# Table of Contents

**AirPortal 360™** Dashboard/ Basic Navigation ........................................................................................................... 3  
Quick Links ........................................................................................................................................................................... 3  
Widgets ................................................................................................................................................................................... 4  
Settings & Logging Out............................................................................................................................................................. 4  
Tool Tips .................................................................................................................................................................................... 4  
FAQ’s/Tutorials .......................................................................................................................................................................... 4  

**SecurityLogic®** Heat Map ......................................................................................................................................................... 5  

**Book a Trip - Agent** .................................................................................................................................................................. 6  
**Book a Trip – Online** ............................................................................................................................................................... 6  

**Airtineraries®** ........................................................................................................................................................................... 8  
Searching for Airtineraries® ......................................................................................................................................................... 8  

**AirBank®** ....................................................................................................................................................................................... 9  
**Ticket Search** ............................................................................................................................................................................... 9  

**SecurityLogic®** .......................................................................................................................................................................... 11  

**Alerts** ...................................................................................................................................................................................... 12  
**Detailed Map** ........................................................................................................................................................................ 13  

Locating Travelers ....................................................................................................................................................................... 14  

**Sending Notifications & Safety Requests** ........................................................................................................................... 16  
**Safety Check Requests** ............................................................................................................................................................ 19  

**Notifications Center** ............................................................................................................................................................... 23  

**ProfileLogic®** ............................................................................................................................................................................. 25  

**Tripit®** ....................................................................................................................................................................................... 26  
Activating Tripit® ........................................................................................................................................................................... 26  
Deactivating Tripit® .................................................................................................................................................................... 27  
Deactivating & Re-activating Users.............................................................................................................................................. 28  

**Travel Agency Services** ........................................................................................................................................................... 29  

**AirPortal 360™ Training & Support** ........................................................................................................................................ 30  

**FAQ’s** ....................................................................................................................................................................................... 31  

My Settings & Logging Out............................................................................................................................................................ 31
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>AirPortal® My Travel</td>
<td>32</td>
</tr>
<tr>
<td>Basic Navigation/My Travel Dashboard</td>
<td>32</td>
</tr>
<tr>
<td>Informational Widgets</td>
<td>33</td>
</tr>
<tr>
<td>Airtineraries</td>
<td>34</td>
</tr>
<tr>
<td>AirBank®</td>
<td>Unused Ticket Bank</td>
</tr>
<tr>
<td>Book a Trip - Agent</td>
<td>36</td>
</tr>
<tr>
<td>Book a Trip – Online</td>
<td>36</td>
</tr>
<tr>
<td>My Travel Profile</td>
<td>36</td>
</tr>
<tr>
<td>My Travel Map</td>
<td>37</td>
</tr>
<tr>
<td>Tripit®</td>
<td>38</td>
</tr>
<tr>
<td>Activating Tripit®</td>
<td>38</td>
</tr>
<tr>
<td>Deactivating Tripit®</td>
<td>38</td>
</tr>
<tr>
<td>Settings &amp; Logging Out</td>
<td>39</td>
</tr>
</tbody>
</table>
AirPortal 360™ Dashboard/ Basic Navigation

a. Click on the button to access a list of products such as Airtineraries®, AirBank®, ValueLogic®, ProfileLogic®, HotelPrepayLogic® and PolicyLogic®. The also allows you to switch between the AirPortal 360™ & My Travel dashboards.

b. To access the settings page, logout or access FAQ’s/Training Resources click on the circle containing your initials next to the AirPortal® logo.

c. A breadcrumb trail will be created as you begin navigating the system which gives you quick access to previously retrieved pages.

Quick Links

a. Another option to access Airtineraries®, AirBank®, Book a Trip – Agent, or Book a Trip - Online is by using Quick Links.

b. Edit Quick Links to create your own links for travelers and/or travel arrangers to access. Such as a link to your Hertz enrollment.
Widgets

a. The AirBank® and Account Travel Spend widgets give a high level view of your traveler’s unused tickets and travel spend.

b. The widgets can be rearranged by dragging and dropping them into the location you desire.

c. Widgets can be added by selecting the + symbol, selecting the appropriate widget by clicking and dragging into an open spot on your dashboard.

d. Additional widgets can be added by selecting the + symbol.

![Image of AirBank® and Account Travel Spend widgets]

Settings & Logging Out

a. To access your user settings page select the circle with your initials.

