**How to add an arranger to your travel profile in Christopherson Business Travel’s online booking tool- Airportal**

\*\***the traveler** must add the arranger to their own profile.

\*\* the arranger must have an established profile in Airportal.

Use the following link to create your travel profile:

**CREATE A TRAVEL PROFILE**:  [https://legacy.cbtravel.com/business/profile/stateofla/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.proofpoint.com%2Fv2%2Furl%3Fu%3Dhttps-3A__nam10.safelinks.protection.outlook.com_-3Furl-3Dhttps-253A-252F-252Furldefense.proofpoint.com-252Fv2-252Furl-253Fu-253Dhttps-2D3A-5F-5Flegacy.cbtravel.com-5Fbusiness-5Fprofile-5Fstateofla-5F-2526d-253DDwMFAg-2526c-253DxlPCXuHzMdaH2Flc1sgyicYpGQbQbU9KDEmgNF3-5FwI0-2526r-253DpGheIPKVG2zCpAoFqN579v8P9HsafiVHihaoIhruryk-2526m-253DA-2D-5FVCHyWHPTflWkwoTLPqwCLhHTW4yid7Dj0-2D-2DvQVd8-2526s-253DrGqJBeaq2qyxqZivtahHmQz2uPiedWcw1bkzsH4cY0A-2526e-253D-26data-3D04-257C01-257Cdburli-2540lsuhsc.edu-257Cde995ae2a833441beefd08d8ac24dbac-257C3406368982d44e89a3281ab79cc58d9d-257C0-257C0-257C637448621615638548-257CUnknown-257CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0-253D-257C1000-26sdata-3DvIM2jvFT9VCfXJLErlkr9BuVrD3Zp9Wpi-252F-252Fe-252BaEKjp0-253D-26reserved-3D0%26d%3DDwMFAg%26c%3DxlPCXuHzMdaH2Flc1sgyicYpGQbQbU9KDEmgNF3_wI0%26r%3DpGheIPKVG2zCpAoFqN579v8P9HsafiVHihaoIhruryk%26m%3DMfk_mqiRPgbdMy1tKhlDjLHr0p2nkVxara-k6l0Uu2o%26s%3D88sk88scphoukzw-jeVnN4ZOKEtrrCzoYeYMSAtB2o0%26e%3D&data=04%7C01%7CDBurli%40lsuhsc.edu%7C30389815bf6b4e460f9908d8b0d44c87%7C3406368982d44e89a3281ab79cc58d9d%7C0%7C0%7C637453773151522637%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=eLx8SYDAw1GLYJbg9f4BUahWVx0QVXOJaTNaPeXgqe8%3D&reserved=0)

\*if your profile is already established, proceed to the next step below.

Once your profile is created, use this link to access it and add your travel arranger:

**CHRISTOPHERSON BUSINESS TRAVEL LOGIN (AIRPORTAL):**  [https://app.cbtat.com/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.proofpoint.com%2Fv2%2Furl%3Fu%3Dhttps-3A__nam10.safelinks.protection.outlook.com_-3Furl-3Dhttps-253A-252F-252Furldefense.proofpoint.com-252Fv2-252Furl-253Fu-253Dhttps-2D3A-5F-5Fapp.cbtat.com-5F-2526d-253DDwMFAg-2526c-253DxlPCXuHzMdaH2Flc1sgyicYpGQbQbU9KDEmgNF3-5FwI0-2526r-253DpGheIPKVG2zCpAoFqN579v8P9HsafiVHihaoIhruryk-2526m-253DA-2D-5FVCHyWHPTflWkwoTLPqwCLhHTW4yid7Dj0-2D-2DvQVd8-2526s-253DhBXIZpMNqumAdIcoOfRiT-5F4OE0xNldgnNRyEmbpoeE8-2526e-253D-26data-3D04-257C01-257Cdburli-2540lsuhsc.edu-257Cde995ae2a833441beefd08d8ac24dbac-257C3406368982d44e89a3281ab79cc58d9d-257C0-257C0-257C637448621615648543-257CUnknown-257CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0-253D-257C1000-26sdata-3DLPXJVmDyaclI4iX-252BQTXUR1JCyY-252BLnlpqQxCpp7WhQU8-253D-26reserved-3D0%26d%3DDwMFAg%26c%3DxlPCXuHzMdaH2Flc1sgyicYpGQbQbU9KDEmgNF3_wI0%26r%3DpGheIPKVG2zCpAoFqN579v8P9HsafiVHihaoIhruryk%26m%3DMfk_mqiRPgbdMy1tKhlDjLHr0p2nkVxara-k6l0Uu2o%26s%3DDcakJlZcqyviSuSLKRYaTLVqG_urzl4pq5-8TNCr57I%26e%3D&data=04%7C01%7CDBurli%40lsuhsc.edu%7C30389815bf6b4e460f9908d8b0d44c87%7C3406368982d44e89a3281ab79cc58d9d%7C0%7C0%7C637453773151532627%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=igPZLCwnpxufUMrno6FuFGnfZwM7LA76yWzYX2qwBvw%3D&reserved=0)

Click on your name in the upper right hand corner and select view travel profile from the dropdown menu. You will be redirected to CBT’s SAP-Concur site.



On the left side menu under “Travel Settings”, select view travel Assistants/Arrangers



Next, click add an assistant.



Search for arranger’s name in search box. Reminder- they must have a profile setup.

Click Save.



If your arranger’s name does not appear in the search box, please clear your cache and cookies by clicking the keys [Ctrl], [Shift] and [del] on your Keyboard.