



Hello University of North Alabama traveler,

To create your travel profile please click this link: <https://airportal.cbttat.com/enroll/301505>

You will enter some basic profile information and submit, then select your travel manager. Once you have submitted your information the Travel Admins will approve your profile and then send an email to complete your travel profile. Once completed you may book your travel.

You can reach AirPortal at: <https://airportal.cbttat.com/login> using your email to log in. If you did not set or cannot recall your password, please click the Forgot Password? Link to re-send yourself the reset password email.

To book travel Online, log into Air Portal and on the left-hand menu select **Book Travel > Book/Manage Online Trips**. That should automatically sign you into the Concur tool.

Here are links to some tutorial videos for the Concur travel tool:

- [Booking a Flight](#)
- [Booking a Car](#)
- [Booking a Hotel](#)
- [Change a Purchased and Ticketed Trip](#)
- [Updating Travel Profile](#)

For help with the Concur booking tool: (Please be aware if the support teams help you to **Complete** a booking there may be additional service fees.)

- OnlineSupport@CBTravel.com or (888) 535-0179

To reach a Travel Advisor to help you book a trip:

- (800) 600-3737 or (800)285-3603
- Email us at Trips@cbtravel.com or university.travel@cbtravel.com
- The phone line is available 24/7/365, if you have an urgent travel matter, please call.

For help with Group Travel:

- (888)371-3580 or universitygroups@cbtravel.com
- Email not monitored 24 hours; call if urgent.

Should you have questions or need assistance please let us know.

Thank you and I hope you have a great day!