![Image of AirPortal® logo]

b. My Settings to manage your basic information change your password, user ID, add phone numbers, notifications preferences, authorize Tripit or email addresses. If you are also a travel planner for others in your organization you can view your list of travelers.

c. Select Log Out from the settings menu to exit the system or close your browser (or window).

![Image of AirPortal® logo]

Tool Tips

a. Look for these Tool Tips symbols throughout the system to assist you. Simply click on the icon located throughout the system to display additional information about a specific function.

![Image of Tool Tip icon]

FAQ’s/Tutorials

a. To access FAQ’s & Training Resources click on your initials next to the AirPortal® logo.

![Image of AirPortal® logo]
**SecurityLogic® Heat Map**

SecurityLogic® allows you to identify who, when, and where travelers are and the ability to notify travelers when there is an incident that requires action. The SecurityLogic® Heat Map shows travelers who are currently traveling and worldwide travel alerts that might affect them.

a. The **Ticker Tape** running along the top displays the top “15” travel alerts occurring worldwide (source: etravelalerts.com) and is updated every 10 minutes.

b. To view more details, and the link to the original news source, simply click on the ticker tape **Details** link located at the end of each alert.

c. The darker areas on the map indicate a more concentrated amount of travelers; whereas the lighter areas indicate fewer travelers.

d. **Total Travelers** represent all travelers currently traveling on active itineraries. To custom search options click on the **Detailed Map** Button, or selecting SecurityLogic® from the AirPortal® menu.
Book a Trip - Agent
a. Book a Trip – Agent can be used to send travel information for a trip you need booked by your Christopher agent.
b. The Book a Trip feature can be accessed by selecting the MENU button or from the Quick Links area on the main AirPortal 360™ dashboard.

Book a Trip – Online
a. Book a Trip – Online will access your online booking tool and allow you to book travel for others.
b. The Book a Trip feature can be accessed by selecting the MENU button or from the Quick Links area on the main AirPortal 360™ dashboard.
c. Once inside the online booking tool follow the instructions below to select the traveler you wish to book travel for (instructions will vary depending on online booking tool).
d. Concur users will click on Profile in the upper right hand corner of the Concur page, enter the traveler’s name and select Apply.

e. Reardon users will select the “start assisting” option in the upper right hand corner of the page. Enter the traveler’s name into the search box.

f. ResX users will select the traveler from the pull down menu next to “travelers”.
Airtineraries®

a. Airtineraries® gives access to all travelers past, current, future itineraries.

b. Click on the MENU button and select Airtineraries® from the menu or select Airtineraries® from the Quick Links area on the main AirPortal 360™ dashboard.

c. To search by traveler or division name.

d. **Advanced Search** to filter itineraries by individual travelers, date, city, record locator, or agent.

e. **Reset** to default view; displays past, current, followed by future itineraries.

f. Use the **Arrow Buttons** to search for past, current or future itineraries.

g. Click on the **Column Headings** to change the view from ascending to descending order.

h. Double click on a row to access a traveler’s itinerary.

i. Customize your view by using **Manage Columns** (settings will be saved).
AirBank®

a. To access AirBank®, click on the MENU button and select AirBank® or select AirBank® from the Quick Links area on the main AirPortal 360™ dashboard.

Ticket Search

a. Search for unused tickets by ticket number or by traveler user name.
b. Click on the row to access details regarding an unused ticket.
c. Click on the column heading to change the view from ascending to descending order.
d. Use Download Report to generate reports in various formats.
e. Customize your view by using Manage Columns. Your settings will be saved.
f. Click on the Ticket Details, Reasons Not Used, Notes, History, and Transactions to view the details regarding the unused ticket.
AirBank® Unused Ticket Widget

a. AirBank® works just like a bank account. Unused tickets are deposits and are listed as recovered. All re-used or expired tickets are withdrawals, and are listed as used. The balance represents the value currently available for re-use.
b. Click on the More Button to view the Summary by Month, click again to view the Summary by Day, click again to view the daily transactions.
c. Click on the Recovered, Used or Available columns to view information individually.
d. Use the breadcrumb trail located below the main menu to navigate back to previous pages.

