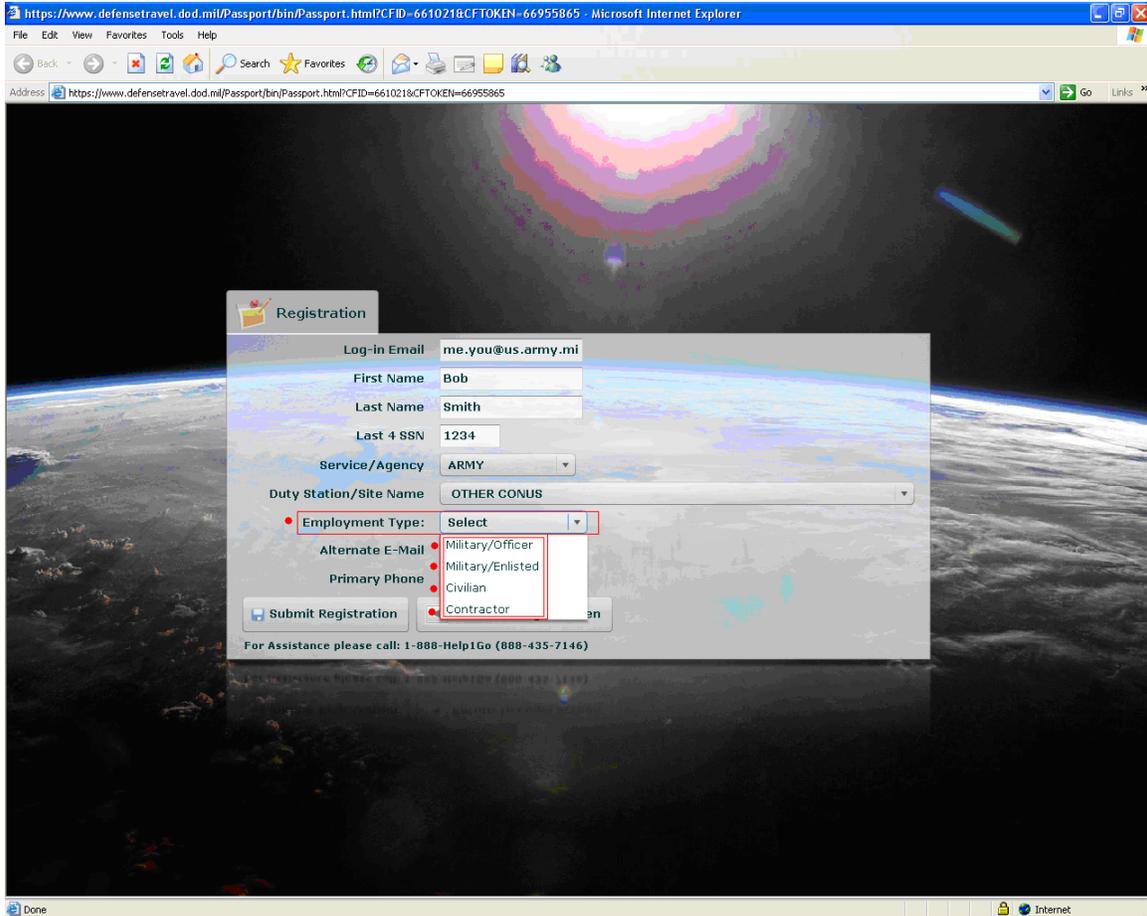
6. For the Service/Agency field click on the drop down menu and select “ARMY”



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.



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.

