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 6 (For Distance Learning and Instructor-Led courses only): Upon registration, a box will appear indicating that your training has been scheduled and an email will be sent to your email address included in your Passport Profile. The email will contain additional information on course attendance. Distance Learning courses open 10 minutes prior to the scheduled time.

![Training Scheduled](image)

Step 7: To review or cancel a registration, click the **My Schedule** tab. Click the **Cancel** button adjacent to the relevant course to cancel the course.

![My Schedule Tab](image)
Step 8: To track your training progress, 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.