

How to Log In to E-Travel Online

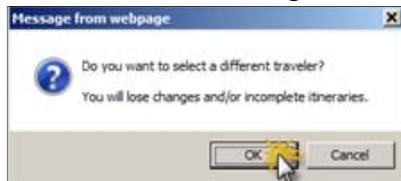
- 1 Enter the URL in your Internet browser:
<https://dof.doa.alaska.gov/dof/sabre/login>
- 2 Enter your State of Alaska Enterprise User ID (LDAP) and Password information.
- 3 Click [Login](#) [Login].

How to Book a Trip for a Traveler

- 1 Click on the traveler's name (Ex: Bear, Vernon)



And click Ok on the **Message from webpage**



- 2 The traveler's name displays in, "Arranging Travel for", at the top of the homepage.

- 3 NOW BEGIN Booking travel by selecting your search preferences. Be sure to check boxes to include hotel and/or car in applicable.
- 4 Select your search preference: Search by Schedule or Search by Price. TIP: [Search by Time] or [Multi-destination] if you want specific flights or if layovers of greater than 4 hours are possible (Seattle).
- 5 Click in the appropriate radio button for a Round Trip, One Way, or Multiple Cities booking.
- 6 Enter the airport codes or city names for your travel in the **From** and **To** fields.
- 7 Enter/select the dates and time preferences for your travel.

- 8 Select refundable or non-refundable from the drop-down list.
- 9 Select the desired flights from your complete itinerary options to add to the itinerary. If the desired flights are not listed, select [Search by Time] for more options.
- 10 Select seating for each flight.
- 11 If trip includes hotel, the hotel search screen will appear.
- 12 Click [View rates](#) [View rates] next to desired hotel. Click [Select](#) [Select] next to desired room rate and room type. Click [Select room](#) [Select room] after reviewing the details and cancellation policy.
- 13 If trip includes a rental car, the car search screen will appear. Select preferences and click [Express booking](#) [Express booking] or [Search](#) [Search]. If selecting Search Now, select the rate under the desired car type to add to itinerary. Express booking will automatically add the car rental at the lowest contract rate for the car type.
- 14 Review [Fare rules](#) [Fare Rules] for your selected itinerary under each flight segment.
- 15 Complete all the required fields in the Reporting Information Tab. To utilize an unused ticket, insert into the special instruction box. If purchasing itinerary, see Step 16.
- 16 Review the Trip and Checkout Page prior to clicking the [Purchase Trip](#) [Purchase Trip] button.
- 17 If an arranger does not select a traveler from the list in Step 1, an error message may prompt on the purchasing page, "Your user profile is not stored in the reservation system".

Trip review and checkout

Your user profile is not stored in the reservation system. The system could not complete your reservation. Please contact your travel administrator to store your profile in the reservation system.

How to Assign or Remove A Frequent Traveler

- 1 Check or uncheck the boxes to assign or remove travelers from the Frequent Traveler Tab.



Note: You can also click on the icon **x** to remove travelers from the Frequent Travelers Tab.

How to Modify or Cancel an Itinerary

- 1 From the E-Travel Online user home page, click on the Trips Tab.
- 2 Select the itinerary from the Manage trips tab or click on View All Trips and select the itinerary to view. Select the [Change this flight](#) [Change this flight] option to modify air, car, and hotel.
- 3 Select [Cancel trip](#) [Cancel Trip] at the bottom of the itinerary to cancel the entire trip. To cancel hotel or car, select the remove option next to the reservation.

How to Update Your Travel Preferences

- 1 From the E-Travel Online user home page, click the Profile Tab and select the air, car, or hotel preferences link.
- 2 Review and update the air, car, and hotel Travel Preferences as necessary prior to booking the trip.

Where to Find Help

- 1 Select the link, [Share your feedback] at the bottom of the E-Travel Online pages.

Call the Help Desk using the number on the bottom of the page.