# CTP (Collegiate Travel Planners) Lightning Tool Profile Set Up

Below is information on how to set up your profile in the CTP online booking tool, Lightning.

Before booking a flight in the Lightning app, you must update your profile information in Lightning including adding your mobile phone number. You can also designate your subunit's Admin contact as your travel arranger.

Here are the Steps to update your Profile Information in Lightning:

1. Go to Wolverine Access: https://wolverineaccess.umich.edu/

2. In the search field, type "Travel Booking".

3. Click on "Travel Booking" (Collegiate Travel Planners (CTP). Log in with your unique name and level 1 password. If you cannot locate this information, call the U-M ITS Service Center at: 734-764-4357.
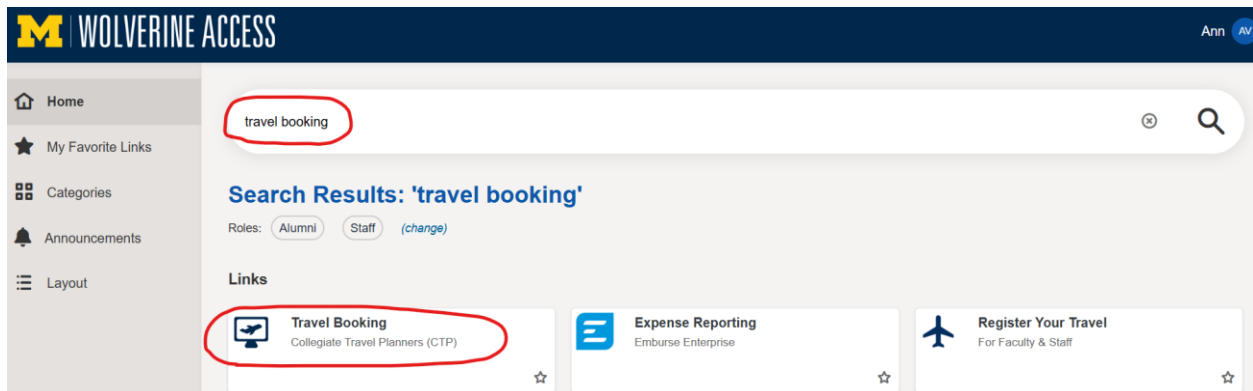
4. Choose "Profiles" in the upper left corner.
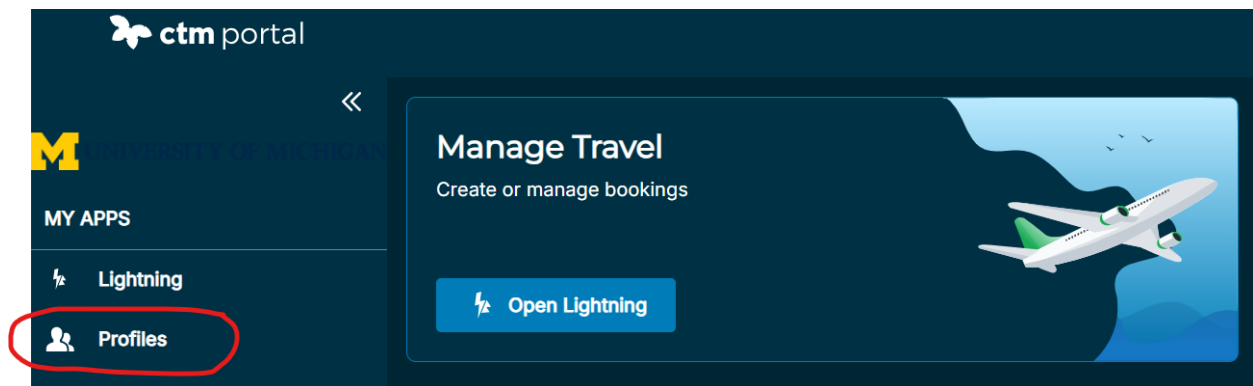
5. Read the Privacy Policy and check the box next to "I have read the privacy policy and accept it". Then click the blue "Accept" button.

6. Click the blue "Edit" button on the left.

7. Add your mobile phone number. Your first name, last name, and email should have already been added to your account.

8. Credit Cards - DO NOT ENTER ANY CREDIT CARD INFORMATION IN THIS SECTION.

9. Be sure that the there is **NO** check mark where it says: Use as form for payment (Air Tickets).

10. Complete the Preferences section. This is where you can enter information including your airline reward information for various airlines and indicate your plane seat preference (e.g aisle/window).

11. In the Section titled "Administration", add your subunit Admin support contact and check the "Primary Arranger" box.

Administration

Arranger / Assistant

Arranger / Assistant	Ann Vernier
	☑ Primary Arranger

12. In the "Travel documents" section, add your passport information if needed.

Travel documents

Passport(s)

Nationality	Country	🔍
Passport no.	Passport no.	
Issue date	Issue Date	🗓
Issue place	Issue place	
Issue country	Country	🔍
Expires	Expires	🗓
	☑ Primary Passport	

13. Add any other Preferences you would like, then Click "Save" on the left side of the screen.

Enter keywords ...

Search

General
Payments
Preferences
Rail information
Administration
Travel documents
Home and Work
Address
Employment
Information
Traveler Hotel
Preference
Traveler Specific
Traveler Air
Preferences
Traveler Car
Preferences

Traveler Air Preferences

Air Pref Carrier	
Traveler Air Preference Seat Section	-
Travel Air Preferences 7 (Ø5S¥)	Travel Air Preferences 7 (Ø5S¥)
Travel Air Preferences 8 (Ø5S¥)	Travel Air Preferences 8 (Ø5S¥)
Travel Air Preferences 9 (Ø5S¥)	Travel Air Preferences 9 (Ø5S¥)
Seat Preference 1 (Ø5S¥)	Seat Preference 1 (Ø5S¥)
Seat Preference 2 (Ø5S¥)	Seat Preference 2 (Ø5S¥)

Save