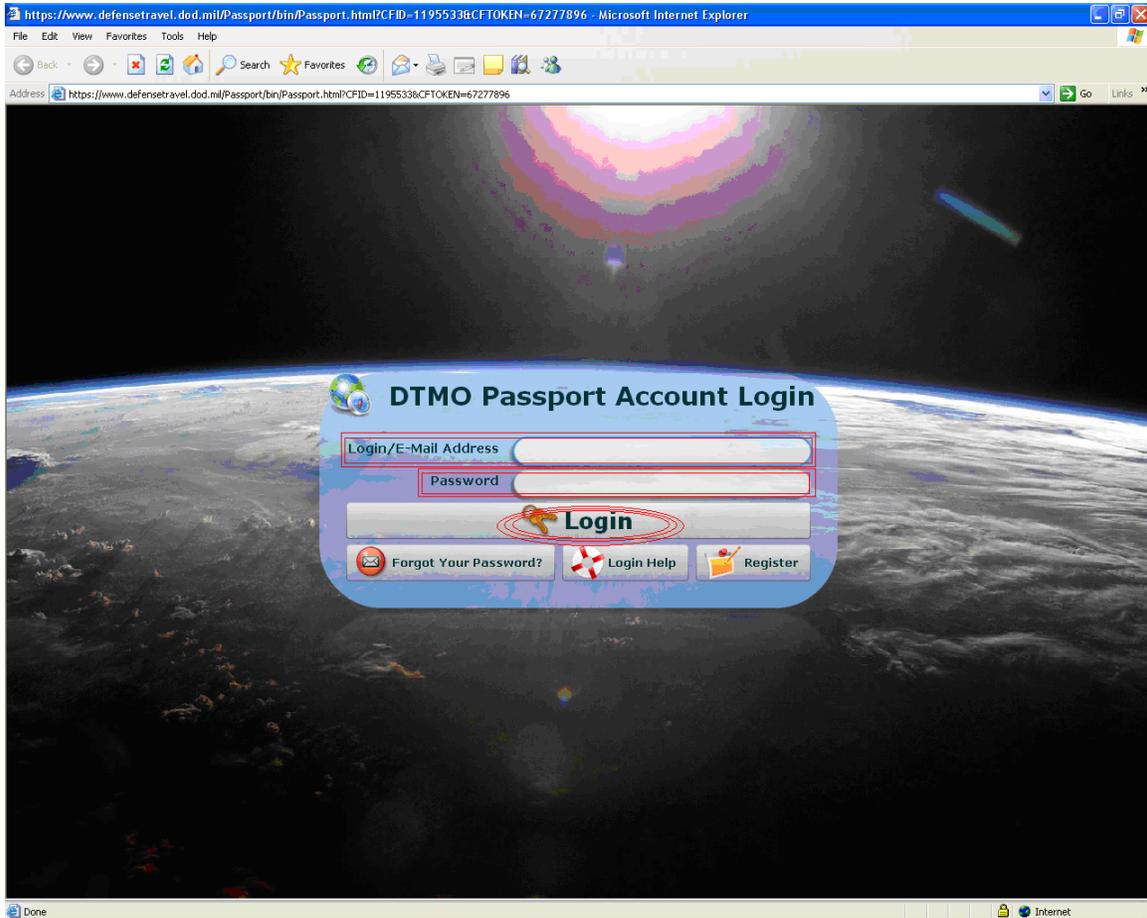
The screenshot shows a Microsoft Internet Explorer browser window displaying a registration form titled "Registration". The form is set against a background image of Earth from space. The form fields are as follows:

- Log-in Email: me.you@us.army.mi
- First Name: Bob
- Last Name: Smith
- Last 4 SSN: 1234
- Service/Agency: ARMY (dropdown menu)
- Duty Station/Site Name: OTHER CONUS (dropdown menu)
- Employment Type: Military/Enlisted (dropdown menu)
- Rank/Grade: Select (dropdown menu)
- Active/Reservist: Active (radio button), **Reservist (radio button, circled in red)**
- Alternate E-Mail: me\_you@hotmail.coi
- Primary Phone: (207)430-1234

