



February 2019 – Version 1  
(Generic)

# How to Book Guide

## Serko Online Self Registration

For more information, contact your CT Connections  
Partnership Manager on [trimembers@ctconnections.com.au](mailto:trimembers@ctconnections.com.au)

## CT Connections Self Registration



Using the link advised below, you can setup your profile and start booking your travel.

Please go to : <https://ctconnections.serko.travel/Login/trimembers>

Then click 'Create a new User'

Login To Your Account

Email Address*	<input type="text"/>	<a href="#">Need assistance?</a>	<a href="#">Create a new User</a>
Password*	<input type="password"/>	<a href="#">Reset your password</a>	



When you click on 'Create a new User', you will be taken to the following screen.

Serko® Online - Self Registration


Fill in the details below for your new Profile, then click the Register button. Click Cancel and you will be returned to the Serko® Online Login page.

**Personal Information**

Corporate Account Code*	<input type="text" value="trimembers"/>	Address 1	<input type="text"/>
Corporate Shared Key*	<input type="text"/>	Address 2	<input type="text"/>
Title*	< Select >	Post Code	<input type="text"/>
Gender*	<input type="radio"/> Male <input type="radio"/> Female	Phone	<input type="text"/>
Firstname*	<input type="text"/>	Mobile*	<input type="text"/>
Surname*	<input type="text"/>	Home Phone	<input type="text"/>
Email Address*	<input type="text"/>		
Default Corporate Account Code*	Select a Corporate Account		
Date of Birth	<input type="text"/>		

**Custom Fields**

Default Departure City*	Select a Default City
Tramada Profile Code	<input type="text"/>
Membership Number (No Spaces)*	<input type="text"/>



Fill in the registration form. (Any field with \* is mandatory) and Click 'Register'

Corporate Shared Key: CTConnections  
Default Departure City: Your Home Airport

Once you have registered you will be sent two emails:

- Login details and a link to 'Get Started'
- Your temporary password

(Please check your SPAM if you have not received within a few minutes)



Hi DEMO USER,

You can now book business trips using the online booking system. It is the travel gateway to everything you'll need within the guidelines of your company's travel policy.

Sign in with your email address and the temporary password which has been emailed to you separately.

You'll then need to set a new password and go to 'My Profile' to update your details before you start booking.

Safe travels.

Your Online Travel Team

Get Started



Hi DEMO USER,

Your temporary password to access the online booking system is: 0/iw)BWj#h'E

You will be prompted to set a new password when you sign in.

If you did not receive the first email with the sign in details, please contact us using one of the options below.

Your Online Travel Team



Use the 'Get Started' link to login and make a booking.

Copy and paste the temporary password - it will prompt you to accept the Privacy Policy and create a new password.

### Change Password

**!** You are required to change your Password before you can use Online booking tool. (19/02/19 09:43)

Old Password\*

New Password\*

Confirm New Password\*

Ok

## CT Connections Travel Technology Support

For Serko technical assistance and any feedback, please email our CT Connections Travel Technology Support team at: [Serko.helpdesk@ctconnections.com.au](mailto:Serko.helpdesk@ctconnections.com.au)

Please attach screen shots of error messages and entries leading to the error to assist us in troubleshooting the issue.