User Guide

Updating Information in the Portal

OVERVIEW
STM’s Travel suite of tools includes a travel portal and an online booking tool (STO) that you will have access to in order to manage and arrange travel.

TRAVEL PORTAL
To access the travel portal, navigate to your single sign on page and enter your credentials. Once you have logged in, you will be taken directly into the portal.

The portal houses information, provides details, and allows you to access the online booking tool.

HOME SCREEN
Once you get logged in, you will be directed to the home screen. The home screen will have a series of panels with different information pertaining to your travel specifically. If you are an administrator, you will likely see more options than other travelers. Please note this information may appear differently for each traveler.

MY PROFILE
Before you book travel, you will want to fill out your profile. Your profile houses all your personal information needed to book travel as well as your payment information, rewards program numbers and additional information. Please fill out your profile to the fullest before booking travel.

*Note – profiles will be loaded into the system before you log in, but you will want to confirm all the information is true and accurate.

FORMS OF PAYMENT
The Forms of Payment section allows travelers to enter their p-card or personal credit card information.

If your department has a card that is able to be used across the whole department, it will not show in your profile, but will appear in the drop-down menu on the purchase screen when booking online.

To add a new card, click the green plus sign. A Form of Payment detail screen will appear. Enter a card description, which will be used to identify the card on the purchase screen when booking travel. Enter the card type (Visa, MasterCard, Discover, Amex, etc.), card number and expiration date. Then, determine what aspects of travel this card should be used for: Airline Flights, Car Rentals, Hotel Reservations, or as a Personal Form of Payment.
Please note that credit card information is encrypted once entered in our system and is not accessible by any individual or administrator.

TRAVERLER NUMBERS
The Traveler Numbers section allows you to enter Known Traveler numbers, for those travelers who participate in programs such as TSA Pre-check, Global Entry, Clear, etc. This section also allows any travelers who have been issued a Redress Number by the Department of Homeland Security, to indicate that number in their reservations in order to avoid repeated screenings.