

Didja Know – How to Reset Your Profile



If you are a Technician and require travel orders for your “weekend” job, follow these steps.....

Didja Know – How to Reset Your Profile



So, your unit says for drill this month we are going to Salina for a class.

Didja Know – How to Reset Your Profile



Incase you are confused about the “old way” versus the “DTS way”

Didja Know – How to Reset Your Profile



The “old way” was a Format 400
Travel Order.....



Defense Travel System

A New Era of Government Travel

Search DTS

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- Home
- DTMO Website
- News & Events
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Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

DTMO Website

DoD Center for Travel Excellence
Single Source for Travel Information

[Click Here To Visit!](#)



Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

LOGIN TO DTS



Travel Assistance Center
Serving the DoD Travel Community
24 hours a day, 7 days a week
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First Time Users

Click below to learn more about DTS and the tools required for use.

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Training

Click below to learn how to use DTS and for additional training resources.

TRAINING

Status

DTS
DTS is available

EWTS
EWTS is Available

Recent Updates

→ DTS Status Update - No

Notices

- DTS Status Update - No Downtime Schedule
- Advantage Rent-A-Car Remains in U.S.
- Are you experiencing DTS login issues?
- FY10 Per Diem Rates

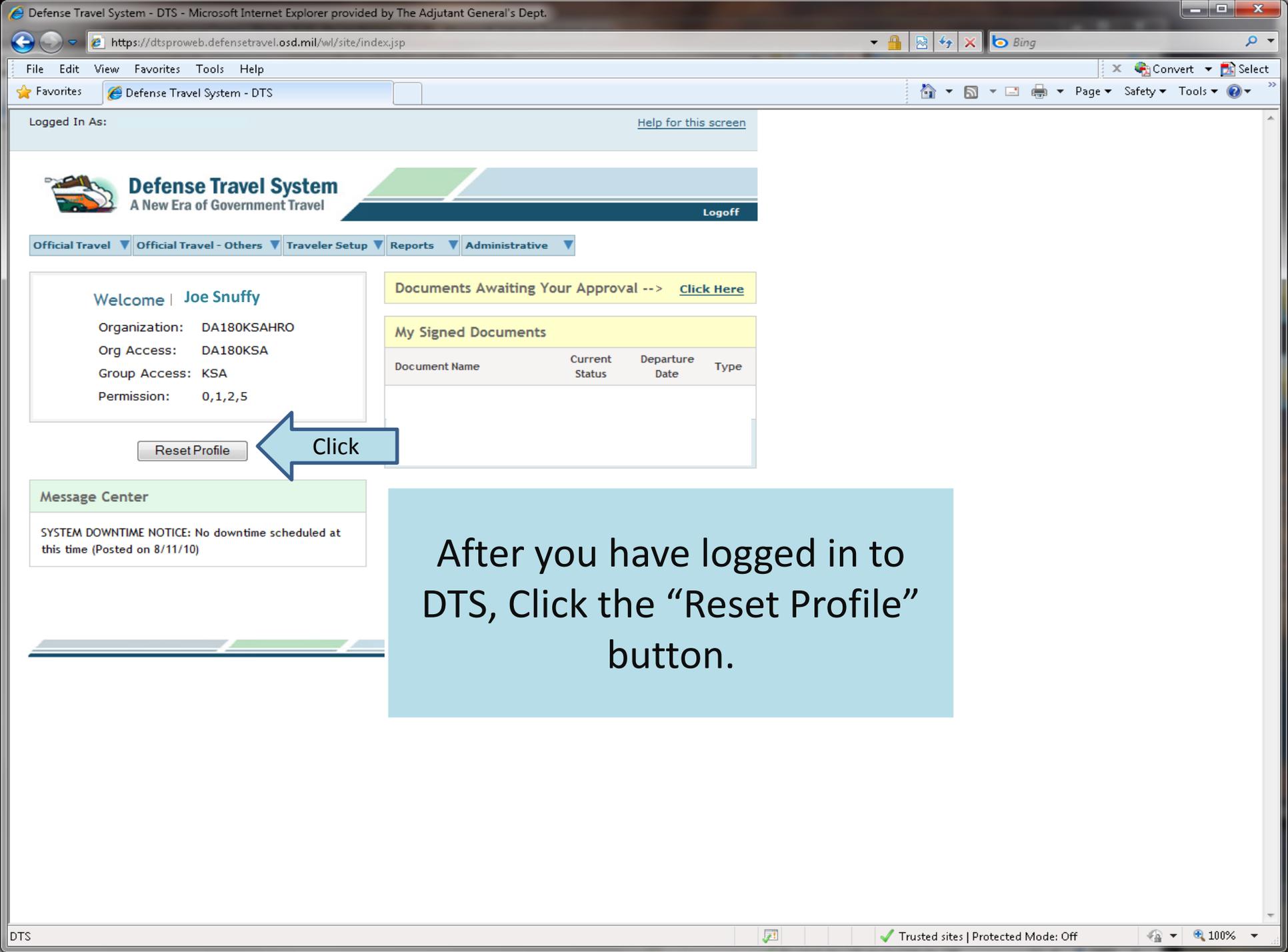
Just like you have done a thousand times as a Technician, Login to DTS.....



