## **DTS Self-Registration Instructions**

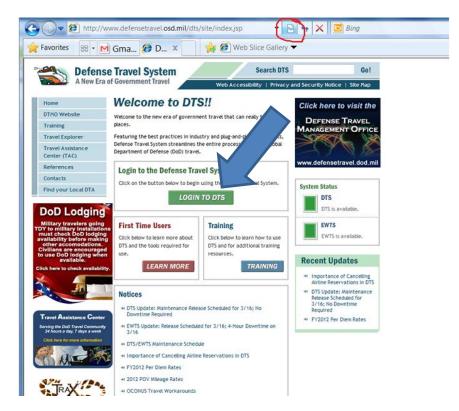
**ATTENTION:** If you already have an existing DTS profile (i.e. DOD civilian) please have your organization's DTS POC reset your user ID within your profile. Resetting your user ID will not affect your civilian DTS profile but will allow you to have dual profiles in DTS. Once that has been done please follow the steps below to self-register in DTS

**ATTENTION:** If you are using DTS as military member, please have your current organization's DTS POC reset your user ID. This will allow you to create your AF RESERVE profile in DTS. Once that has been done please follow the steps below to self-register in DTS.

## **Self-Register in DTS**

A user who does not have an existing DTS profile can self-register when they first log in to the system. Follow the below steps to self-register in DTS:

- 1. Log onto your computer and open Internet Explorer, ensure your CAC is in the CAC reader.
- 2. Navigate to the DTS home page at <u>http://www.defensetravel.osd.mil</u> or type "DTS" into your web search engine. The DTS home page is shown below.
- 3. Verify you are running in compatibility mode, do this by checking the icon that looks like a broken piece of paper at the end of the web address bar (circled in picture below). It should have a shaded (blue or gray) background. If it does not, then click on the icon to switch to compatibility mode. If you don't see the icon, then your operating system is already in compatibility mode.
  - You must allow pop-ups for DTS to run.



4. Click the green "LOGIN TO DTS" button that is located near the center of the DTS Home page.

5. Next, the DoD Privacy and Ethics Policy statement displays. Read the policy and select Accept. Selecting Decline will return you to the DTS Home page.

| r Favorites 🌼 🐑 Web Sice Gallery 🔹<br>Defense Travel System |  | Q • 10 • . m + Pape • | Safety + Tools + 📽 |
|---|--|-----------------------|--------------------|
|   | Privacy and Ethics Policy  |                       |                    |
|   | Flease read the following DoD Privacy & Ethics Policy concerning DTS websile, travel, and usage. By<br>signing in to the DTS System, you agree to the terms and conditions of use.   |                       |                    |
|   | You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.  |                       |                    |
|   | By using this IS (which includes any device attached to this IS), you consent to the following conditions:   |                       |                    |
|   | -The USG routinely interrepts and monitors communications on this 15 for purposes indusing, but not limited to,<br>pertentiation testing, CONSIC monitoring, network operations and defense, personnel misconduct (PM), law enforcement<br>(.E), and contermitisipiese (CI) investigations.  |                       |                    |
|   | -32 any time, the USG may inspect and seize data stored on this 15.  |                       |                    |
|   | -Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and<br>search, and may be disclosed or used for any USG-authorized purpose.  |                       |                    |
|   | •This IS includes security measures (e.g., authentication and access controls) to protect USG interestsnot for your personal benefit or privacy.   |                       |                    |
|   | <ul> <li>Networksmonth the above, using this 13 does not constitute content to PML 15 with investigative starshing or<br/>montaining of the context of anvikages commissions, or work younds, while to become representation or services<br/>by attorners, supplicible represents for selects.</li> </ul>  |                       |                    |
|   | ETHICS   |                       |                    |
|   | Travelers mut control, with the fielderal and Desementarial which index where acception travel benefits (i.e. goold,<br>services, or derivent) from on-refresteril scores, for Door personner, so not those lisplacitions). Travelers may also keep<br>4. Travelers may keep items of non-reliant scalar (as defined in ageologic etics regulations). Travelers may also keep<br>Government exactly may also be added and also also also defined in ageologic etics regulations). Travelers may also keep<br>Government exactly may also defined and and also also defined in ageologic etics. Travelers may also keep<br>to be added and also also also also also also defined in ageologic etics. Travelers may also keep<br>to be added and also also also also also also also also |                       |                    |
|   | PRIVACY ACT  |                       |                    |
|   | AUTHORITYS 1816, 57, Freed, Treasgenetation, and Subineteness: 10.0.8, 7, 153, Under Seinstein of Defense<br>(Comprobility) 10.1.0.5, Under Seinstein y Defense for Ferroman de Radinaria; 10.1.0.5, 2013, Seinstein of<br>the Ammi 10.0.6, 2013 Seinstein y dhe Navio 10.1.5, 2013 Seinstein of Hard Arrifords: Dob Directions 1700,3-4-b);<br>and E.O. 5937 (SSM), FRANCISAL, MURVOSCI): To Statis information for processing a response to Statis Seinstein<br>expanse on Hold Department of Defense business and for processing a deam for reinbursement of authorized and<br>legitimide appearies incurs as a result of such rel.   |                       |                    |
|   | ROUTINE USE: For Federal and private entities providing travel services for purposes of arranging transportation at<br>Government expense for official business.   |                       |                    |
|   | DISCUBBLE Voluntary, however, failure to provide all of the requested information may preclude the processing of<br>both the travel request and the claim for reimburgement.   |                       |                    |
|   | CEPARTMENT OF DEPENSE: Department of the Army Narretive Statement on a New System of Records Under the Privacy<br>Act of 1974.   |                       |                    |
|   | Accept Decline   |                       |                    |

