

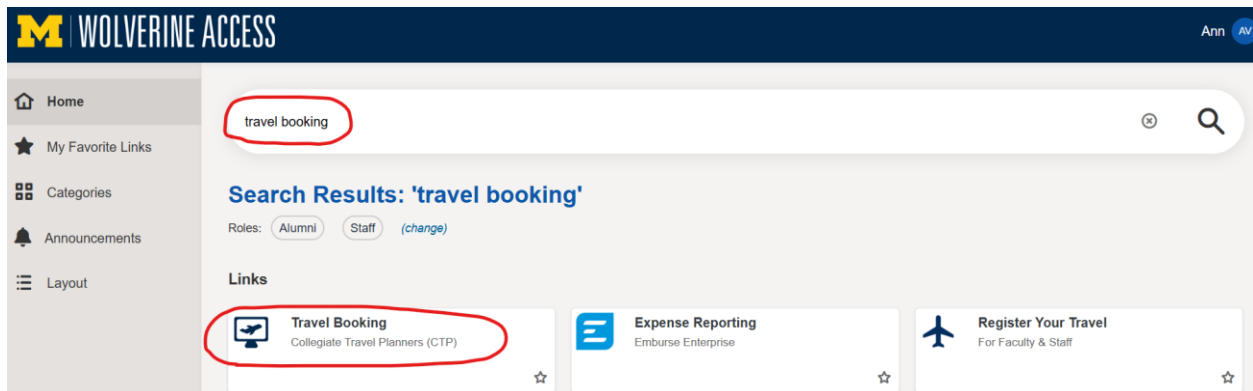
CTP (Collegiate Travel Planners) Lightning Tool Profile Set Up

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

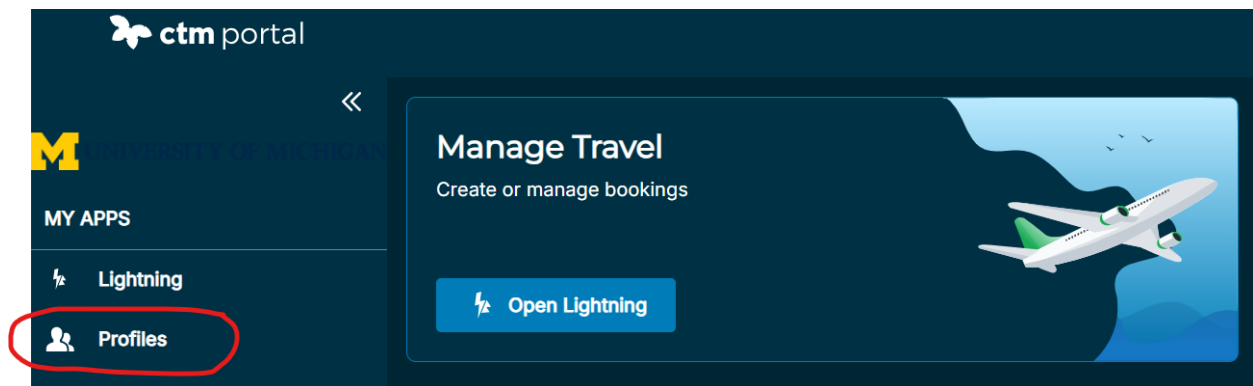
Before booking a flight in the Lightning app, you must update your profile information in Lightning including adding your mobile phone number. You can also designate your subunit's Admin contact as your travel arranger.

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.

This privacy policy for Umbrella Faces replaces all previous versions. Last update: May 2018

☒ I have read the privacy policy and accept it

Accept

6. Click the blue “Edit” button on the left.

The screenshot shows the CTM user profile page. At the top, there is a navigation bar with the CTM logo and links for Travelers, Companies, and My. Below the navigation bar, there is a search bar with the placeholder text "Enter keywords ..." and a Search button. To the left of the main content area, there is a sidebar with a list of menu items: General, Payments, Preferences, Rail information, Administration, and Travel documents. The General menu item is highlighted. At the bottom of the sidebar, there is a blue button labeled "Edit", which is circled in red. The main content area is titled "General" and contains several input fields for user information: Username, Company, Gender, Legal First name, Legal Middle name, Legal Last name, and Date of birth.

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

Payments

✕

Card type

Creditcard no.

Expiration

Remark

Name on Card

NO! ☐ Use as form of 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).

Preferences

Seat Request

We do our best to accommodate requests but cannot guarantee them.

Meal Request

Frequent flyer

Airline

Number

[Add new](#)

Hotel Program

Hotel guarantee

Hotel chain

Hotel chain

Customer number

[Add new](#)

Car Program

Guarantee rental car

Company

Company

Customer number

[Add new](#)

Rail information

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

Administration

Arranger / Assistant

Arranger / Assistant

☒ Primary Arranger

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

Travel documents

Passport(s)

Nationality	<input type="text" value="Country"/>	<input type="button" value="Q"/>
Passport no.	<input type="text" value="Passport no."/>	
Issue date	<input type="text" value="Issue Date"/>	<input type="button" value="Q"/>
Issue place	<input type="text" value="Issue place"/>	
Issue country	<input type="text" value="Country"/>	<input type="button" value="Q"/>
Expires	<input type="text" value="Expires"/>	<input type="button" value="Q"/>

☒ Primary Passport

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

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 8 (Ø5S¥)

Travel Air Preferences 9 (Ø5S¥)

Seat Preference 1 (Ø5S¥)

Seat Preference 2 (Ø5S¥)