



# E-Travel Online Quick Reference Guide For Customizing Travel Profiles

## How to Log In to E-Travel Online

Enter URL: <https://dof.doa.alaska.gov/dof/sabre/login> in the address field of your Internet browser.

Enter your State of Alaska Enterprise User ID (LDAP) and Password information.

Click [Login](#) [Login].

## Personal Information

<b>First, Middle, Last Names</b>	<b>MUST</b> match your ID and Mileage Account. This is the name that displays on your ticket.
<b>Gender and Date of Birth</b>	<b>Select</b> from each drop down menu (Required for TSA).
<b>Redress Number</b>	<b>Enter</b> only if issued by TSA.
<b>Department, Division, Address fields, Work Phone</b>	<u>Do Not Edit</u> these fields. The information in these fields is derived from LDAP. Contact your Travel Coordinator if data is incorrect.
<b>Home and Mobile Phone</b>	(Optional) <b>Enter</b> XXX XXX-XXXX.
<b>Emergency Contact / Phone</b>	(Optional) <b>Enter</b> Contact Name and Phone XXX XXX-XXXX.
<b>Known Traveler Number</b>	<b>Enter</b> only if issued by TSA.
<b>ADA Memo</b>	Requires department approval. <b>Only the Travel Coordinator should edit.</b>
<b>Travel Memberships</b>	<b>Enter</b> Airline Status such as MVP or MVP Gold status only. Do not enter Mileage Numbers.
<b>Other Memberships</b>	<b>Enter</b> membership numbers, such as AARP and / or AAA.
<b>Additional Seat Preference</b>	<b>Select</b> from drop down menu.
<b>Alaska Air Auto-Upgrade</b>	<b>Select</b> "Yes" from drop down menu, to save as default.
<b>General Requests or Special Needs</b>	<b>DO NOT USE</b> (unless instructed otherwise).

## Display Preferences

<b>Currency, Time Format, and Preferred Language</b>	<b>Select</b> from each drop down menu if the default settings are not preferred.
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## Email Settings

<b>My Email Address</b>	<u>Do Not Edit</u> this field; the system defaults to the State email (from LDAP).
<b>Email Address</b>	(Optional) <b>Enter</b> personal email address. <b>This field should not contain the Travel Arranger email.</b> The field carries into any reservation made. Travel notifications will be sent to this email, even if the arranger no longer books travel.

## How to Update Your Travel Preferences (Optional)

<b>Frequent Traveler</b>	<b>Enter</b> as many mileage numbers as needed. In order to accrue miles, mileage numbers must be entered in this field.
<b>Passport and Visas</b>	<b>Enter</b> passport and visa numbers.
<b>Flight Preferences</b>	<b>Enter</b> Home Airport, Seat Preference, and Preferred Airlines. <b>Check</b> the box next to <i>Show detailed seat availability information.</i> <input checked="" type="checkbox"/> <b>Show detailed seat availability information.</b> This enables your Travel Arranger to see your seat preferences on the Seat Selection screen during the reservation process.
<b>Hotel Preferences</b>	<b>Enter</b> preferred chain and room preferences.
<b>Car Preferences</b>	<b>Enter</b> preferred Car Type and Special Requests.

**NOTE:** Some profile information (such as charge card and email settings) are obtained from other state systems. Contact your Travel Coordinator if data is incorrect.