

MYTRAVELPORT

SELF-REGISTRATION

Guide for Travel Agents



Self-Registration for Travel Agents

If you have not registered for MyTravelport and your organisation's MyTravelport administrator has allowed self-registration, you may apply for self-registration. You may require approval from your organisation's MyTravelport administrator. If your organisation does not have an administrator, contact your local Travelport Help Desk to nominate one.

Step 1. Visit [MyTravelport](#)

Step 2. Click '**Create account**' and the MyTravelport registration page will appear

Step 3. Complete the form

- Enter your **First Name** and **Last Name** (compulsory)
- Enter your organizational **Email Address** (compulsory)
- Select your **Preferred Languages**

The site will be presented in your preferred language. Unless translation is available, news and icons will be displayed in English.

- Select your organization **Type** and click **Travel Agency** from the drop list (compulsory)
- Select your **Country**
- Select the **Travelport System** and enter the **Pseudo City Code (PCC)**. Alternatively, enter the **Customer Number (CIDB)**



Step 6. Select **I'm not a robot**

Step 7. Answer the questionnaire and click **VERIFY**

Step 8. Click **REGISTER**

The screenshot shows the 'MyTravelport registration' form. It includes fields for 'First name', 'Last Name', 'Email address', 'Preferred Languages' (set to 'English (United S)'), and 'Type' (set to 'Please select'). There are 'Register' and 'Cancel' buttons at the bottom.

Step 9. Once the user completes their initial account creation, their account status will be **“Pending”**

<input type="checkbox"/>	Travelport Test	travelport@gmail.com	Travel Agency Agent	460193	My agency's incidents(local)	Pending
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Step 10. The Agency Admin user is then required to access User Management and approve the new user registration.

Two buttons: 'Approve' and 'Reject'.

<input checked="" type="checkbox"/>	Travelport Test	travelport@gmail.com	Travel Agency Agent	460193	My agency's incidents(local)	Pending
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Step 11. Once the Agency Admin user approves the new user request, the status of the new request will become **“Active”**. The new user will also receive a MyTravelport Account activation email and must follow the link in the activation email to setup a new password to access MyTravelport.