



## Tip Sheet for Travel AcXess Voyage on-line solutions

Here's a handy checklist outlining the steps you need to follow to obtain access to and use the Travel AcXess Voyage portal, electronic Profile, and On-line Booking Tool. Completing the steps below will prepare you to take advantage of all the benefits the Travel AcXess Voyage on-line services have to offer, including:

- A single sign-on to a secure set of approved travel tools and information sources
- On-line booking and traveller Profile solutions that will help you plan and manage your travel needs faster and more efficiently
- A means to help you reduce your travel costs

If you do not have immediate travel needs, it is best to visit the portal only when you must make travel reservations. This will allow Travel AcXess Voyage to better serve those with immediate travel needs first.

### Check when complete:

#### 1. Request a Traveller Identification Number (TIN)

If you do not already have a TIN:

- Navigate to the Travel AcXess Voyage Welcome page at <http://travel-voyage.gc.ca> after November 24, 2004 and select "Request TIN" on the left navigation toolbar
- Complete and submit the on-line TIN Registration Request form
  - If you have an X.400 e-mail address, you will receive your new TIN via X.400 e-mail.
  - If you do not have an X.400 address, you can obtain your TIN by contacting the Travel AcXess Voyage Support Desk at 1-800-514-3798.

#### 2. Obtain a Temporary Password

If you have an X.400 e-mail address, you will:

- Receive your temporary password automatically via X.400 e-mail by November 24, 2004, if you had a TIN prior to November 17, 2004
- Receive your temporary password automatically via X.400 e-mail shortly after you submit your on-line TIN request, if you requested a TIN after November 24, 2004.

If you do not have an X.400 e-mail address:

- Obtain your temporary password by contacting the Travel AcXess Voyage Support Desk **after November 24, 2004** at **1-800-514-3798**, or when you have travel needs.

#### 3. Log in to the Travel AcXess Voyage Portal and Complete New User Setup

- Use your TIN and temporary password to log in to the portal at <http://travel-voyage.gc.ca> and complete a brief, one-time New User Setup process:
  - i. Change my temporary password: Enter and confirm your new

### Check when complete:

password

- ii. Privacy notice statement: Read and accept the privacy notice statement
- iii. Create my Profile: Complete required Profile fields
- iv. Confirmation: Receive confirmation that you have been successfully registered and can proceed to the Home page

#### 4. Update your Profile / X.400 E-mail

- Access your full traveller Profile by selecting the "Profile/X.400 E-mail" link on the left navigation toolbar.
- Complete Personal, Department and Travel Preferences Profile tabs to ensure your personal and travel information is up to date when booking travel.

If a Travel Arranger is planning your travel:

- Ensure they are identified in your Profile

If you have an X.400 e-mail address:

- Confirm that the X.400 e-mail address listed in your Profile is correct
- Update your X.400 e-mail address by selecting Manage X.400 E-mail from the Profile/X.400 E-mail page if it is not correct

If you do not have an X.400 e-mail address:

- Confirm that the fax number saved in your Profile is correct, as you will receive travel documents via fax

#### 5. Obtain a department Travel Authorization Number (TAN) When You Need to Travel

- Contact your departmental TAN holder or your SFTO to obtain your TAN, which is required for you to book travel.

The Travel AcXess Voyage portal contains additional resources and tools that may be helpful to you during the transition to the Travel AcXess Voyage suite of on-line services. The Learning and Help pages available at <http://travel-voyage.gc.ca> may be especially valuable. For further assistance please contact your SFTO, local Departmental Travel AcXess Voyage Trainer, or the Travel AcXess Voyage Support Desk at **1-800-514-3798**.