Didja Know – How to Reset Your Profile



Ok, maybe only 999 times!



Logoff

- Official Travel
- Official Travel - Others
- Traveler Setup
- Reports
- Administrative

Welcome | **Joe Snuffy**

Organization: DA180KSAHRO
Org Access: DA180KSA
Group Access: KSA
Permission: 0,1,2,5

Reset Profile

Click

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
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Message Center

SYSTEM DOWNTIME NOTICE: No downtime scheduled at this time (Posted on 8/11/10)

After you have logged in to DTS, Click the "Reset Profile" button.



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Reset Profile

You have selected to reset your user profile. This allows users with more than one profile the ability to log in to any of their current profiles. If you select "Continue" DTS will reset your User ID and log you out immediately. When you log back in you will be prompted for your SSN; type in the SSN of the profile that you want to log in under, **XXX-XX-XXXXG** . If you have selected the Reset Profile button in error please select the "Cancel" button and you will be taken back to the DTS Homepage of the profile you are currently logged in under.

Continue

Cancel

Read the info above.... Don't forget the "G" at the end of your SSAN as you change to your "Guard" profile!

Then Click "Continue".



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- DTS Downtime Scheduled for 8/7
- Advantage Rent-A-Car Remains in U.S. Rental Car Program
- Are you experiencing DTS login issues?
- FY10 Per Diem Rates

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System Status

DTS
DTS is available

EWTS
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- #### Recent Updates
- DTS Downtime Scheduled for 8/7
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ICE

Provide Feedback Here!

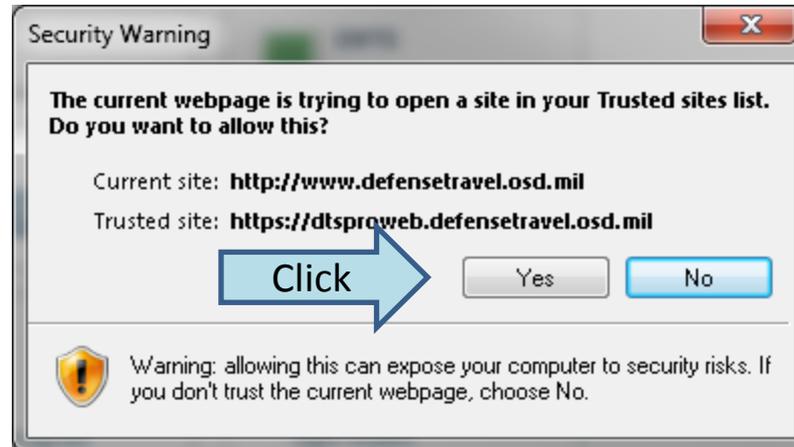
TRAVEL EXPLORER

When you click that Reset button, you will be sent back to the DTS home page.... But that's ok!

There is a reason for everything!

Just log in again!

You might get this pop-up..... click Yes.





There will be a test later... so read up!

Privacy and Ethics Policy

Please read the following DoD Privacy & Ethics Policy concerning DTS website, 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 intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- 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 interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

ETHICS

Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services, or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.

