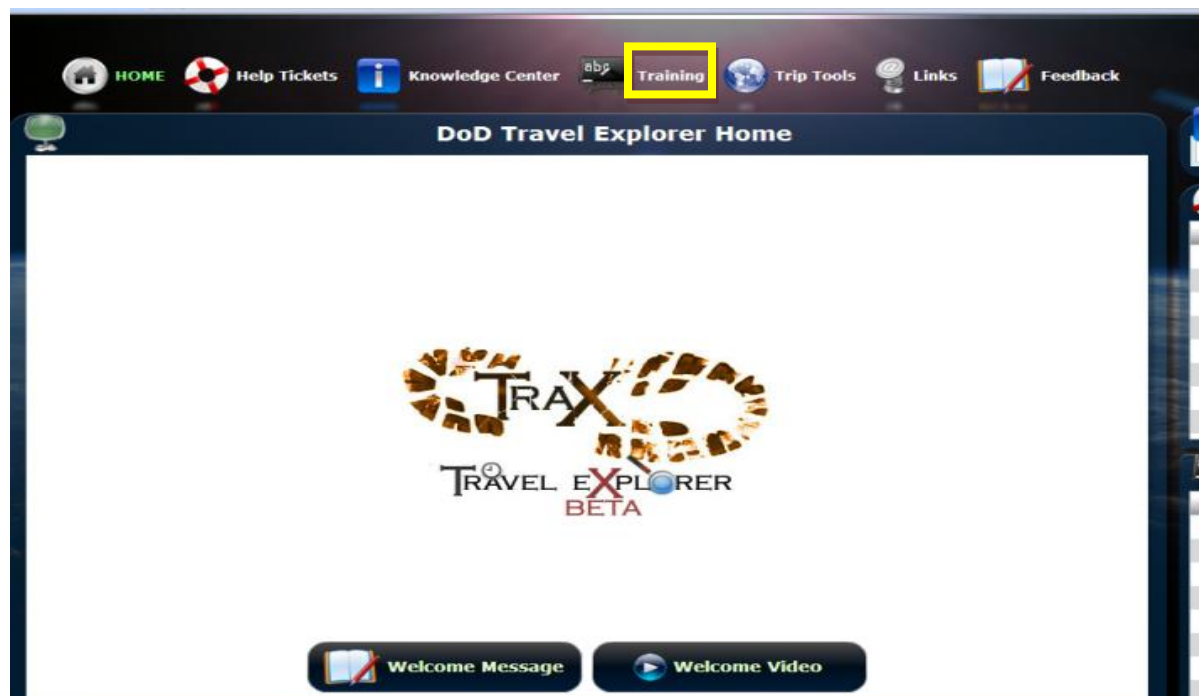


# Navigating through TraX Explorer

- Go to the DTS website home page <http://www.defensetravel.osd.mil/dts/site/index.jsp>).
- Click on the “TRAX” icon located at the bottom left hand corner.
- Log into the TRAX website. If you do NOT have an account click on the “Register” tab.



- Click the “Training” tab located at the top of the screen.



# Navigating through TraX Explorer

- Ensure the “web based” training tab is the only one that is selected.  
(Note: Ensure that “view all” bubble is selected or you will not be able to see all of the courses).
- Locate the courses:
  - AO/RO- Training for Accountable Officials and Certifying Officers (COL)
  - Programs and Policies: Travel Policies
- Click the “launch” tab next to the course.

The screenshot shows the TraX Explorer interface. 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 secondary navigation bar with tabs for Available/Recommended Training, My Schedule, My Completed, My Roles, and Info. The 'Available/Recommended Training' tab is active, and the 'Web Based' filter is selected. A dropdown menu shows 'View All' selected. The main content area displays a table of recommended training courses.

CLASS NAME (RECOMMENDED)	TYPE:
AO/RO - The DTS Approval Process	Web Based
AO/RO - Training for Accountable Officials and Certifying Officers (COL)	Web Based
DTA - DTA Overview	Web Based
DTA - Maintenance Tool: An Overview	Web Based
DTA - Maintenance Tool: Groups	Web Based
DTA - Maintenance Tool: Organizations	Web Based
DTA - Maintenance Tool: People	Web Based
DTA - Maintenance Tool: Routing Lists	Web Based
DTA - Reports	Web Based
DTS (Basic) - About DTS	Web Based
DTS (Basic) - DTS Travel Documents (DTS 101)	Web Based
DTS (Basic) - Non-DTS Entry Agent (NDEA)	Web Based
DTS (Special Topic) - Cancellation Procedures	Web Based
DTS (Special Topic) - Constructed Travel	Web Based
DTS (Special Topic) - FY Crossover	Web Based

- Once you have completed both courses print out the certificates.

