

UNSW SERKO® ONLINE

SELF REGISTRATION

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* [Forgot your Employee ID or Password?](#)



SELF REGISTRATION

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

Notes:

1. Corporate Shared Key (Pin Code) = 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 Voyager
3. Employee ID = enter your UNSW zPass ID with the prefix 's' or 'z'
4. Click on the calendar icon to add your date of birth
5. Mandatory fields are marked with an asterisk *.
6. Names with a hyphen (-) or apostrophe (') should be entered with a space or no space.

SERKO® Online - Self Registration

Fill in the details below for your new Profile, then click the Save Details 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

Postal Code

Phone

Mobile*

Custom Fields

Default Departure City

Employee Id*

PROFILE CREATED

Your profile will be activated. You will receive an email with password details.

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. Contact details for System Administrators can be obtained from procurement@unsw.edu.au.

UPDATE PROFILE

LOGIN

Enter the Web Address: <https://unsw.serkodirect.com/login/unsw>

Employee ID = Enter zPass

Password = Enter initial login Password

Note: The initial login Password will be sent via email. If you are unable to locate this email in your Inbox, check your other email folders.

Login To Your Account

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

Password* [Forgot your Employee ID or Password?](#)

Login



TERMS AND CONDITIONS

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

ESTABLISH PASSWORD

Change Password and enter Password Hint

Note 1: Passwords are case sensitive and must have a minimum of 8 characters with at least:-

- 1 uppercase
- 1 lowercase
- 1 numeric
- 1 special (note: the following special characters cannot be used |=<>)

Note 2: The Password Hint will be emailed when 'Forgot your password' is selected from Login screen.

Change Password

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

Old Password*

New Password*

Confirm New Password*

Password Hint **?***

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.

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

HOME | BOOKING | **MY PROFILE** | Peter Test | Logout | ? |

My Profile

Name	Mr Peter Test	Work Phone		<input type="button" value="Change"/>
Address		Mobile*	+61 434 214 562	
Default Division	SCHOOL OF BUSINESS - TMC VOYAGER			

MY TRAVEL COORDINATORS | PASSPORT/ VISA | **PREFERENCES** | CREDIT CARDS | AUDIT

Traveller	Type	Service	Comment/Name
<input type="button" value="Add Preference"/>			

UPDATE PERSONAL INFORMATION

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

HOME | BOOKING | **MY PROFILE** | Peter Test | Logout | ? |

Change My Profile

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*	Mr	Work Phone	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female	Mobile*	+61 434 214 562
First Name*	Peter	Default Division*	School Of Business - TMC Voyager
Surname*	Test	Job Title	
Email Address*	traceys@serkoonline.com	<input checked="" type="checkbox"/> Enabled	
Address 1		SERKO® Online User ID	236
Address 2			
Address 3			
Post Code			

Profile Custom Fields

Salary Range*	\$100,841 to \$179,350
Employee ID*	z5556666
Default Departure City	Sydney (SYD)
Traveller Search Default	Top 20 Travellers
Show Recent Bookings on Home Page	Yes
Air Availability Display	Compressed

Travellers

Title	First Name(s)	Surname	Birth Date	Gender	Email	Phone
	Mr	Peter	Test	Male	traceys@serkoonline.com	+61 434 214 562

Total: 1

Save Details | Cancel

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

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

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

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

LOGOUT

Once your Profile has been updated you will be able to use Serko® Online.

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

To logout, select 'Logout'