

UNSW SERKO ONLINE SELF REGISTRATION

ACCESS SERKO ONLINE


Enter the Web Address: <https://unsw.serko.travel/Login/unsw>

Select 'Create a new User'.

Login To Your Account

Employee ID* [Need assistance?](#) Create a new User

Password*



serko
our innovation, your advantage

SELF REGISTRATION

Complete profile details as required and select 'Save Details'.

Notes:

1. Corporate Shared Key – unsw Note: MUST be entered in lower case
2. Default Corporate Account Code = Enter the School you travel on behalf of for the majority of the time e.g. School of Business. The system will return options for that School to select from. Select the School with your preferred TMC e.g. School of Business – TMC STA
3. Employee ID = enter your UNSW zPass ID with your prefix 'z'
4. Click on the calendar icon to add your date of birth
5. Mandatory fields are marked with an *
6. Names with a hyphen (-) or apostrophe (') should be entered with a space or no space

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*

Corporate Shared Key*

Title*

Gender* Male Female

Firstname*

Surname*

Email Address*

Default Corporate Account Code*

Date of Birth

Address 1

Address 2

Address 3

Post Code

Phone

Mobile

Home Phone

Custom Fields

Amadeus Profile Code

Default Departure City

Employee Id*

Network Id

Salary Range*

Please select your Traveller Type*

PROFILE CREATED

Your profile is now created. You will NOT receive an email with temporary password.

Note: You will need to wait approx. 24 hours before your z ID is authenticated in Serko. Please log in to Serko after the 24 hours with your z ID and z-Pass.

Note: When self-registering you will be allocated 'Traveller' access i.e. this provides you the ability to just book travel for yourself. Should you require 'Travel Co-Ordinator' or 'Authoriser' access, please contact your local System Administrator or email UNSW travel support team at financehelp@unsw.edu.au.

UPDATE PROFILE

LOGIN

Enter the Web Address: <https://unsw.serko.travel/Login/unsw>

Employee ID = Enter zID


Password = Enter zPass

Note: Serko now uses Single Sign On

Login To Your Account

Employee ID* [Need assistance?](#) [Create a new User](#)

Password*



TERMS AND CONDITIONS

In order to commence using SERKO Online you must 'Accept' the Terms and Conditions.

AUTHENTICATE PASSWORD

If you receive the Change Password and enter Password Hint box when first logging in, then you need to exit out and wait the 24 hours for your z ID to be authenticated. Do not change your password as Serko uses Single Sign On and you log in with your z ID and z Pass.

Change Password

! You are required to change your Password before you can use SERKO® Online.

Old Password*

New Password*

Confirm New Password*

Password Hint **?***

Ok

ACCESS PROFILE

Select 'OK' to the following prompt to be automatically directed to your profile

Mandatory Profile Fields

You must fill in the Required Mandatory Fields before continuing to use SERKO Online.

Ok

OR Select the 'My Profile' tab, then 'Edit Profile' to access Profile fields.

My Profile

| | | | | |
|------------------|--|------------|-----------|------------------------------|
| Name | Miss Donna Maree McIntosh | Work Phone | 9385 1433 | Edit Profile |
| Address | Level 2, Room 246, , Chancellery Building, UNSW Sydney | Fax | | |
| Delivery Address | | Home Phone | | |
| Default Division | Finance Shared Svcs, Strategic Proc - TMC STA | Alt Fax | | |
| | | Mobile | 93853330 | |

Authorisers Travel Coordinators Passport/Visa Preferences Credit Cards Audit

| Traveller | Type | Service | Comment/Name |
|--------------------------------|------|---------|--------------|
| Add Preference | | | |

UPDATE PERSONAL INFORMATION

Complete all mandatory fields marked with an asterisk '*'.
Select 'Save Details'.

Modify the details for this profile, then click the Save button. Click cancel if you wish to return to the previous screen without saving.