AirBank® Summary

a. To view “deposited” tickets only click on Recovered from the legend or the Recovered column.
b. To re-used and expired tickets only click on Used from the legend or the Used column.
c. Display unused tickets that are available click on Available from the legend or the available column.
SecurityLogic®

SecurityLogic® allows you to identify who, when, and where travelers are and the ability to notify travelers when there is an incident that requires action.

a. To access SecurityLogic®, click on the MENU button and select SecurityLogic®.

b. The **Legend** defines all of the icons and symbols represented on the SecurityLogic® map.

c. The **Map** tab allows you to change the map to road map, terrain, hybrid, or satellite view.

d. Use **Zoom** to reset the map.

e. Check warnings, alerts, airport delays, traffic, and weather using the **Overlays** feature.
Alerts
A list of alerts that apply to a general area of the world vs. a specific location can be access by clicking on the Global, Countywide or the Statewide Alert button.

a. Once you select an alert, scroll through a list of alerts by using the Arrow Buttons.
b. To read more details about the alert and to view the news source; select More Info.
c. Use Notify Travelers to send a custom message to your travelers regarding this alert. Note: Your custom message along with the full details of the alerts will be send to the traveler.

Important Note: To ensure travelers receive these notifications it is imperative travelers have their cell phone number, phone carrier, current email address, and the notification method indicated on their “setting page”.

d. Select View Notifications to obtain a list of notifications that have been sent.
**Detailed Map**

The travelers on the map are those travelers currently traveling or travelers with flights due to depart within the next 3 hours.

![Detailed Map Image]

**a.** Click on the purple **Clusters** to view travelers in located in that area. Select **View Itinerary** to view the traveler’s itinerary.

**b.** Click on any of the Info, Cautions, Warnings or Disaster icons on the map to view **More Info…** regarding the alerts, notify your travelers or view notifications.

**ALERTS Definitions and Criteria**

**Disaster** 🔄 A major natural or terrorist event that has occurred or is to take place, such as hurricanes, typhoons, tsunamis, floods, earthquakes, that has created wide spread damage and destruction and has or will affect thousands of people or the country. For example: Typhoon Haiyan, Hurricane Katrina, Indonesian Tsunami, 9/11, London/Spain bombings, Haiti earthquake.

**Warning** 🕵️‍♀️ Events that **will** threaten the safety of a traveler or **will** significantly affect travel itineraries. For example: government sends do not travel warnings, terrorist events, violent demonstrations, weather events, flight/airline cancellations, airport closures, natural disasters.

**Caution** 🚧 For events that **might** affect traveler safety or **might** potentially disrupt travel itineraries, eg labour strikes, political demonstrations, crime, weather disruptions, etc.

**Info** 📁 For events that travelers should be aware of when visiting a destination such as national elections, International sporting events. Some events may already be listed in the Public Holidays category in the Traveler’s Advisory.
Locating Travelers

SecurityLogic® displays a list of all travelers that are currently traveling in all locations; however there are several options to search for travelers who are en route.

**a.** Search by departments or teams. This will allow you to search for those travelers assigned to a particular group. To create a group or to assign traveler’s to a department or team see the Account Organization section of this document.

**b.** You can search for travelers who traveled in the past, present, or future. Or search by specific times and/or dates.

**c.** Search by location. Cities that appear in the list are cities in which there are travelers.

**d.** Airline and/or flight number.
e. Search by specified traveler by entering the traveler’s name into the white Search Box.

f. Once search options are selected you can increase the radius. For example, if there is an incident in San Francisco you can increase the radius around San Francisco to see if you have travelers within that area.

g. Once you’ve narrowed down your search you have the ability to download a report into a .CSV or .PDF file using the Download Report feature located at the bottom and the top of the dashboard.

h. Use the Manage Columns button to customize, add or re-arrange the column headings.

i. The Notify Travelers button is another way to advise travelers.

h. You can access traveler’s itineraries as well as notifying specific travelers affected by alerts from the travelers table.
Sending Notifications & Safety Requests

To help facilitate your company’s duty of care responsibilities, SecurityLogic® provides the ability to send travelers custom notifications, alerts and the option to ask travelers to verify their safety.

SecurityLogic® Detailed Map

- Notifications can be sent by clicking on one of the Info 🔄, Caution 🚨, Warning 🚭 or Disaster ⚠ icons located on the map and then selecting **Notify Travelers**.

SecurityLogic® will locate travelers within a 10 mile radius of the Caution, Warning or Disaster that was selected. The radius can be increased by clicking on the down arrow button once inside the **Notify Travelers** box.

- Select **Create Notifications** to send travelers a custom message with the option to ask travelers to verify their **Safety**.
c. Click on **Add Recipient** to add to the list of recipients.

d. Select **Clear Recipients** to remove all recipients from the current list.
e. Click on the recipient’s name to remove them from the list.
f. Enter a **Subject Line** and **Custom Message**.
g. Check the **Require Safety Check** box to request these travelers to verify their safety
h. Click on Send.

