



TANGERINE ONLINE Traveler Quick Start Guide UW COLLEGE OF EDUCATION

GET STARTED - CREATE A TRAVELER PROFILE

Access [Request Credentials](#) form and *Submit*

- User name and login link will be sent via welcome email
 - **NOTE:** Email will arrive from "notification@gtp-marketplace.com"- Check Other or Junk Folder
- You will be prompted to change your first-time password

LOG IN

Once you have your credentials go to:

www.atriis.app/signin

- Enter your user name (email) & password
- Select *Log in*

UPDATE TRAVELER PROFILE

Select Your User Icon

- Add the required information
 - Full name as it appears on credentials, date of birth, cell phone, etc
- For detailed instructions on How To Update Your Profile, click [here](#) or visit www.tangerinetravel.com/uw

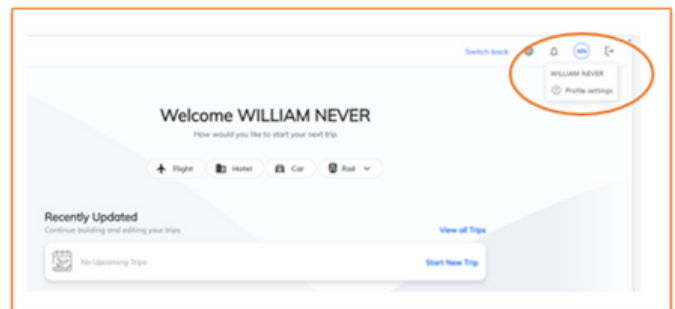
START BOOKING

Click on *Start a New Trip*

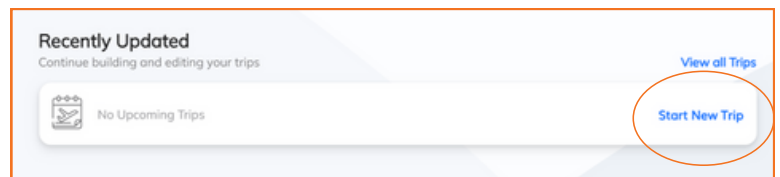
- Select type of travel - Air, Hotel, or Car
- Enter search parameters
- Click Search to proceed

NOTE: Travel Arrangers, please follow the instructions for Search + Add Traveler before moving to the next step.

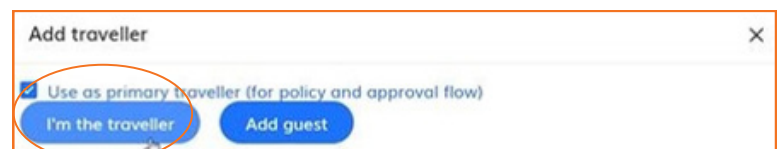
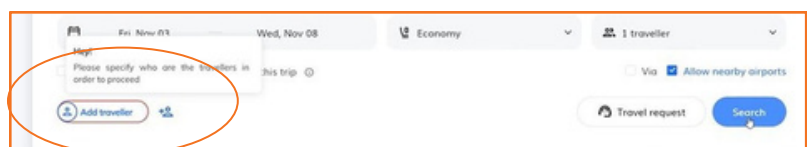
User Icon



Start a New Trip



Search + Add Traveler



NOTICE:

You will be prompted to update your profile if required fields are missing.
Visit "How to Update Profile" for more information

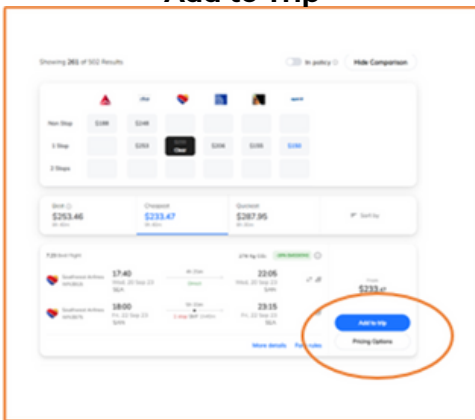
 Please fill all required fields which are marked

[Save Contact Information](#)

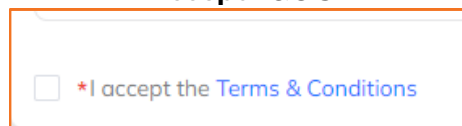
COMPLETE YOUR BOOKING

- Make your selections and *Add to Trip*
- *Proceed to Checkout* or *Add More Services*
- *Accept the Terms & Conditions* for each - Air, Car, & Hotel
- Proceed to Checkout

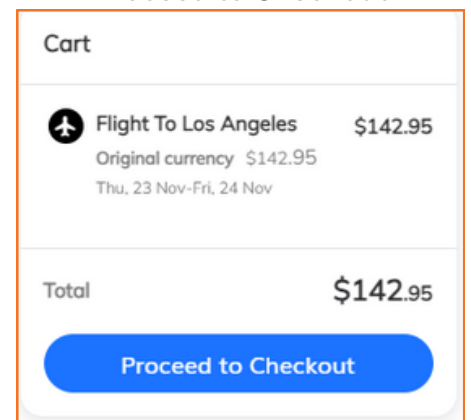
Add to Trip



Accept T&C'S



Proceed to Checkout



For reservations: anytime – 24/7 service via phone
Exclusive UW: 1-866-503-0513
UW@tangerinetravel.com
Online Booking Help Desk:
onlinesupport@tangerinetravel.com (M-F)



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