PRIVACY ACT

AUTHORITY: 5 U.S.C. 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 8013 Secretary of the Air Force; DoD Directives 7000.14-R; and E.O. 9397 (SSN). **PRINCIPAL PURPOSE(S):** To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.

ROUTINE USE: For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.

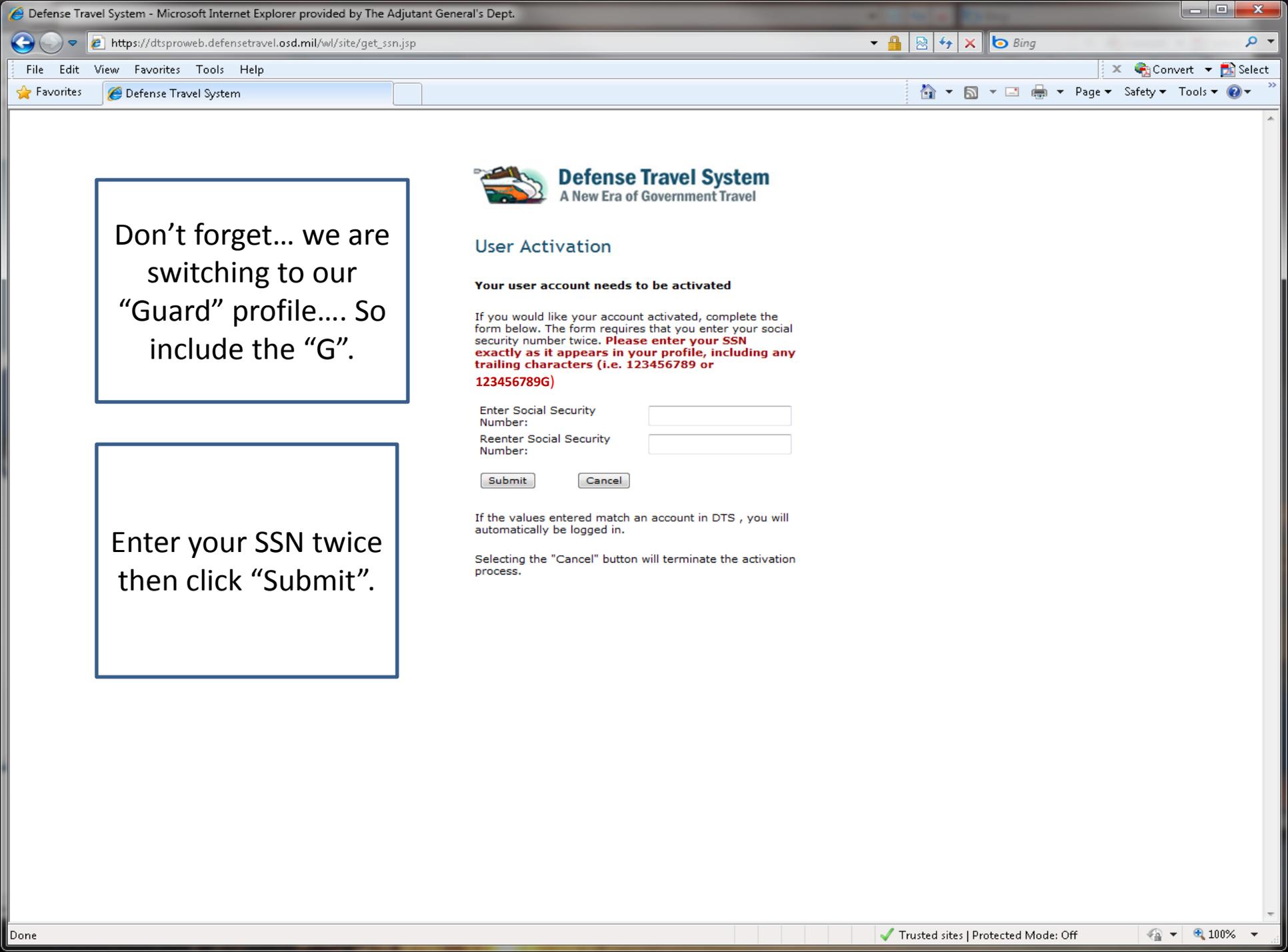
DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

DEPARTMENT OF DEFENSE: Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974.