Once “Send” is selected the travelers will receive the following:

a. The **Custom Message** via text, email or both depending upon how they’ve set themselves up on their user’s settings page (see User’s Settings Page of this document for more details).
b. A brief summary of the alert or caution with an option to **Click Here** to read more information.
If the traveler(s) are asked to verify their wellbeing using the Safety Request they will receive the following:

a. Your **Custom Message** via text, email or both depending upon how they’ve set themselves up on their user’s settings page (see User’s Settings Page of this document for more details).

b. An **I’m Safe** button they can click on to verify their wellbeing.

c. A brief summary of the alert or caution with a link, **Click Here**, directly to the news source (CNN, US Government, etc.) containing the full details pertaining to the caution or warning.

Please let us know you are safe

![I'm Safe Button](Image)

⚠️ CAUTION - TRANSPORTATION

Orlando, FL UNITED STATES  
Sep 01, 2014 - Sep 30, 2014

This is just a test alert

**Click here** for more information.
Safety Check Requests

a. Once the traveler selects the "I'm Safe" button contained within the text or email the system will mark the traveler as **Currently Verified** and the traveler receives this message:

![Green checkmark](Image)

Thank you for letting us know that you are safe!

b. If the traveler doesn’t have the setting on their phone and/or computer allowing their current location to be disclosed they will receive the following message showing them how to enable it. Until the traveler enables this feature the system will mark the traveler as **Unverified**.

![Red X](Image)

We are unable to locate you because you have opted not to share your location or the location services for your device is turned off.

For more information regarding location services for a specific device or browser, please refer to the applicable links below:

- iOS
- Android
- Blackberry
- Chrome
- Firefox
- Safari
- Internet Explorer
Managing Safety Check Requests

Safety Check allows you to monitor, track and report on Safety requests sent as well as the current status of travelers; currently verified, previously verified and unverified.

Safety Check can be accessed by clicking on the MENU button and then selecting Safety Check.

Safety Check can also be accessed once inside the SecurityLogic® dashboard by selecting the Safety Check tab.
a. The push pins on the map indicate the travelers you sent Safety Requests to. **Green pins** are travelers who have been verified by selecting the I’m Safe button in the text or email they received. On occasion you may need to send multiple Safety Requests to the same travelers. **Yellow pins** denote travelers that verified their safety in the first Safety Request sent, but not the most recent request. **Red pins** are traveler’s who have not verified their safety.

The **Traveler’s Tab** shows a list of travelers who’ve received Safety Checks and indicate whether the traveler is currently verified (I’m Safe button was selected in the text or email they received), previously verified (multiply Safety Requests were sent and traveler has verified their safety in the first request sent, but not the most recent request). The time the request was sent and when the traveler checked-in is also shown.

b. Use the button to refresh the list of Safety Requests.

c. The **Current Verified**, **Previously Verified** and **Unverified** buttons can be used to filter information to show only Current Verified, Previously Verified or Unverified travelers.

d. Travelers with a ● next to their name are not verified, ○ indicates previously verified and ● verified.

e. Click on the row to expand and view the times the Safety Request was sent and the time the traveler verified themselves.

f. To access the travelers complete travel itinerary select **View Itinerary**.

g. **Download Report** to download information into Excel.
The Requests Tab shows the time Safety Requests were sent, the travelers it was sent to, status of traveler’s verifications, and the ability to resend the request when needed.

![Safety check requests for the past 24 hours with status bar indicating travelers verified safety.]

a. The multi-colored status bar indicates travelers that have verified their safety (shown in green), travelers who verified their safety on the original request, but not the current request (shown in yellow), and travelers who have not verified their safety (shown in red).
b. Click on the row to open to see which travelers the request was sent to.
c. Select the Resend link to resend the Safety Request.
Notifications Center
The notification center allows you to view all of the sent messages. It tracks the content of the alert that was sent, when it was sent and who it was sent to.