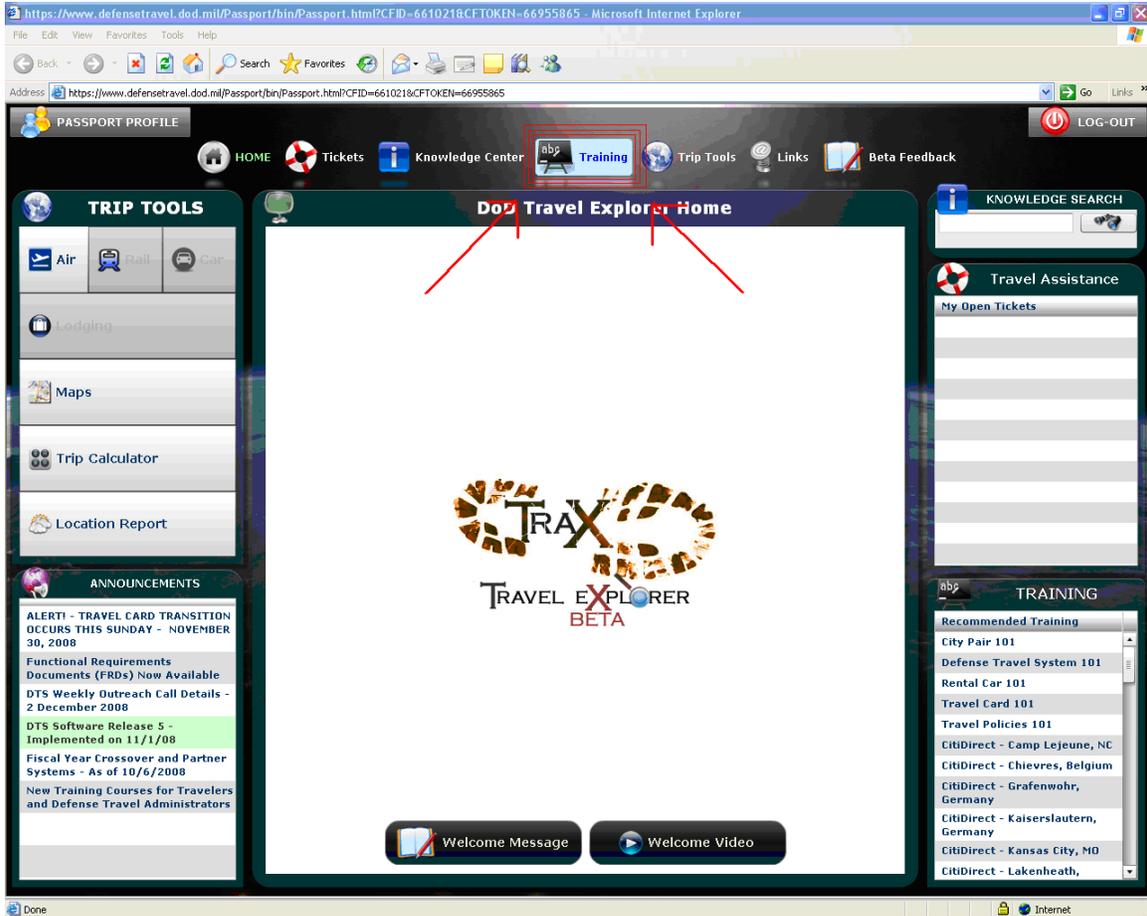
At the bottom of the form, there are two buttons: **Submit Registration (button, circled in red)** and Return To Login Screen. Below the buttons, it says "For Assistance please call: 1-888-Help1Go (888-435-7146)".

**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.**

12. Enter in your user name and password then click on the “Log-in” button.



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.

The screenshot shows a web application interface for training courses. At the top, there is a navigation bar with links for HOME, Help Tickets, Knowledge Center, Training, Trip Tools, Links, and Feedback. Below this is a section for 'Available/Recommended Traini...' with tabs for My Schedule, My Completed, My Roles, Conferences, and Info. The main content area has a filter bar with radio buttons for Web Based, Demos, Instructor Led, Distance Learning, and View All. The 'Distance Learning' radio button is selected, and the 'View All' radio button is highlighted with a red arrow. Below the filter bar is a table of training courses.