Click



Just kidding!



Don't forget... we are switching to our "Guard" profile.... So include the "G".

Enter your SSN twice then click "Submit".



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User Activation

Your user account needs to be activated

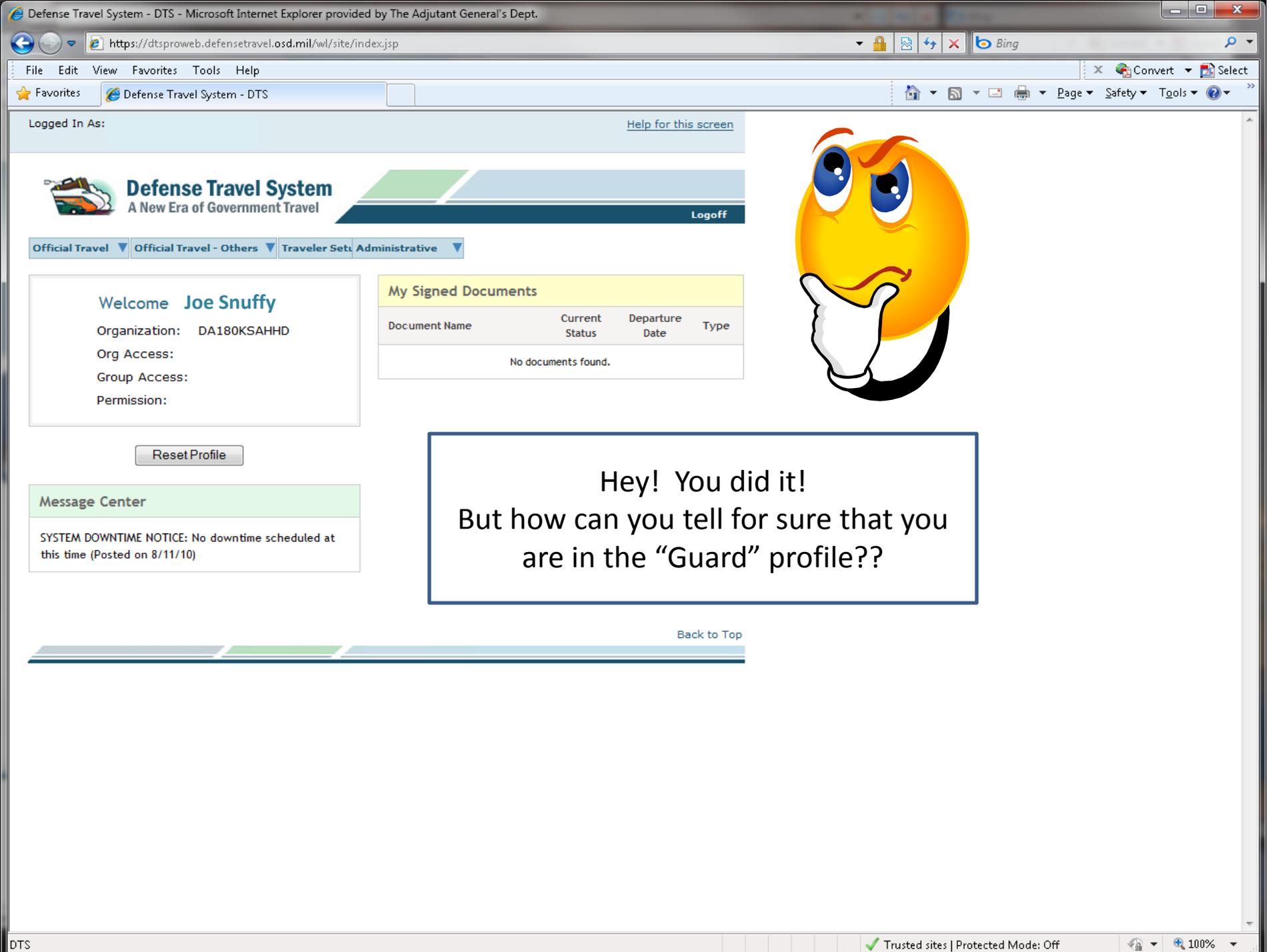
If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. **Please enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 123456789G)**

Enter Social Security Number:

Reenter Social Security Number:

If the values entered match an account in DTS , you will automatically be logged in.