To access the Notification Center, click on the MENU button, and select Notifications Center.

a. The Notification Center will display all notifications; however you can search by account name, traveler’s name or email address using the white search box.
b. The default view shows notifications that were sent at the top and the recipient information below. You can reverse this view by selecting Switch View.
c. Use Reset View to revert to the default view.
d. Use the Notification Type Filter to view by type of notification (alert, warning, etc.)
e. Notifications are organized by date, type, created by, subject, message, sent, failed and pending notifications.
f. Click on the row of the alert to view the recipient details.

g. The details will display at the bottom showing the status, date sent, recipient, method, and email.

h. The **Travel Alert** tab can be selecting to view more details about the alert.

i. The option to **Download Report** and **Manage Columns** (customize the columns) is also available.
Profiles & Settings

Profiles & Settings gives you the ability to reset traveler’s passwords, deactivate travelers, and authorize Tripit. To access traveler’s profiles, select the AirPortal 360™ MENU and select Traveler Profiles.

a. The green circle indicates the traveler is an active user in the system. Red circle indicates the traveler is inactive. To re-activate the traveler simple click on the red circle.
b. The mail icons can be used to send a password reset email and/or a welcome email that contains the traveler’s log in credentials.
c. “X” to deactivate the traveler.
d. Select View User to change and/or add Travel Planners, authorize Tripit, view travelers settings, deactivate traveler, or reset password.
Tripit®

Activating Tripit®

a. To activate Tripit®, log into AirPortal 360™ and click on the MENU button then select Traveler Profiles.

b. Search for the traveler by first name, last name or email address.

c. Click on the View User’s button.

d. Select Authorize TripIt.

e. If the traveler has a Triplt® account select Have an account? Sign In and enter their log in credentials. If not, select Sign Up to create an account for the traveler.

f. Select Allow to permit AirPortal® to forward the traveler’s itineraries to their TripIt® account. It is only necessary to do this once.
Deactivating TripIt®

a. To deactivate TripIt®, log into AirPortal 360™ and click on the MENU button, select Traveler Profiles.

b. Search for the traveler by first name, last name or email address.

c. Click on the View User’s button.

d. Select Deauthorize TripIt.

a. Click on the Remove button.

Applications you allow to access your plans stored in TripIt

These are applications that you’ve given permission to access your TripIt data. To read more about what each application does, click on the application name. If you have any feedback on these applications, please contact us.

- AirPortal: This application can access information in your account. Last date granted: Oct 3, 2013
- TripIt for iPhone: This application can access information in your account. Last date granted: Jan 30, 2013

b. Select OK.
Deactivating & Re-activating Users

a. Click on the MENU button, select Traveler Profiles.

b. Search for the traveler by first, last name, or email address.

c. Click on the Green Circle next to the applicable traveler to deactivate the traveler.

d. Click on the Red Circle next to the applicable traveler to reactivate.

e. Click on the first Envelope to send a new enrollment email, or click on the second Envelope to send a reset password email.
Travel Agency Services

Christopherson Business Travel’s contact information can be found in Travel Agency Services (agents, account managers, hours of operation, after hours information, online support and account manager).

To access Travel Agency Services click on the MENU button and select Travel Agency Services.
AirPortal 360™ Training & Support

a. A list and description of upcoming training webinars can be found under Training Resources.

b. Printable user’s guides can be found under Training Resources.

To access Training Resources click on the MENU button and select Training Resources.
FAQ’s
Access frequently asked questions and view short training video clips on how to perform various functions within AirPortal 360™.

To access FAQ’s and Training Resources click on your initials next to the AirPortal® logo.

My Settings & Logging Out
Click on your initials next to the AirPortal® logo to access your settings page.

The My Settings page allows you to change your password, set up TripIt, set up notifications, and change user names, and add Travel Planners.
AirPortal® My Travel

The AirPortal® My Travel dashboard gives travelers everything they need before, during and after travel. It gives travelers access to their past, present and future travel itineraries, unused tickets, travel spend, online booking tool and much more!

Basic Navigation/My Travel Dashboard

a. Click on your initials to access your account settings page to change your password, access training resources or logout.

b. Click on the button to access products such as; AirBank® containing unused tickets, Airtineraries® your past, present and future travel itineraries, your company’s travel policy, access your online booking tool, and obtain agency contact information.

c. The main products can also be accessed from the “Quick Links” area.
a. The My Travelspend widget shows travelers year-to-date travel spend for air, car, and hotel.
b. The My Travel Contacts widget gives travelers agency contact information. This widget also allows travelers to email their agent by simply clicking on the agents email address. The “more...” link gives traveler’s additional agency information such as hours of operation, after-hours information, etc.
c. The Blog Posts widget contains travel related information helpful to travelers.
d. The information inside each widget can be select to drill into the data. For example, you can click on an unused ticket inside the My Unused Tickets widget and obtain additional information regarding that unused ticket.
e. The informational “widgets” can be rearranged by clicking and dragging them from one place to another. “Widgets” can be added by selecting the + symbol at the bottom of the page.
Airtineraries®

a. The first “3” upcoming trips will appear in the “My Upcoming Travel” section. If there are no upcoming trips then the “My Travel Map” will appear.

b. Use the mouse icon to “check in” for a flight.

c. Luggage icon can be used to view airlines baggage policy and fees.

d. Airplane icon will display departure airport delays.

e. The “My Upcoming Travel” tab will display all upcoming travel.