- 6. After accepting, a dialog box will prompt you to enter your CAC PIN.
- 7. The User Activation screen opens. Enter SSN and check mark the Reserve/National Guard box

| User Activation   |  |  |
|---|--|--|
| Your user account needs to be activated.  |  |  |
| If you would like your account<br>form below. The form requires<br>security number twice. Please<br>exactly as it appears in you<br>whether you are a membe | s that you enter your social<br>e enter your SSN<br>our profile and indicate |  |
| Component (Reservist or N   | lational Guard)  |  |
| Enter Social Security<br>Number:  |  |  |
| Reenter Social Security<br>Number:  |  |  |
| Reserve/National Guard:   |  |  |
| Submit Cancel   |  |  |
| If the values estared match a   | n account in Defense Travel  |  |

8. After entering the required SSN click the "submit" button.

9. The User Activation screen will display with the below message, click on the "Self Register" button.



10. The User Welcome screen opens. Mouse over the Administrative tab and select "Self Registration"

| Logged In As: Eric Carson        |                     |                   | Help for this     | screen    |
|----------------------------------|---------------------|-------------------|-------------------|-----------|
| Administrative Self Registration |                     |                   |                   | Logoff    |
| Welcome Eric Carson              | My Signed Documents |                   |                   |           |
| Organization:                    | Document Name       | Current<br>Status | Departure<br>Date | Туре      |
| Org Access:<br>Group Access:     | No docu             | iments found.     |                   |           |
| Permission:                      |                     |                   |                   |           |
| Message Center                   |                     |                   |                   |           |
| Welcome to DTS!                  |                     |                   |                   |           |
|                                  |                     |                   | Ва                | ck to Top |

