

Information Paper: Dual Profile in DTS

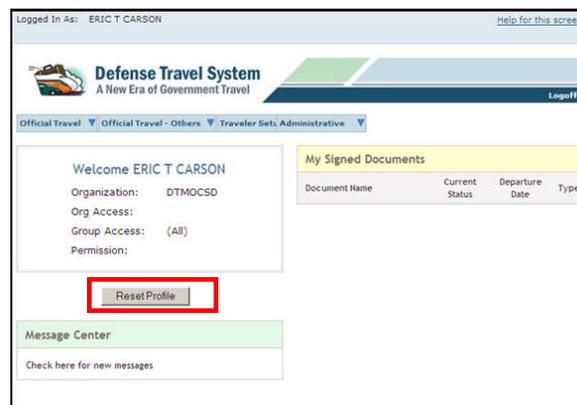
A user has dual profiles when they have more than one profile in DTS. Examples of individuals with dual profiles include:

- A user employed as both a DoD civilian and a member of the Reserve/Guard
- A user located at a Service/Agency DTS office, that need access to multiple DTS organizations

When an individual logs into DTS the same profile is accessed that was used the last time they logged in. For individuals with dual profiles the DTS *Welcome Screen* displays a **Reset Profile** button. This button allows the user to change to a different profile.

To activate a different profile:

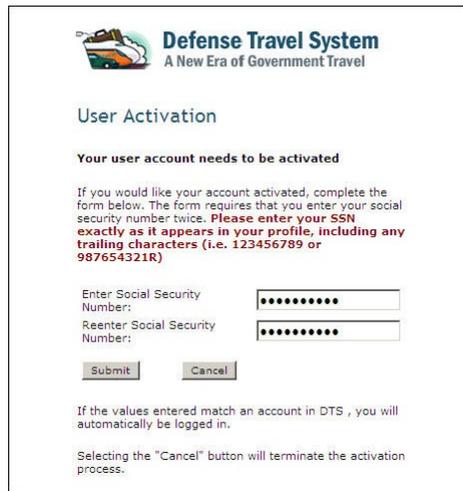
1. Select **Reset Profile**.



The *Reset Profile* text box will appear.



2. Select **Continue**, to proceed with resetting the profile. The user will be logged out of DTS.
3. Select **LOGIN TO DTS** on the DTS home screen. The *Privacy and Ethics Policy* screen will appear.
4. Select **Accept** to continue. The *User Activation* screen will appear.
5. Enter the SSN of the alternate profile and select **Submit**.



The screenshot shows the "User Activation" screen of the Defense Travel System. At the top left is the DTS logo with the text "Defense Travel System" and "A New Era of Government Travel". Below the logo is the heading "User Activation" and a bolded message: "Your user account needs to be activated". A paragraph of instructions follows: "If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. Please enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 987654321R)". There are two input fields for the Social Security Number, each with a mask of dots. Below the fields are "Submit" and "Cancel" buttons. At the bottom, there are two lines of explanatory text: "If the values entered match an account in DTS, you will automatically be logged in." and "Selecting the 'Cancel' button will terminate the activation process."

The user is now logged in under the alternate profile.