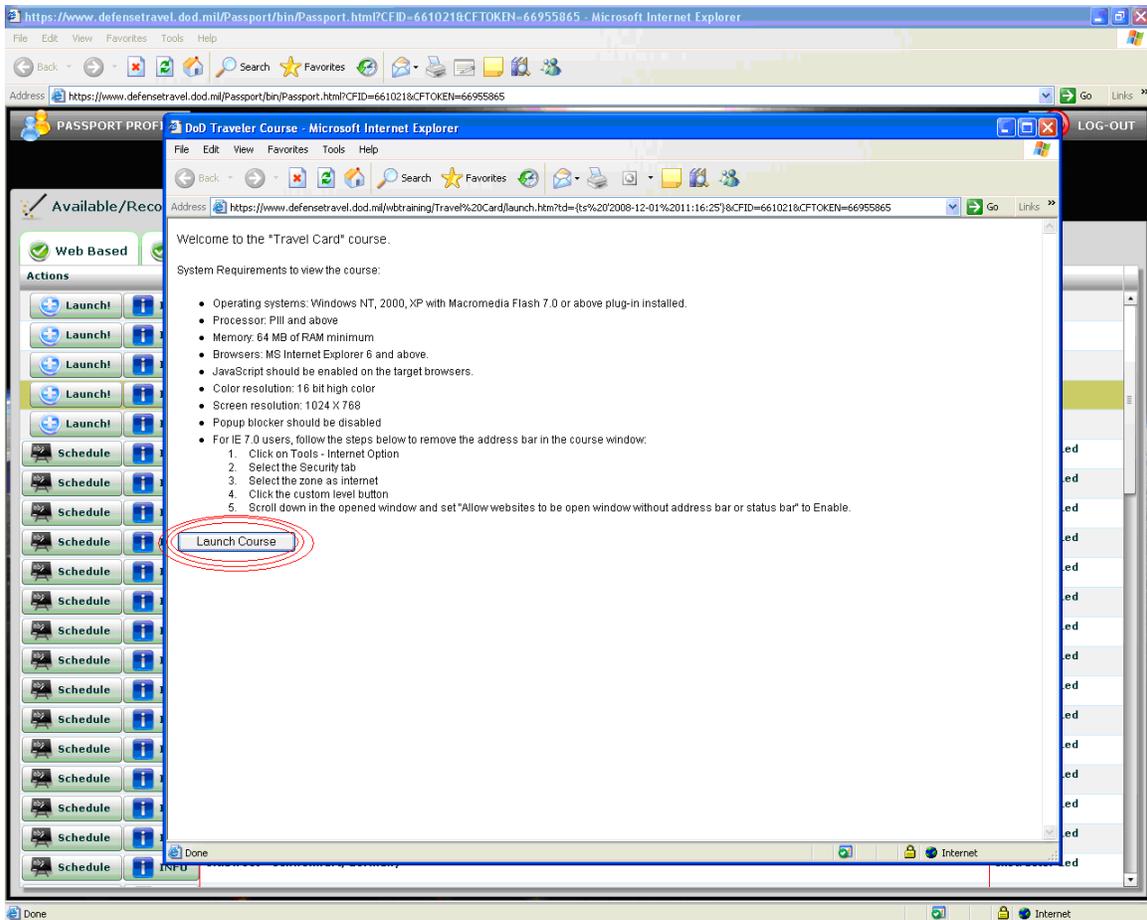
Actions	CLASS NAME (RECOMMENDED):	TYPE:
Launch! INFO	AO/RO - IAOCO (COL)	Web Based
Launch! INFO	AO/RO - The DTS Approval Process	Web Based
Launch! INFO	CitiDirect - CCMS	Web Based
Launch! INFO	CitiDirect - CCRS	Web Based
Launch! INFO	CitiDirect - Citimanager	Web Based
Launch! INFO	DTA - DTA Overview	Web Based
Launch! INFO	DTA - Maintenance Tool: An Overview	Web Based
Launch! INFO	DTA - Maintenance Tool: Groups	Web Based
Launch! INFO	DTA - Maintenance Tool: Organizations	Web Based
Launch! INFO	DTA - Maintenance Tool: People	Web Based
Launch! INFO	DTA - Maintenance Tool: Routing Lists	Web Based
Launch! INFO	DTA - Reports	Web Based
Launch! INFO	DTS (Basic) - About DTS	Web Based
Launch! INFO	DTS (Basic) - DTS Travel Documents (DTS 101)	Web Based
Launch! INFO	DTS (Special Topic) - Cancellation Procedures	Web Based

