## **DTS Self-Registration Instructions**

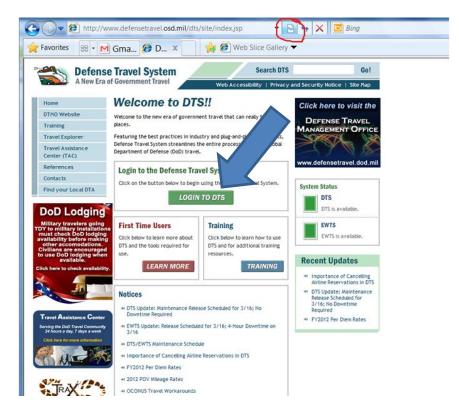
**ATTENTION:** If you already have an existing DTS profile (i.e. DOD civilian) please have your organization's DTS POC reset your user ID within your profile. Resetting your user ID will not affect your civilian DTS profile but will allow you to have dual profiles in DTS. Once that has been done please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

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	Privacy and Ethics Policy		
	Flease read the following DoD Privacy & Ethics Policy concerning DTS websile, travel, and usage. By 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, pertentiation testing, CONSIC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (.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 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 montaining of the context of anvikages commissions, or work younds, while to become representation or services by attorners, supplicible represents for selects.</li> </ul>		
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	ROUTINE USE: For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.		
	DISCUBBLE Voluntary, however, failure to provide all of the requested information may preclude the processing of 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 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 form below. The form requires security number twice. Please exactly as it appears in you whether you are a membe	s that you enter your social e enter your SSN our profile and indicate	
Component (Reservist or N	lational Guard)	
Enter Social Security Number:		
Reenter Social Security 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 Status	Departure Date	Туре
Org Access: 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.

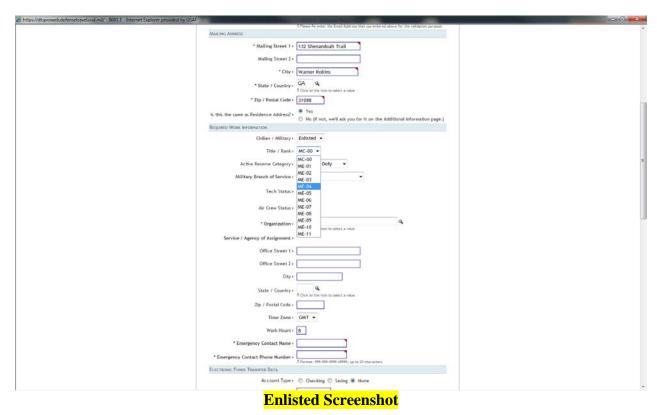
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A New Ers of Generationent Travel	Hone Basic Information Additional Information Submit Self-Registration	
		12
	Welcome to the Self Registration Tool.	
	Your user/traveler profile has been started but not completed; please finit user/traveler profile 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 order to submit your self-registration	dc) and must be provided in
	E-mail Address	
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	<ul> <li>Electron: Funds Transfer (Er1) information (bark account and nutring informatio per the DOD Provide Transported Transported Transported Transfer assistance to have your provide crashed.</li> </ul>	
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	The following Additional Information e also required in order to submit your still registratio	N
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	Besteros Phone	
	Tou should have this information available prior to leaving the Self Registration home pag 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 is needed, as a minimum, if you with its abandon the self-registration process, but serve the metanitation to complete the processor.	or is enternet. This information Information added and then
	Gender	

12. The Basic Information Screen opens

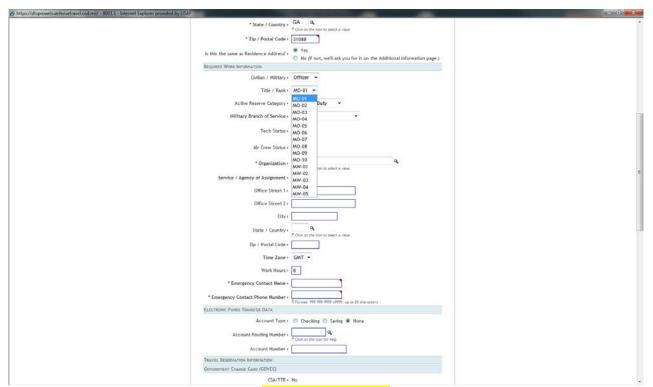
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Defense Travel System	Phone Bask Information	Additional Information Submit Self-Registration	
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			Current Date: 10-11
		Field with '+' is a required field when you submit on the BASIC INFORMATION page.	
		Fields with a bolded Field Name are required to save data on the BASIC INFORMATION page.	
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		* 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.)	
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		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

