

## State of Rhode Island Online Travel Portal

[www.shortstravel.com/ri](http://www.shortstravel.com/ri)

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The Online Travel Portal provides travelers with instant access to travel information, itineraries, invoices, real time flight tracking, weather information and on-line check-in. Itineraries can be downloaded to your Outlook calendar and viewed on most mobile phones. Itineraries can be automatically sent by email to your specified recipients.

You may access this Online Travel Portal site, 24/7 from any computer with internet access

### LOG-IN AND PASSWORD CHANGE

#### **Existing profiles:**

The first time you log in to the Online Travel Portal you must create a new password (8 to 15 characters in length) and complete your traveler profile.

1. Enter your **SORI business email** address in the Username field.
2. Click "Forgot Password"
3. Email will be sent to you with a link to "Reset" your Password
4. Click Link in Email
5. Enter your new password of your choosing in New Password field (8-15 characters in length)
6. Enter your new Password again in the Confirm Password field
7. Click the "Reset Password" button

#### **New Users:**

If you are a New User to SORI and the system does not recognize your email, you will need to set yourself up as a "New User"

1. Click "New User?"
2. Enter your **SORI email** in the User ID field
3. Continue prompts to create Password
4. Complete remainder of Traveler Profile sections

### HOME

The home page displays when the travel portal is opened. It can be customized to your preferences to include such items as unused tickets, upcoming trips, weather or flight tracking, and more.

### MY PROFILE – (Completion Required to Book Travel)

Click the My Profile icon on the home page.

Link	Steps
<b>General Information</b>	<ol style="list-style-type: none"> <li>1. Click the <b>General Information</b> link. Enter the appropriate information in the fields.</li> <li>2. Name must appear as it does on your official government ID with middle name, birth date and gender.</li> <li>3. Click the <b>Save</b> button.</li> </ol>

Link	Steps
<b>Business Contact</b>	<ol style="list-style-type: none"> <li>1. Click the <b>Business Contact</b> link.</li> <li>2. Enter the appropriate address information in the fields</li> <li>3. Enter the appropriate alpha code – if you do not know the alpha code, contact your agency's finance office.</li> <li>4. Click the <b>Save</b> button.</li> </ol>
<b>Personal Contact</b>	<ol style="list-style-type: none"> <li>1. Click the <b>Personal Contact</b> link.</li> <li>2. Enter the appropriate information in the fields.</li> <li>3. Click the <b>Save</b> button.</li> </ol> <p><b>NOTE:</b> Please include your home and cell numbers in the proper format.</p>
<b>Travel Preferences</b>	<ol style="list-style-type: none"> <li>1. Click the <b>Travel Preferences</b> link.</li> </ol> <p><b>Airport Preferences</b> – Allows users to specify a preferred airport in a city with more than one airport.</p> <ol style="list-style-type: none"> <li>2. Click one of the search buttons.</li> <li>3. Enter in the <i>City, State</i> and <i>Country</i> information.</li> <li>4. Click the <b>Search</b> button. Double-click the preferred airport from the search results.</li> </ol>
<b>Travel Preferences Continued</b>	<p><b>Seating Preference &amp; Special Requests</b></p> <ol style="list-style-type: none"> <li>5. Click each of the drop-down arrows and select an option for Seats, Dietary, Special Requests or Medical Alerts (if needed)</li> <li>6. Complete both Car and Hotel preferences</li> <li>7. Click the <b>Save</b> button</li> </ol>
<b>Frequent Account Numbers</b>	<p>This section will not be available for updates or additions of frequent traveler numbers. State of Rhode Island &amp; URI restricts the use or application of Frequent Traveler Numbers for any travel paid for by the State. This applies to any individual Airline, Hotel and Car numbers.</p>
<b>Passport Information</b>	<ol style="list-style-type: none"> <li>1. Click the <b>Passport Information</b> link.</li> <li>2. Enter or select the appropriate information in each of the fields.</li> <li>3. Click the <b>Save</b> button</li> </ol>
<b>Traveler Numbers</b>	<ol style="list-style-type: none"> <li>1. Click the <b>Travel Numbers</b> link.</li> <li>2. Enter TSA PreCheck, Trusted Traveler, Global Entry, NEXUS or SENTRI number in Known Traveler Number box.</li> <li>3. Click the <b>Save</b> button</li> </ol>
<b>Additional Itinerary Notifications</b>	<ol style="list-style-type: none"> <li>1. Click the <b>Itinerary Notifications</b> link.</li> </ol> <p>This link stores additional email addresses for recipients to automatically receive copies of your travel itinerary. You can add up to three email addresses.</p> <ol style="list-style-type: none"> <li>2. Click the <b>Add Email Address</b> link.</li> <li>3. Enter the email address.</li> <li>4. Click the <b>Save</b> button.</li> </ol> <p><b>Note:</b> Travel itinerary is automatically sent to your State RI email</p>
<b>Travel Arrangers</b>	<ol style="list-style-type: none"> <li>1. Click the <b>Travel Arrangers</b> link.</li> <li>2. Click the <b>Add Travel Arranger</b> link</li> <li>3. Enter name of person you want to grant access to arrange travel on your behalf</li> <li>4. Click the Search button</li> <li>5. Select the radial button next to the correct person's name.</li> <li>6. Click the <b>Save</b> button</li> </ol>