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

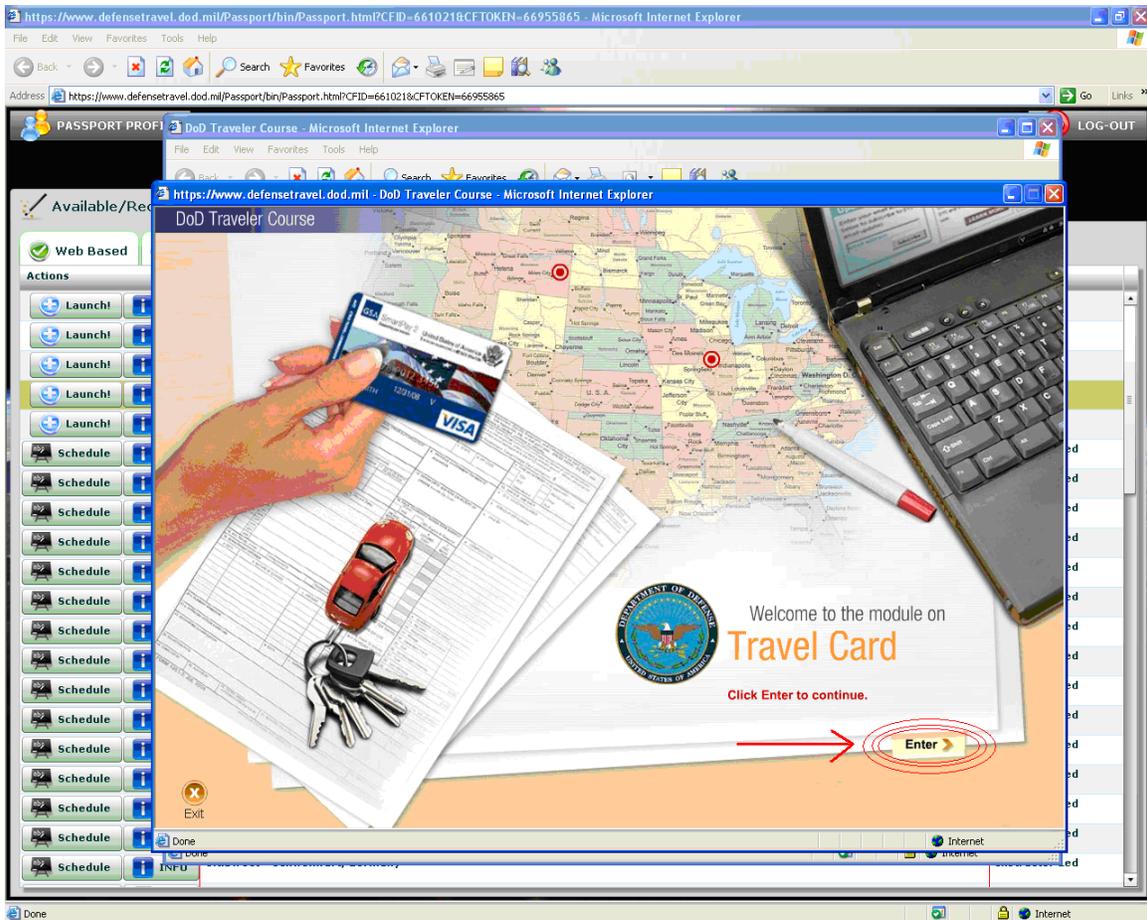
The screenshot shows a web browser window displaying a training management system. The page title is "PASSPORT PROFILE" and the user is logged out. The main navigation bar includes "HOME", "Help Tickets", "Knowledge Center", "Training", "Trip Tools", "Links", and "Feedback". Below the navigation bar, there are tabs for "Available/Recommended Traini...", "My Schedule", "My Completed", "My Roles", "Conferences", and "Info". The "Available/Recommended Traini..." tab is active, showing a list of training courses. The list is filtered by "Web Based" and "Demos". The courses are listed in a table with columns for "Actions", "CLASS NAME (RECOMMENDED)", and "TYPE". The course "Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]" is highlighted in yellow, and a red arrow points to its "Launch!" button.

Actions	CLASS NAME (RECOMMENDED)	TYPE
<a href="#">Launch!</a> <a href="#">INFO</a>	MEPS - CTO Implementation Training	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	Programs & Policies - City Pair Program	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	Programs & Policies - Rental Car Program	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	Programs & Policies - Travel Policies	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	Travel Card Program Management	Web Based
<a href="#">Schedule</a> <a href="#">INFO</a>	Citi - Visa IntelliLink - Norfolk, VA	Instructor Led
<a href="#">Schedule</a> <a href="#">INFO</a>	Citi - Visa IntelliLink - Washington, DC	Instructor Led
<a href="#">Schedule</a> <a href="#">INFO</a>	Citibank Custom Reporting System - Advanced - Norfolk, VA	Instructor Led
<a href="#">Schedule</a> <a href="#">INFO</a>	Citibank Custom Reporting System - Advanced - Washington, DC	Instructor Led
<a href="#">Schedule</a> <a href="#">INFO</a>	CitiDirect - Grafenwoehr, Germany	Instructor Led
<a href="#">Schedule</a> <a href="#">INFO</a>	CitiDirect - Kaiserslautern, Germany	Instructor Led
<a href="#">Schedule</a> <a href="#">INFO</a>	CitiDirect - Norfolk, VA	Instructor Led
<a href="#">Schedule</a> <a href="#">INFO</a>	CitiDirect - Pearl Harbor, HI	Instructor Led
<a href="#">Schedule</a> <a href="#">INFO</a>	CitiDirect - San Diego, CA	Instructor Led

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



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

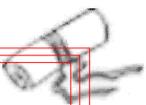
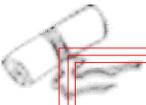


**NOTE: Once you have completed the Travel Card 101 course you will receive a certificate. Print off this certificate and submit it with your Citibank application and Statement of Understanding.**

*Certificate of  
Completion*

Congratulations on the  
completion of

*Travel Card 101*



YOUR NAME

Nov 20, 2008