Selecting the "Cancel" button will terminate the activation process.



Logged In As: [Help for this screen](#)

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Logoff

- Official Travel
- Official Travel - Others
- Traveler Setu
- Administrative

Welcome **Joe Snuffy**

Organization: DA180KSAHHD
Org Access:
Group Access:
Permission:

Reset Profile

Message Center

SYSTEM DOWNTIME NOTICE: No downtime scheduled at this time (Posted on 8/11/10)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			



Hey! You did it!
But how can you tell for sure that you are in the "Guard" profile??

[Back to Top](#)

Defense Travel System - DTS - Microsoft Internet Explorer provided by The Adjutant General's Dept.

https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp

File Edit View Favorites Tools Help

Logged In As: [Help for this screen](#)



System
Travel

Logoff

Official Travel | Traveler Setu Administrative

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Reset Profile

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Message Center

SYSTEM DOWNTIME NOTICE: No downtime scheduled at this time (Posted on 8/11/10)

Look at your organization

The Welcome screen will look a little different.
Instead of your "office symbol" you will see your Unit name... or at least a part of it.

DTS Trusted sites | Protected Mode: Off 100%



Reset Profile

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Continue

Cancel

So when you are ready to go back to your Technician Profile, you reverse the process.

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Notices

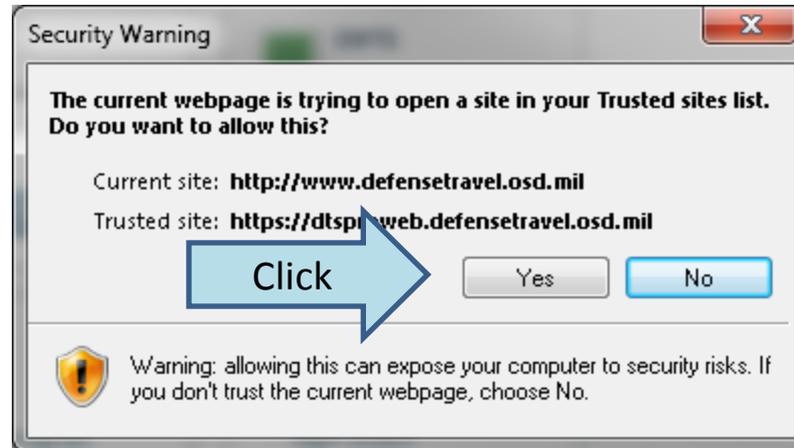
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- Advantage Rent-A-Car Remains in U.S. Rental Car Program
- Are you experiencing DTS login issues?
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And here we are again...

Click LOGIN TO DTS



You might get this pop-up..... click Yes.



Kinda feels like we are repeating ourselves, huh?



Ok, no test this time!

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- At any time, the USG may inspect and seize data stored on this IS.
- 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 interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

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DEPARTMENT OF DEFENSE: Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974.

Click



You passed it the first time!



