CTM Portal: Quick Start Guide
To access CTM Self-Registration click here.

- Complete all required fields, indicated by an asterisk *.
- Your company may limit usernames and work emails to the domains listed, on the registration page.
- Once your profile has been reviewed/approved, a Welcome Email from CTM will be sent to your registered work email.

Please Note:

Once you have submitted your registration form it can take up to 24 hours before you receive an ACTIVATION link. If you do not receive an activation link in 24 hours, please contact CTM Technical support at 1-877-208-1396 or email at na.online@travelctm.com.
CTM Portal offers two distinctive views to customize your user experience.

- Galaxy (Default View): Dark Background and White Text
- Breezy: White Background and Gray Text
- To set your background, click the Greeting to see theme options and select your preferred theme.
Traveler Tracker

**Travelers**

Travelers can search and view their own past date or upcoming travel.

- To locate a trip filter by location, &/or date range.
- Travel is plotted on the map via geo location by travel sector. i.e. Flight is airport, hotel is hotel address.
- Travel Tracker uses a technique called ‘clustering’ to allows users to view multiple people at the same location at the same time. i.e. Kennedy Airport.
- Travel date range can be extended up to 30 days before and 30 days after the current date.

**NOTE:** The default date range list of travelers is the next 7 days.

**Travel Arrangers**

Traveler Arrangers can search, view, and communicate with travelers from within their company.

- To locate a traveler filter by location, traveler name &/or date range.
- Travelers are plotted on the map via geo location by travel sector. i.e. Flight is airport, hotel is hotel address.
- Traveler Tracker uses a technique called ‘clustering’ to allows users to view multiple people at the same location at the same time. i.e. Kennedy Airport.
- Arrangers can view the traveler’s full itinerary details.
- Travel date range can be extended up to 30 days before and 30 days after the current date.

**NOTE:** The default date range list of travelers is the next 7 days.
Portal’s Widget display can be customized to show or hide by default in the dashboard. (Widgets will remain displayed in the navigation menu for user access.)

To set your display preference click the gear next to WIDGETS to see the available toggles.

Manage your Widgets

**TOOL OPTIONS**
- Traveler Tracker
- Fare Forecaster

**WIDGETS**
- Upcoming Flights
- Traveler Tracker
- Fare Forecaster
- Business Intelligence
- News
- World Clocks
- Currency Converter

**UPCOMING FLIGHTS**
- UA 344
  - ALB → BOS
  - Departure: 06/11/19 00:30AM
  - Arrival: 06/11/19 12:00PM
  - Status: Landed

- DL 342
  - DEN → LAX
  - Departure: 06/11/19 00:20AM
  - Arrival: 06/11/19 05:35PM

- UA 349
  - BOS → JFK
  - Departure: 06/11/19 01:00PM
  - Arrival: 06/11/19 03:00PM

**TRAVELER TRACKER**
- Showing segments between 06/10/19 and 06/16/19

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Additional Widgets

**NEWS**
View global news that may impact the upcoming travel. View all news listed by date/time from most recent or filter by RISK or CTM.

RISK: Alerts that have been identified as a potential security or safety hazard.

CTM: Weather alerts or general news that could potentially impact travel.

**WORLD CLOCKS**
Add clocks in multiple time zones, to help plan arrival and departures, as well as meeting times for calls or events with attendees in various regions.

**CURRENCY CONVERTER**
Easily view the current currency conversions and recent exchange trends.
View customized documents and links that you may find helpful when planning travel.

Some links may require you to be logged in to your corporate intranet to be able to access the content. When selecting a document to view a PDF version will be downloaded and can be saved for offline access.
Completing Your Travel Profile

Click the CTM Profile widget to access your personal travel profile.

Read and accept the user Privacy Policy to view and update your profile.
(You will only have to accept the policy the first time you login.)
Travel Profile Update

Please review and complete the sections below:

SAVING PROFILE CHANGES AND BOOKING TRAVEL ON LIGHTNING

* When editing the Traveler Profile make sure to click Save, on each updated page, before selecting another section.

** If the profile requires any updates to an un-Editable field, please email CTM Online Support, for assistance.

*** After the Traveler Profile has been reviewed and updated, as needed please close the CTM Profile browser tab to return to the CTM SMART Portal.

To add another employee to arrange travel on your behalf: Under Administration, in the Arranger Section select "Add New" and search for employee name.

Your name should remain in the top arranger box. Remember to Save your changes.