11. The Self Registration Tool screen opens. Select **Basic Information** on the top navigation bar.

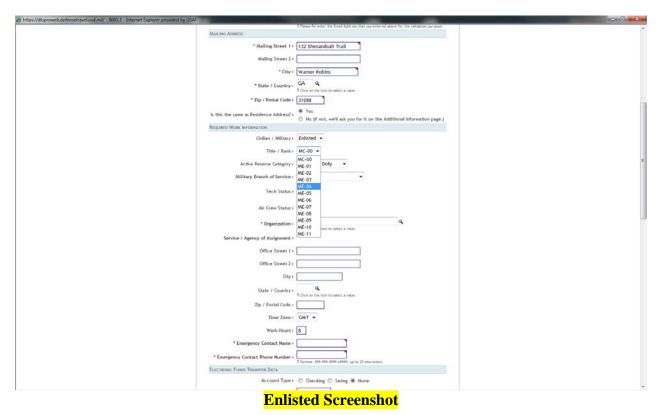
| Logged In As:<br>Screen ID:       | DALE MOCK<br>BODS.1  | Cove<br>High for this  |
|-----------------------------------|--|--|
|                                   |  |  |
| A New Ers of Generationent Travel | Hone Basic Information Additional Information Submit Self-Registration   |  |
|                                   |  | 12   |
|                                   |  |  |
|                                   |  |  |
|                                   |  |  |
|                                   | Welcome to the Self Registration Tool.   |  |
|                                   |  |  |
|                                   | Your user/traveler profile has been started but not completed; please finit<br>user/traveler profile for acceptance.   | prior to submitting the  |
|                                   | If you already have an existing user profile, and inadvertently created a set  | radius for eached than   |
|                                   | click here to delete your staging profile. You will then he able to re-login a   |  |
| <b>'</b>                          | production profile.  |  |
|                                   |  |  |
|                                   |  |  |
|                                   |  |  |
|                                   |  |  |
|                                   | This e where you enter the data that goes into your DTS Personal Profile.  |  |
|                                   | In the Back Information section, the following fields are mandatory (indicated by an aste<br>order to submit your self-registration  | dc) and must be provided in                                    |
|                                   | E-mail Address   |  |
|                                   | <ul> <li>Haling Address (Street, State/Country, and Zp/Fostal (odd)</li> <li>Organization</li> </ul>   |  |
|                                   | <ul> <li>Electron: Funds Transfer (Er1) information (bark account and nutring informatio<br/>per the DOD Provide Transported Transported Transported Transfer<br/>assistance to have your provide crashed.</li> </ul>                          |  |
|                                   | Oldk on the <u>fasic information</u> above to complete your profile.   |  |
|                                   | The following Additional Information e also required in order to submit your still registratio   | N  |
|                                   | Residence Address (Street, State)/Country, and Zo,Postel Code)   |  |
|                                   | Besteros Phone   |  |
|                                   | Tou should have this information available prior to leaving the Self Registration home pag<br>registration process.  | and continuing with the self                                   |
|                                   | The following fields (indicate in <b>bold)</b> are repaired to serve the page on which the informa<br>is needed, as a minimum, if you with its abandon the self-registration process, but serve the<br>metanitation to complete the processor. | or is enternet. This information<br>Information added and then |
|                                   | Gender   |  |

12. The Basic Information Screen opens

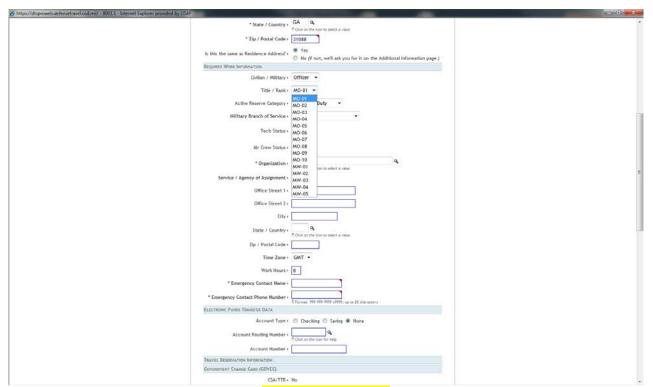
| Lugged In Acc                   | 01.1 - Internet Explorer provided by USAF<br>DALE HOCK |  | Cont Window          |
|---------------------------------|--|--|----------------------|
| Screen 10:                      | 8001.1   |  | help for this screen |
|                                 |  |  |                      |
| Defense Travel System           | Phone Bask Information                                 | Additional Information Submit Self-Registration  |                      |
| Ander Dit in deren minist marte |  |  | 25 S                 |
|                                 |  |  | Current Date: 10-11  |
|                                 |  |  |                      |
|                                 |  |  |                      |
|                                 |  | Field with '+' is a required field when you submit on the BASIC INFORMATION page.        |                      |
|                                 |  | Fields with a bolded Field Name are required to save data on the BASIC INFORMATION page. |                      |
|                                 |  |  |                      |
|                                 |  |  |                      |
|                                 |  | Management information   |                      |
|                                 |  | General beropsanow   |                      |
|                                 |  | First Name + DALE  |                      |
|                                 |  | Last Name + WOOK   |                      |
|                                 |  | Middle Initial •   |                      |
|                                 |  | SSN+ 3037488328  |                      |
|                                 |  | Gender- Mills •  |                      |
|                                 |  |  |                      |
|                                 |  | * Email Address -  |                      |
|                                 |  | Manuser Advertse   |                      |
|                                 |  | * Mailing Street 1 -   |                      |
|                                 |  | Mailing Street 2 +   |                      |
|                                 |  | City-  |                      |
|                                 |  |  |                      |
|                                 |  | * State / Country - 4<br>. Cicle on the ison to select a value                           |                      |
|                                 |  | * Zip / Postal Code -  |                      |
|                                 |  | Is this the same as Residence Address? • O Yes   |                      |
|                                 |  | Who (if not, we'll ask you for it on the Additional Information page.)                   |                      |
|                                 |  | REQUISE Work brokumon  |                      |
|                                 |  | Ovillan / Miltary > Civilian =   |                      |
|                                 |  | Title / Karks VL.02 +  |                      |
|                                 |  | Tech Status - O Yes  |                      |
|                                 |  | <ul> <li>No</li> </ul>   |                      |
|                                 |  | * Organization - Q   |                      |