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* State / Country -	GA a
* Zip / Postal Code -	5 Clob on the loss to select a value
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Title / Rank +	ME-09 +
Active Reserve Category -	A - Active Duty -
Military Branch of Service -	A - Active Duty N - National Guard
Tech Status -	V - Roserve
	e No
Air Crew Status -	No
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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.
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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

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	Click on the icon to select a value	
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Reserve Category -		
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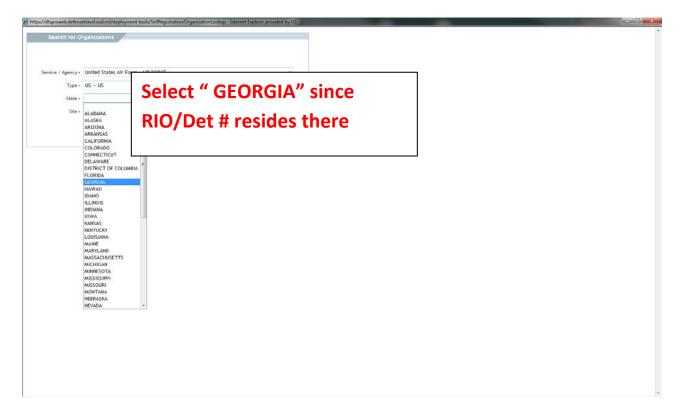
 Select Reserve Code TB-Selected Reserve, trained individual not in unit, Individual Mobilization Augmentee

	Cognos Access: * NO Self-AO Approval: * O Yes () No 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

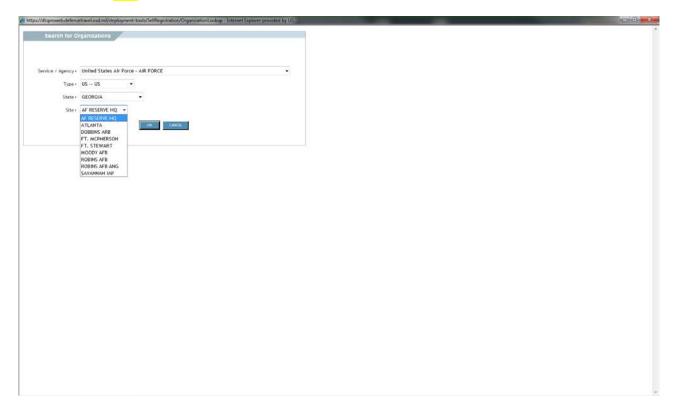
- Tech Status only applies to Air Reserve Technicians (ARTs), leave blank
- Select your organization by clicking on the magnifying glass next to the organization data field
- Be sure to change the Service/Agency to **United States Air Force Air Force**

- Type - <mark>US</mark>

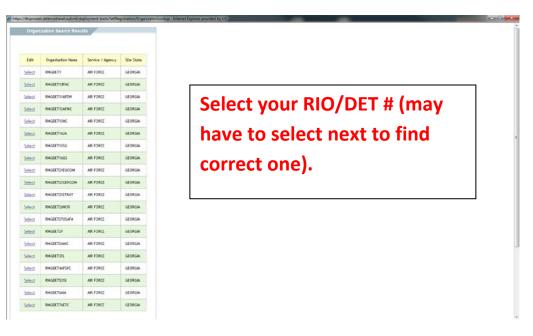
- Select Georgia as the state



- 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

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

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Office Fax		
Office Mail Stop		
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FOREIGN TRAVEL INFORMATION		
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houing Gty		

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

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- -
- 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.