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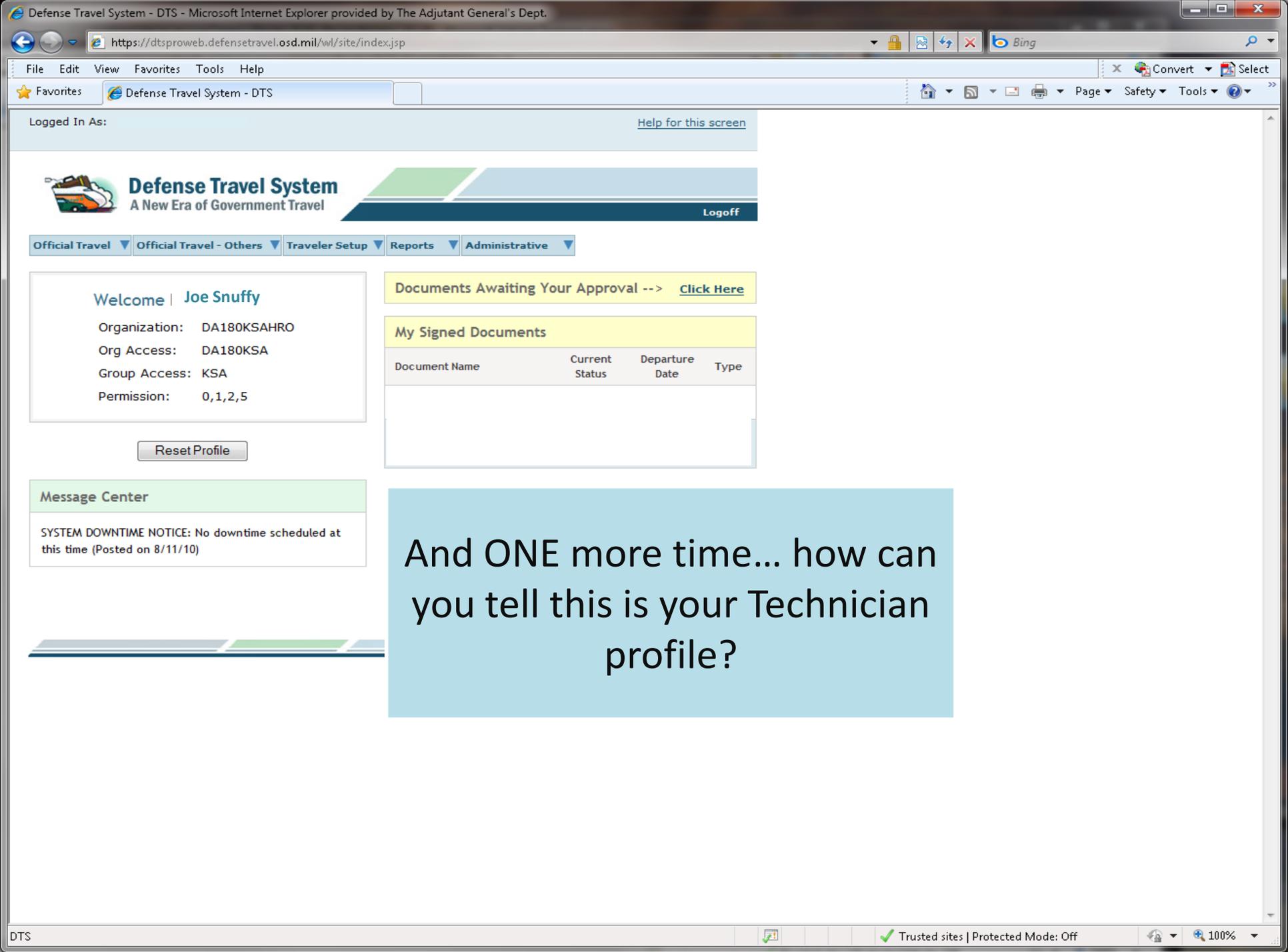
Continue

Cancel

Read the info above.... Don't forget there is NO "G" the end of your SSAN as you change back to your "Technician" profile!

Go ahead and Click "Continue".





Logoff

- Official Travel
- Official Travel - Others
- Traveler Setup
- Reports
- Administrative

Welcome | **Joe Snuffy**

Organization: DA180KSAHRO
Org Access: DA180KSA
Group Access: KSA
Permission: 0,1,2,5

