



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].

Personal Information

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

Display Preferences

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

My Email Address	<u>Do Not Edit</u> this field; the system defaults to the State email (from LDAP).
Email Address	(Optional) Enter personal email address. This field should not contain the Travel Arranger email. 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)

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

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