| Log In to Cliqbook | |
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| 1 | Follow any special instructions provided by your agency for logging into Concur Travel. Otherwise, open a browser window and type in [www.concursolution.com](http://www.concursolution.com) |
| **2** | Enter your assigned login (provided by your travel manager or agency). |
| **3** | Enter your default password (provided by your travel manager or agency). |
| **4** | Click **Go** to log in. |

| Change your Password | |
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| **1** | Select **Profile** from the grey menu bar at the top of the screen. |
| **2** | Click **Other Settings – Change Password** (left side of the screen). |
| **3** | Enter your new password and save the change. |

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| Change your Time Zone, Date Format, or Language | |
| **1** | Select **Profile**. |
| **2** | Click **Other Settings – System Settings** (left side of the screen). |
| **3** | Update the **System Settings** section. |
| **4** | **Save** your changes. |

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| Update your Travel Profile | |
| **1** | Select **Profile**. |
| **2** | Enter or update your information and select any **Save** button on the screen. |
| **HINT:** TSA regulations require all tickets be issued utilizing the traveler’s legal name as it appears on their passport, driver’s license or photoidentification. | |
| Set up a Travel Arranger or Assistant | |
| **1** | Select **Profile**. |
| **2** | Click the **Assistants** link at the top of the Profile screen. |
| **3** | Click **Add an Assistant** to search for your assistant’s last name. Your assistant must have a Cliqbook account created before you can add him or her to your profile. |
| **HINT**: Trouble searching? Try this format: LastName, FirstName (no spaces). For example: Smith,June | |

| Make a Travel Reservation | |
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| **1** | Choose the **Flight** tab at the left side of the screen. |
| **2** | Enter the cities for your travel. Choose from the **Cliqbook Map** tab or type into the **Departure** and **Arrival City** fields. |
| **3** | Enter the date and time preferences for your travel. |
| 4 | Chose to search for flights by **Price** or by **Schedule**. |
| 5 | Select your airfare. |
| 6 | Review that the Itinerary is correct on the **Itinerary** screen. |
| 7 | On the **Itinerary** screen you can:   * Select or change a seat   Change a flight (not for all users) |
| 8 | On the **Trip Booking Information** screen you can:   * Change the trip name. * Enter a trip description.   Enter comments for the travel agent (extra fees may apply). |
| 9 | Select your preferred format for the email from Cliqbook: HTML or Text. |
| 10 | Confirm the final itinerary. |
| 11 | Once the travel wizard is complete, click the **Close** button. |

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| Cancel or Change an Airline | |
| 1 | From the **Upcoming Trips** tab, click the name of the trip. |
| **2** | Click **Change Trip** |
| **3** | From the Itinerary, choose:   * Change Seat * Change Flight to change your day or time for travel – you cannot change the airline. |
| **4** | To cancel your entire trip, click **Cancel** from the menu. |
| **HINT:** If the status of the trip says **Ticketed**, you cannot change or cancel your flight, you must call your travel agent. | |

| Select a Seat | |
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| 1 | Anywhere in Cliqbook where you see the seat map button, you can click it to select a seat. |
| **2** | Green seats mean the seat is available. |
| **3** | Hold your cursor over the seat to see the seat number. |
| **4** | Yellow highlighted seats are preferred – you can only select these seats if you have preferred status on the airline. |
| **5** | You will usually be automatically assigned a seat. From the **Itinerary** page, you can view your seat or click **Change Seat** to change it. |

**SAVE TRAVELS!!**