- Enter your middle initial, if applicable, and ensure your gender is correct, the system defaults to male.
- After entering your email address and tabbing to the next field, you will have to go back and enter you email address again in the second data field that is now displayed.
- Enter your mailing address. You must click on the magnifying glass and use the look up tool to complete the state data field (screenshot below).

- If mailing and residential address are same ensure you select the "**Yes**" radio button, system will default to no.



- Select your grade status screenshots below for enlisted and officer



**Officer Screenshot** 

- Select Active Reserve Category as V-Reserve

| https://dtsproweb.defenuetravel.oud.mil/ - 8001.1 - Internet Explorer provided by USAF |   |
|--|---|
| * State / Country -  | GA a  |
| * Zip / Postal Code -  | 5 Clob on the loss to select a value  |
|  |   |
| is this the same as Residence Address?   | Yes     No (if not, we'll ask you for it on the Additional Information page.) |
| REQUIRED WORK INFORMATION  |   |
| Civilian / Military -  | Enlisted •  |
| Title / Rank +   | ME-09 +   |
| Active Reserve Category -  | A - Active Duty -   |
| Military Branch of Service -   | A - Active Duty<br>N - National Guard   |
| Tech Status -  | V - Roserve   |
|  | e No  |
| Air Crew Status -  | No  |
| * Organization -   | C Clob on the kore to select a velue  |
| Service / Agency of Assignment -   |   |
| Office Street 1 -  |   |
| Office Street 2  |   |
| City   |   |
| State / Country -  | A. Click on the ison to select a value  |
| Zip / Postal Code >  |   |
| Time Zone •  | GMT -   |
| Work Hours •   | 8   |
| * Emergency Contact Name +   |   |
| * Emergency Contact Phone Number   | 2. Format: 1999-0999-19999, up to 30 characters.                              |
| ELECTRONIC FUNDE TRANSFER DATA   |   |
| Account Type +   | 🗇 Checking 🔿 Saving 🗶 None  |
| Account Routing Number +   | A Circle of the Ican for Help   |
| Account Number -   |   |
| TRAVEL RESERVATION INFORMATION   |   |
| GOVERNMENT CHARGE CARD (COVCE)   |   |
| CSA/TTR-   | No  |

- Select Military Branch of Service USAFR- U.S. Air Force Reserve

| Antps://dtsproweb.defensetravel.oud.mi// - 8001.1 - Internet Explorer provided by USAF                          |  |   |
|---|--|---|
| * State / Country +   | GA Q   |   |
|   | Click on the icon to select a value  |   |
| * Zip / Postal Code -   | 31088  |   |
| Is this the same as Residence Address? -  | <ul> <li>Yes</li> <li>No (if not, we'll ask you for it on the Additional Information page.)</li> </ul> |   |
| REQUIRED WORK INFORMATION   |  |   |
| CMBan / Military+   | Enlisted -   |   |
| Title / Rank-   | ME-09 -  |   |
| Active Reserve Category +   | V - Reserve -  |   |
| Military Branch of Service +  | USAFR - U.S. Air Force Reserve   | in the second |
| Reserve Category -  |  |   |
| Tech Status   | USAFR - U.S. Air Force Reserve<br>USNR - U.S. Navy Reserve   |   |
| Long of the second s | USMCR - U.S. Marine Corps Reserve  |   |
| Air Crew Status -   | USCGR - U.S. Coast Guard Reserve   |   |
| * Organization +  | 4  | E   |
| 52 19 19 19 19 19 19 19 19 19 19 19 19 19   | <ol> <li>Click on the Scori to select a value</li> </ol>   |   |
| Service / Agency of Assignment +  |  |   |
| Office Street 1+  |  |   |
| Office Street 2 •   |  |   |
| Gity -  |  |   |
| State / Country •   | 9.<br>3 Clock on the food to infect a value  |   |
| Zip / Postal Code •   | or cape on the right to anset a visual   |   |
| Time Zone -   | GMT -  |   |
| Work Hours •  | 8  |   |
| * Emergency Contact Name +  |  |   |
| * Emergency Contact Phone Number -  |  |   |
|   | A Format: 1999-1999 soleney, up to 20 characters   |   |
| ELECTRONIC FUNDS TRANSFER DATA  |  |   |
| Account Type +  | Checking O Swing @ None  |   |
| Account Routing Number -  | C Click on the loop for Thip   |   |
| Account Number -  |  |   |
| TRAVEL RESERVATION INFORMATION  |  |   |
| GOVERNMENT CHARGE CARD (GOVCC)  |  |   |