Airtineraries® | Accessing Trip itineraries.

a. Past, current, and future travel itineraries can be accessed by hovering over the “My Travel” tab and selecting Airtineraries® or by selecting Airtineraries® from the “Quick Links” area.

b. Airtineraries® default displays all travel itineraries (past, current & future). Use the “Arrow” buttons to view only past, current or future trips.

c. The “Manage Columns” button will allow customized viewing of itineraries.

da. Click on the individual line to view the entire itinerary. This will give the option to email trip, re-sync trip to Tripit, view travel policy, or collapse the itinerary to view by a glance.
AirBank® | Unused Ticket Bank

a. AirBank® can be accessed by clicking on the MENU button and selecting AirBank® or by selecting AirBank® from the Quick Links area.
Book a Trip - Agent
Book a trip by sending your travel information to a Christopherson Business Travel agent by hovering over the My Travel tab and selecting Book a Trip – Agent or selecting the Book a Trip – Agent option from the Quick Links area.

AirBank® can be accessed by clicking on the MENU button and selecting AirBank® or by selecting AirBank® from the Quick Links area.

Note: This is an optional function in which your company may have disabled.

Book a Trip – Online
To book a trip using your online booking tool hovering over the My Travel tab and select Book a Trip – Online or click on Book a Trip – Online from the Quick Links area.

My Travel Profile
To change or update your travel profile (add frequent flyer numbers, email addresses, phone numbers, TSA information, credit cards, etc.) select My Travel Profile from the Quick Links area.
My Travel Map

The My Travel Map tab displays past and future trips on a world map powered by Google Maps. The My Travel Map also gives travelers information that may affect their travel such as airport delays, travel alerts/warnings, traffic information, weather and earthquake disturbances.

a. The red pins indicate past trips and the green pins indicate future travel. Simply click on a pin to view the itinerary for that trip.
b. Past/Future option will allow the user to view past trips, future trips or both.
c. Map “Overlays” will display airport delays, travel alerts, traffic, weather and earthquake disturbances.
d. The “Map” feature shows road map, terrain, and satellite views.
e. The “+” and “−” symbols can be used to adjust the zoom.
f. Use “Reset Zoom” to reset the view.

ALERTS Definitions and Criteria

Disaster ⚠️ A major natural or terrorist event that has occurred or is to take place, such as hurricanes, typhoons, tsunamis, floods, earthquakes, that has created wide spread damage and destruction and has or will affect thousands of people or the country. For example: Typhoon Haiyan, Hurricane Katrina, Indonesian Tsunami, 9/11, London/Spain bombings, Haiti earthquake.

Warning ⚠️ Events that will threaten the safety of a traveler or will significantly affect travel itineraries. For example: government sends do not travel warnings, terrorist events, violent demonstrations, weather events, flight/airline cancellations, airport closures, natural disasters.

Caution ⚠️ For events that might affect traveler safety or might potentially disrupt travel itineraries, eg labour strikes, political demonstrations, crime, weather disruptions, etc.

Info 🌐 For events that travelers should be aware of when visiting a destination such as national elections, International sporting events. Some events may already be listed in the Public Holidays category in the Traveler’s Advisory.
**Activating TripIt®**

a. To activate Tripit®, log into AirPortal®, click on your initials next to the AirPortal® logo.

b. Select **My Settings**

c. If you have a TripIt® account select Have an account? Sign In. If not, select Sign Up to create an account.

d. Select Allow to permit AirPortal® to forward your itineraries to your TripIt® account. It is only necessary to do this once.

**Deactivating TripIt®**

a. To deactivate Tripit®, log into AirPortal®, click on your initials next to the AirPortal® logo.

b. Select **My Settings**

c. Select Deauthorize TripIt.

d. Click on the **Remove** button.

e. Select **OK**.
Settings & Logging Out

a. Click on your initials in upper right hand corner of the page and select Settings.
b. My Settings to change your password, user ID, notification preferences, add a travel planner, add phone numbers or email addresses.
c. Select Log Out to exit the system.