Personal Information

Warning: Names must be as they appear on your Passport.

| | | | |
|--------------------|--|---|-----------------------------------|
| Title* | Ms | Work Phone | |
| Gender | <input type="radio"/> Male <input checked="" type="radio"/> Female | Fax | |
| First Name* | Mary | Home Phone | |
| Surname* | Training | Alt Fax | |
| Email Address* | travelnotices@unsw.edu.au | Mobile | 0061293851125 |
| Address 1 | Address 11 | Traveller Default School/Centre/Dept* | Associate Dean Research - TMC STA |
| Address 2 | Randwick | Administration Default School/Centre/Dept* | Associate Dean Research - TMC STA |
| Address 3 | | Job Title | |
| Post Code | 2052 | <input checked="" type="checkbox"/> Enabled | |
| Delivery Address 1 | | Online User ID | 5754 |
| Delivery Address 2 | | | |
| Delivery Address 3 | | | |

Role Groups

Authoriser Access
 System Administrator
 Travel Co-Ordinator Access
 Traveller Access
 Unused Ticket Administrator

Profile Custom Fields

Please select your Traveller Type* **STAFF**
 Salary Range* **\$115,450 and below**
 Amadeus Profile Code **TRAINING/MARY MS**
 Employee ID* **z1234569**
 Default Departure City **Sydney (SYD)**
 Network ID
 Traveller Search Default **Top 20 Travellers**
 Show Recent Bookings on Home Page **Yes**
 Preferred Name
 Serko Mobile alternate login

Travellers

| Title | First Name(s) | Surname | Birth Date | Gender | Email | Phone |
|-------|---------------|----------|-------------|--------|---------------------------|---------------|
| Ms | Mary | Training | 13 Aug 2012 | Female | travelnotices@unsw.edu.au | 0061293851125 |

Total: 1

[Cancel](#) [Save](#)

ADD PASSPORTS / PREFERENCES / CREDIT CARDS / TRAVEL CO-ORDINATORS

Go to each of the tabs and select 'Add xxxx' to add:-

- Passports / Visas
- Preferences e.g. airline frequent flier number, hotel and car memberships, meals, seating etc
- Credit Cards
- My Travel Co-Ordinators

Profile Administration



To change the profile details click 'Edit Profile'. To change a different profile, or create a new profile click the 'More Actions'.

More Actions ▾

| | | | |
|------------------|-----------------------------------|------------|---------------|
| Name | Ms Mary Training | Work Phone | |
| Address | Address 11, Randwick | Fax | |
| Delivery Address | | Home Phone | |
| Default Division | Associate Dean Research - TMC STA | Alt Fax | |
| | | Mobile | 0061293851125 |

Edit Profile

Authorisers Travel Coordinators Passport/Visa Preferences Credit Cards Audit

| Traveller | Type | Service | Comment/Name |
|--|-----------------|-----------------------|--------------|
|   Ms Mary Training | Frequent Flyers | Qantas Frequent Flyer | 1235689 |

Total: 1

Add Preference

Note: APEC Cards should be added as a Visa within the Passport/Visa tab.

MY TRAVEL COORDINATORS


MY TRAVELLERS

PASSPORT/VISA

PREFERENCES

CREDIT CARDS

AUDIT

| Traveller | Type | Doc Number | Issue Date | Expiry Date | Issuing Country | Nationality |
|--|------|-----------------|-------------|-------------|-----------------|-------------|
|   Ms Tracey Test | Visa | APEC - ABC12345 | 01 Feb 2006 | 01 Feb 2016 | Australia | Australia |

Total: 1

Add Passport/Visa

LOGOUT

You will now be able to use Serko Online.

Note: Before making a booking the 'Notes' should be read.

To logout, select 'Logout'.

Welcome, Donna Maree McIntosh

Bookings

Booking Custom Request

Notes

- Booked elsewhere and just recording your travel in Serko - please read!
- Quick Reference Guides (step-by-step guides to assist your travel booking needs)
- Online Assistance available
- Online Support Contact Details