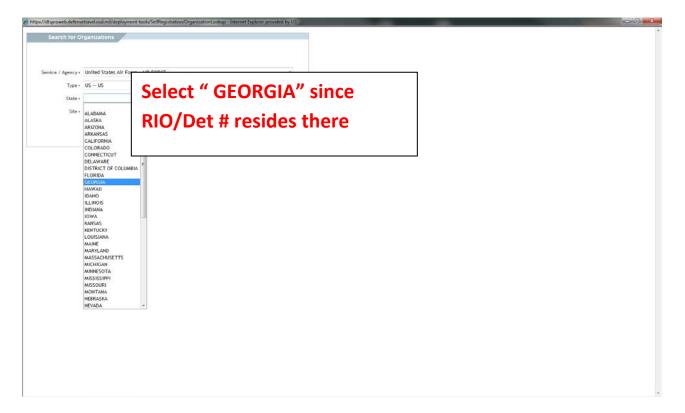
 Select Reserve Code TB-Selected Reserve, trained individual not in unit, Individual Mobilization Augmentee

|   | Cognos Access: * NO<br>Self-AO Approval: * O Yes () No<br>User ID: ~2577387 Reset User ID |
|---|---|
|   | General Traveler Data   |
| Civilian / Military: *                          | E - Enlisted 💌  |
| Title / Rank: *                                 | ME-06 -   |
| Active / Reserve Category: *                    | V-Reserve -   |
| Military Branch of Service: *                   | U.S. Air Force Reserve 🔹  |
| Reserve Code:                                   | TB - Selected Reserve, trained individual not in unit, Individual Mobilization Augmentee  |
| Mailing Address Line 1: *                       | 74 Grampian Way   |
| Mailing Address Line 2:                         |   |
| City: *   | Marietta  |
| State / Country: *                              | GA  |
| Zip / Postal Code: *                            | 30008   |
| Is mailing address same as residential address? | ⊙ Yes ⊚ No  |

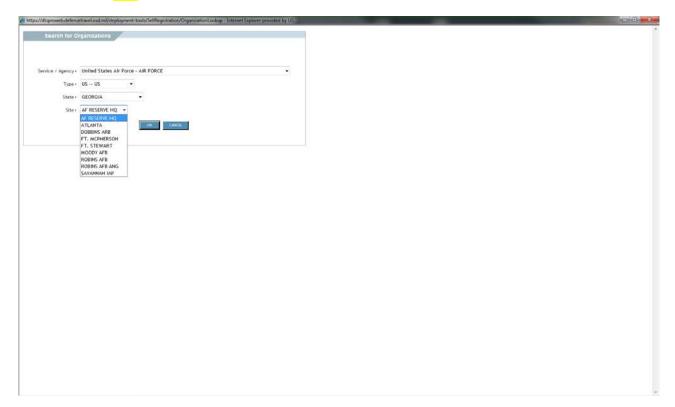
- Tech Status only applies to Air Reserve Technicians (ARTs), leave blank
- Select your organization by clicking on the magnifying glass next to the organization data field
- Be sure to change the Service/Agency to **United States Air Force Air Force**

- Type - <mark>US</mark>

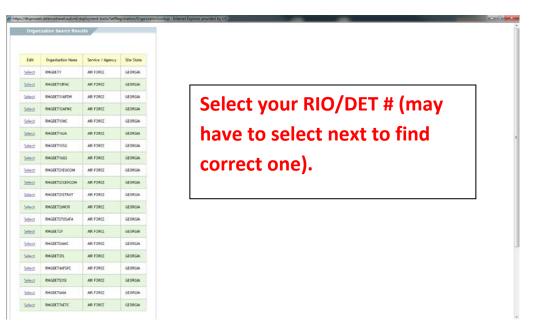
- Select Georgia as the state



- Select AF Reserve HQ as the Site
- Click the **OK** button



- From the new window, select your RIO Detachment. This will populate the rest of the work information data



