YOUR.CT User Guide
One simple platform

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YOUR.CT Login
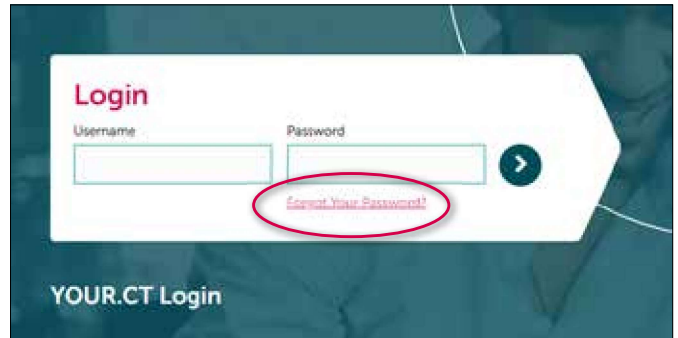
Not applicable for Single Sign On customers

Login Details

Link: yourct.com.au

Username: your email address

Password: select **Forgot Your Password**

Existing users, please enter your username and password to login.

Password

On initial login, select **Forgot Your Password** and enter your Username (email address) to create your password for YOUR.CT. For security, your new password must contain the following characters:

A. 2 upper case letters

B. 1 numeric

C. 1 alphabetical

D. 1 special e.g. punctuation

E. 2 lower case letters

If you are experiencing trouble with YOUR.CT, please contact your dedicated Travel Manager for assistance.

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For assistance, please contact your Travel Manager.

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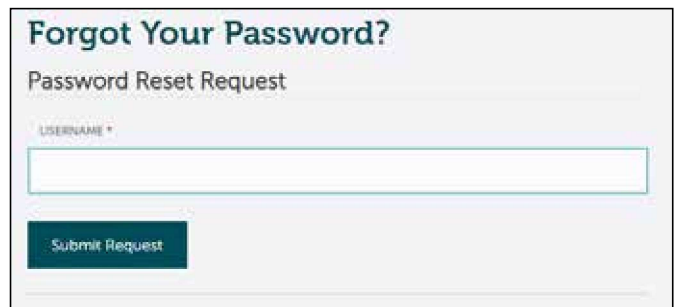
Homepage

After you have logged in you will land on the YOUR.CT homepage. From here you can access a variety of useful travel tools which will be explained in this user guide.

An example of the homepage can be seen below along with a numbered guide:

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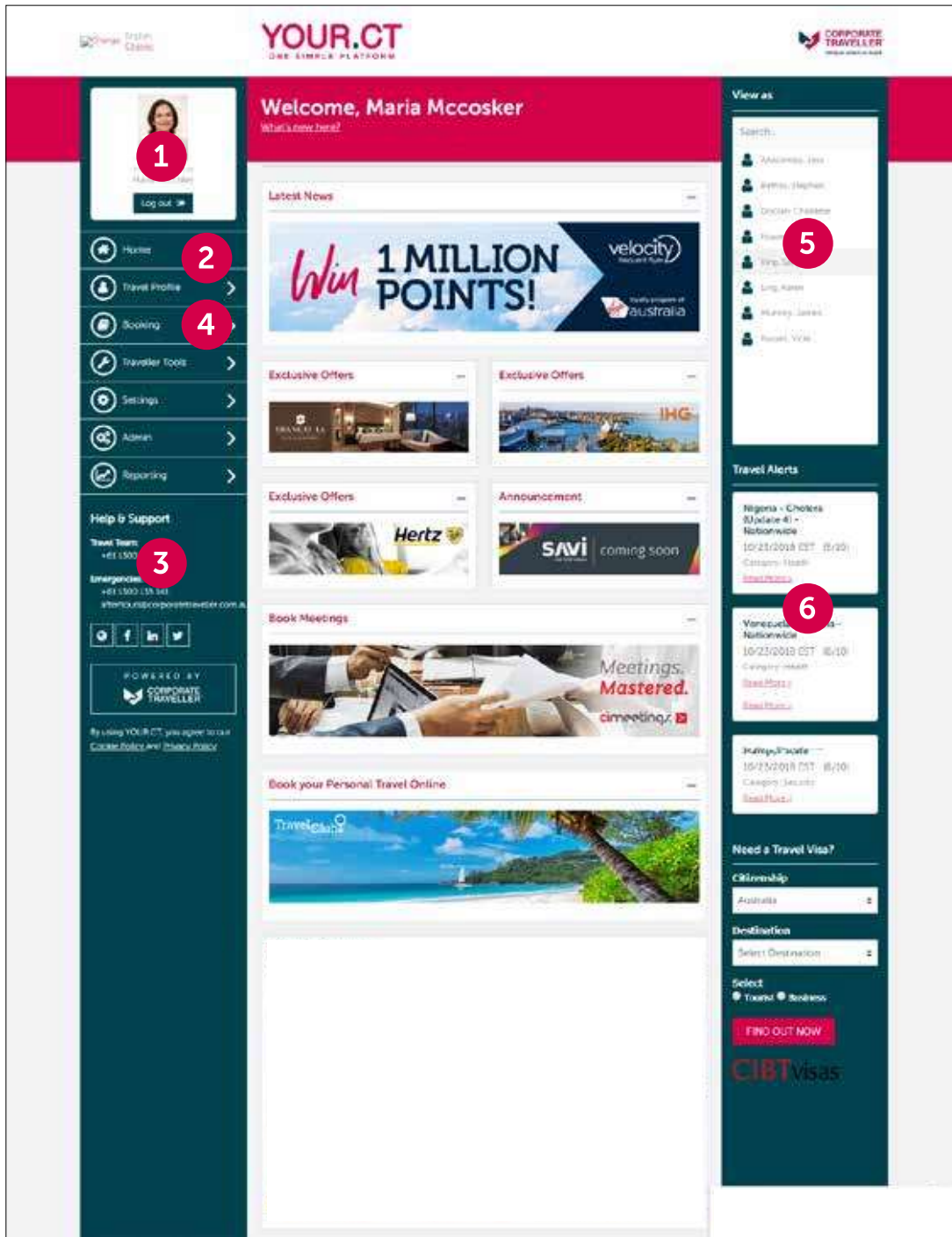
1 Profile Thumbnail