Reset Profile

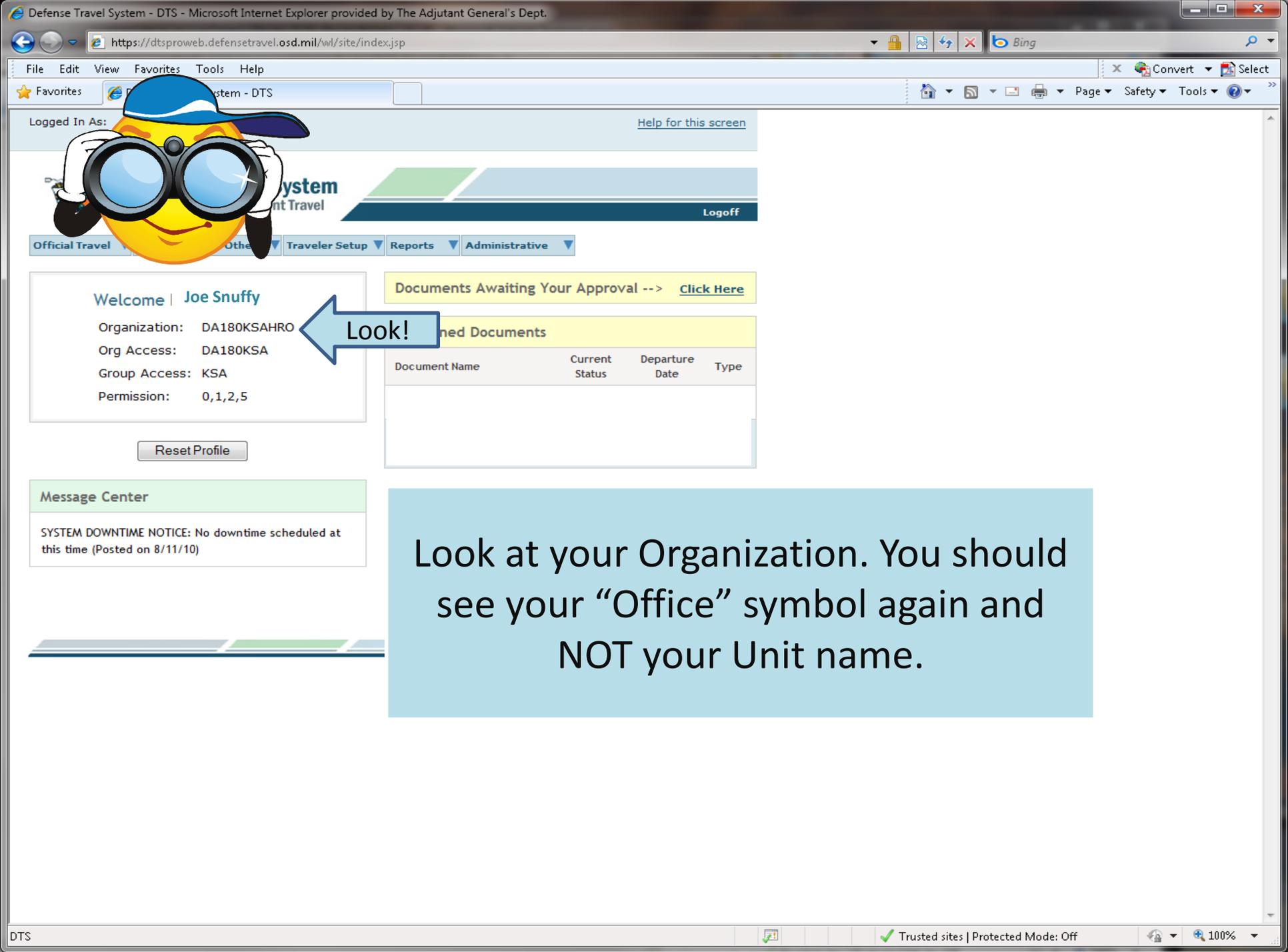
Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents			
Document Name	Current Status	Departure Date	Type

Message Center

SYSTEM DOWNTIME NOTICE: No downtime scheduled at this time (Posted on 8/11/10)

And ONE more time... how can you tell this is your Technician profile?



System
nt Travel

Logoff

Welcome | Joe Snuffy

Organization: DA180KSAHRO
Org Access: DA180KSA
Group Access: KSA
Permission: 0,1,2,5

Reset Profile

Documents Awaiting Your Approval --> [Click Here](#)



Approved Documents

Document Name	Current Status	Departure Date	Type

Message Center

SYSTEM DOWNTIME NOTICE: No downtime scheduled at this time (Posted on 8/11/10)

Look at your Organization. You should see your "Office" symbol again and NOT your Unit name.

And Now You Know – How to Reset Your Profile



Ta-Da!

Questions?



All questions about M-Day
orders should be directed to
the G-3 shop.