- Select your bank account type and enter your routing and account numbers
  - Note: the magnifying glass next to routing number will display a picture of where to find the routing number on a check see below

| 12/15/01   |
|--|
| and the second |
| \$ 20000   |
| hn Doe   |
| r<br>r   |
|  |

- Complete your GTC (GOVCC) information:
  - Cardholders select cardholder, input card number and expiration date
  - o non-cardholders select Advance Authorization

| Https://dtsproweb.defencetravel.osd.mil/ - 8001.1 - Internet Explorer provided by USAF |   |  |
|--|---|--|
| * Emergency Contact Hane<br>* Emergency Contact Phone Humber                           | 0   |  |
| ELECTRONC FLORD TRANSFER DATA  | 2. Figuraat, 1999 1999 1999 1999 ( 1) 22 (Ibana)(1915             |  |
|  | 🗇 Durcking 🗇 Saving 🏶 None  |  |
| Account Routing Number   | Converter and the very  |  |
| Account Number   |   |  |
| TRAVIL RESERVATION INFORMATION   |   |  |
| GOVERNMENT CHARGE CARD (SOVEE)   |   |  |
| CSATTR   |   |  |
| Advance Authorization<br>Account Number  |   |  |
| GOVEC Exp. Date  | CAND HOLDER<br>FULL ADVANCE                                       |  |
| ADDITIONAL INFOLMATION   | BO ADVANCE  |  |
| Printed Organization   | DFXAFRFMGDET16GS  |  |
| Present Duty Station   |   |  |
| Miles from Office to Airport   | 125   |  |
| Uffice Phone   | 0<br>2 Faurral: Well References (Meller, up to 32 citate anti-ex- |  |
| Office Fax   |   |  |
| Office Mail Stop   |   |  |
| Organization Enail   | AFRCFMDTS@USAF.ML   |  |
| Unit ID (UIC/RUC/PASSCODE)   | RIGMETING   |  |
| FOREIGN TRAVEL INFORMATION   |   |  |
| Official (No-FEE) Passvort Information   |   |  |
| Pest Name  |   |  |
| Last Nave<br>Mödle Initial   |   |  |
| Birth Oute   |   |  |
| Paspart Namber   | C Farmat a send dal / gra   |  |
| houing Gty   |   |  |
|  |   |  |

- Leave all foreign travel information blank
- Continue to second page
- Enter your **residence phone number**

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|---|--|----|
|   | A constant of sector - sector the spect a value              |    |
|   | Residence Zip / Postal Code +                                |    |
|   | Miles from Home to Airport +                                 |    |
|   | * Residence Phone >  |    |
|   | Residence Fax +  |    |
|   | Air Travel Preferences                                       |    |
|   | Airport + Clack on the foot to select a value                |    |
|   | Preferred Seating • •  |    |
|   | Special Meals + 🔫  |    |
|   | Special Needs +  | 11 |
|   | Frequent Funds   |    |
|   |  |    |
|   | - <u>Add</u>   |    |
|   |  |    |
|   | Edit Delete Frequent Ryer No Airline Member No Member Status |    |
|   | No data in query results.                                    |    |
|   |  |    |
|   | LODGING PREFERENCES  |    |
|   | Preferred Lodging •  |    |
|   | Lodging Special Needs >                                      |    |
|   | RENTAL CAR PROTOROXES  |    |
|   | Preferred Rental Car + 👻                                     |    |
|   | Rental Car Special Needs •                                   |    |
|   | Personal Remarks +   |    |
|   | Smortho Professionees  |    |
|   | Smoker+ 🐵 No 💮 Yes   |    |
|   | SAVE MID PROCEED CARGEL WITHOUT SAVING                       |    |
|   |  |    |
|   |  | _  |
|   |  |    |

- -
- Select <mark>save and proceed</mark> The Submit Self-Registration screen opens -

| Defense Travel System | Home | Basic Information | Additional Information Submit Self-Registration      |
|-----------------------|------|-------------------|--|
|                       |      |                   |  |
|                       |      |                   | You are going to submit the traveler profile to DTA. |
|                       |      |                   |  |

- Select submit -
- 13. You have now completed your DTS Self-Registration.