Use this box to update your profile picture, see who you are currently logged in as, or to log out.

2 Task bar

This bar lets you navigate around YOUR.CT. See below for some examples:

Please note these may differ depending on your company's custom built YOUR.CT and your role.

|	
Booking	This tab links to your integrated **Online Booking Tool** and also includes Corporate Traveller office details and after hours assistance information.
Traveller Tools	This tab covers many useful links such as currency exchange, mobile app and safety and security information.
Settings	Log out and password changes. Note, you can also log out by using the **Log out** button located in the top left underneath you profile picture.
Admin	This is for admin users only and so may not feature on your task bar. This function allows a travel arranger access to view and amend traveller profiles.
Reporting	This tab will only appear for Travel Bookers and links to your reporting tools.

3 Help and support

Your Corporate Traveller contact details are stored here for any offline bookings or support.

4 Make a booking

In order to make an online booking click the **Booking** tab and then click on Create New Booking. This will link you through to your integrated Online Booking Tool.

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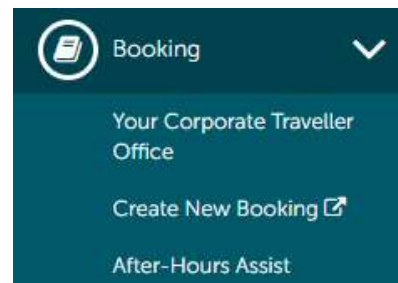
5 Travellers

If you have permission to manage other users and profiles they can be found in the task bar at the right hand side of the screen. If you double click the travellers name the system will switch over to their profile mode, allowing you to access their preferences, contact details and membership and passport information. .

To exit this user simply click **Log out** as *User Name.*

See page 5 for how to assign others to you.
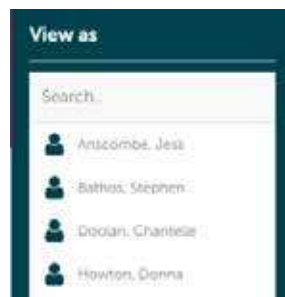
6 Travel alerts

A list of the most recent global travel disruptions. Click **Read More** to get a more comprehensive overview..

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7 **Admin**

Arranger Self Designation

The **Arranger Self Designation** tool allows you to look up travellers and then make changes to their profile on their behalf.

The first step is to search for the traveller via their surname, email or employee ID. Do this by clicking the **Arranger Self Designation** tab.
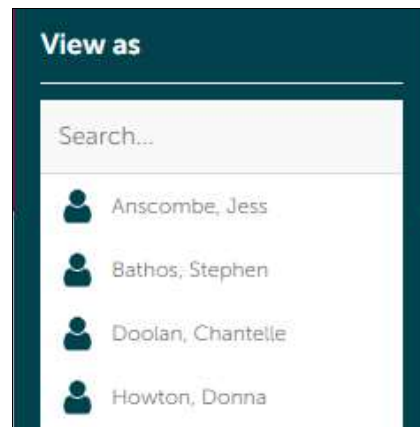
Note: Only applicable to those with Self Assign Arranger access

Once you have located the employee click **Self-Assign.**

You can now go back to the home screen and this new traveller will be available in the **View as** box in the top right of the screen. It will be here you can select your traveller and amend their profile.

Top tip: Remember to always check which user's profile you are currently accessing by checking the name in the top left corner of the screen.

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