## TRIPS

1. Click the **Trips** button to view a list of scheduled trips.
2. Click the **View** button (magnifying glass) to see the trip details and options below:

Link	Steps
<b>PDF: Virtual Invoice</b>	1. Click the <b>PDF: Virtual Invoice</b> link to create a printable PDF version of the invoice for the selected trip.
<b>Download to Calendar</b>	<ol style="list-style-type: none"> <li>2. Click the Download to Calendar link to create an iCalendar file. iCalendar files are supported by Google Calendar, Hotmail Calendar, Outlook, Apple iCal, and Lotus Notes.</li> <li>3. Click Open to view the calendar appointment before saving, OR Click Save to store appointment locally to your computer.</li> <li>4. Click the Save and Close button on the calendar appointment.</li> </ol> <p><b>NOTE:</b> If you have a handheld electronic device, the calendar appointment also appears</p>
<b>Email Itinerary</b>	<ol style="list-style-type: none"> <li>1. Click the <b>Email Itinerary</b> link to email a copy of the itinerary to the specified email address.</li> <li>2. Click the <b>Send Itinerary</b> button.</li> </ol>
<b>Print Itinerary</b>	1. Click the <b>Print Itinerary</b> button to print a copy of your itinerary.

## BOOK A TRIP - *Online booking feature available late Feb 2016*

To book a trip, please call an agent at 866-498-7436 or email [TEAMA@SHORTSTRAVEL.COM](mailto:TEAMA@SHORTSTRAVEL.COM)

## TRAVEL TOOLS

1. Click the **Travel Tools** link to get a list of helpful links:

Link	Steps
<b>Online Check-in Lookup</b>	<p>Allows convenient online check-in for travelers</p> <ol style="list-style-type: none"> <li>1. Click the online check-in Lookup link</li> <li>2. Click the drop-down arrow in the Airline field and choose the airline from the list</li> <li>3. Click Lookup button</li> <li>4. Click the Baggage Rules link to review the airlines rules</li> <li>5. Click the Online Check-in line to use the airline's online check-in process</li> </ol>
<b>Passports Visas</b>	Takes you to another web-page to view information from our vendor, <b>CIBT Visas</b> , that provides assistance with Passports and Visa
<b>Travel Links</b>	Helpful info when traveling

## INFO CENTER

Contains specific links to information related to Air, Car, Policy, and General information

## LOGGING OUT

Select the **Log Out** icon to properly exit the portal.