



STT Online Booking Tool Quick Reference Guide



Click [HERE](#) to log in to STT Online

QUICK STEPS TO MANAGE TRAVEL – FOR MORE DETAIL, REFER TO STEP-BY-STEP GUIDE

PROFILE COMPLETION

Complete your profile

Click on Personal Profile and complete these pages:

1. Personal Information
2. Travel Preferences – see box below
3. Frequent Traveler
4. Credit Cards/Billing Information
5. My Travel Planners, if applicable
 - Enter up to ten Net ID's of those who are allowed to plan your travel.
 - *If you receive an error while adding your Travel Planner's Net ID, please instruct them to establish an account per the Travel Planner instructions adjacent.

TRAVEL PREFERENCES

*Two options highlighted below

From the main toolbar select:

Personal Profile
Travel Preferences

Saved Travel Preference – Applies to EVERY TRIP

Air, car, and hotel Travel Preferences will appear on the right pane

Enter or update Travel Preference information and select **Save**.

Modify Travel Preference for a SINGLE TRIP override INCLUDES class of service change. These changes must set before searching trip

On the TRAVEL HOME PAGE

Select **View/edit my preferences next to the air, rail, car and hotel tab PRIOR to entering search data for trip.**

Your saved Travel Preferences will appear on the right pane. Enter or update travel preference information and then start a new trip by entering criteria in the left travel pane.

CAUTION: too many preferences could limit returned availability.

TRAVEL PLANNER – REQUEST ACCOUNT

This is applicable to anyone that books for themselves and/or others. Once you have an account in the system we need to update your credentials so you have access to your traveler's profiles.

Click the link to request a Travel Planner Account:

[Request Travel Planner Account](#)

- Include your full name
 - Cornell Net ID
 - Phone number
- *If multiple planners are allowed to book for these travelers, include all additional planners name, Net ID and phone number

Include the following information for ALL travelers you will book for:

- Name as it appears on their government issued photo ID
 - Cornell Net ID
- You will receive a response or call within one business day from a STT Online Representative when you have been assigned to your travelers.

TRAVEL PLANNER – BOOK FOR OTHERS

From the main toolbar:

- Hover over your name (**TRAVELER:** Your name)
- Select another user. If you do not see this selection, refer to above information to request Travel Planner account.
- Type in all the Net ID, all/part of the traveler name
- Click the [select](#) link. Your traveler name will now appear on the toolbar (**TRAVELER:** Your traveler)

NOTE: Verify the name that appears on the toolbar is the person for whom you are currently making reservations.

For online assistance, email: onlinehelp@stovrofftaylortravel.com or click [HERE](#)



STT Online Booking Tool Quick Reference Guide



BOOK A TRIP

Select **Round Trip, One Way, or Multiple Cities**

Enter the airport codes or city names

Select the dates and time preferences

Select the checkbox to include a car and/or hotel if necessary for this trip.

NOTE: Car/Hotel search criteria can be customized by un-checking the **Based on Air Search Criteria** box.

Select itinerary preference

Select the **Search** button

Review the provided itinerary

Select the **Add to Cart** button next to the desired flight option from the **Priced Air Itineraries** or **Flight Schedules** display

Select the **Add to Cart** button next to the desired car option (if necessary for this trip)

Select the **Display Room Rates** button next to the desired hotel option (if necessary for this trip)

Select the **Add to Cart** button next to the desired hotel room

Review the itinerary and select the 24 HR HOLD (purchase within 24 hours or reservation will auto cancel) or PURCHASE button to have ticket issued for reservation

** You may also "Save as Research" and come back to the trip later to reserve/purchase. Airfares based on availability at time of actual reservation and subject to change without notice

MODIFY A TRIP (change air, add car/hotel to existing trip)

From the main toolbar select:

Travel Menu

Access a Trip

Under the Pending trips section, select the **View** link next to the trip to be modified

Modify the necessary segments and select the **Purchase trip** button.

If you are adding a car or hotel, check the appropriate box to display availability

CANCEL A TRIP

From the main toolbar, select:

Travel Menu

Access a Trip

Under the **Pending Trips** section, select the **Cancel** link next to the trip to cancel

ADDITIONAL SYSTEM LINKS

Upon the PURCHASE of a trip there is a link in the upper right corner of your confirmation page labeled:

ADDITIONAL ITINERARY ACTIONS

- **Cancel entire reservation**

Cancel ALL components of the reservation. A message will be sent to the agency to document your unused ticket for future use.

- **Clone Itinerary**

This allows you to book the same trip for another traveler. Once selected you will enter the Net ID of the companion traveler profile, modify flight dates and times, add/delete a car or modify hotel dates if necessary.

- **Email Itinerary**

Enter information to forward trip itinerary. This can be used to forward your reservation to a colleague, alternate email, etc.

- **Save as a Template – quick create travel reservation**

1. Name the Template
2. Select the Template Type
3. Personal – for your use only
4. Shared – you may include use to others*
*no personal information is shared.
5. **SAVE**

Template is accessible on the Travel Home Page under Travel Menu, Access a Template

- **Update Calendar**

Click to add/update current itinerary to calendar

- **Upload Agency Record**

Used to update your reservation online when a change was done directly with the agency.

- **View Printable Itinerary**

Print itinerary. This is not intended to act as an invoice. Final invoice will be forwarded from the Agency.

- **Import a Trip**

Trips booked directly with the agency are automatically imported to your Trips List on STT Online