UCONN HEALTH CENTER

Quick Reference Guide

Accessing the Site

To access GetThere click here.
Then put in your UCHC login credentials.

Getting Assistance

- During the booking process, click **Help with this page** for detailed instructions.
- Read the announcements and messages that your travel manager provides.
- Use the **Travel Tools** on the home page for maps, directions, weather, etc.
- Use the **Departure & Arrivals** section to receive the latest information for specific flights or trains.

Updating your Profile

Before you make your first reservation, click **Profile** in the menu bar, then:

- Set up your travel and arranger preferences.
- Set up password recovery so you can log in if you forget your password.
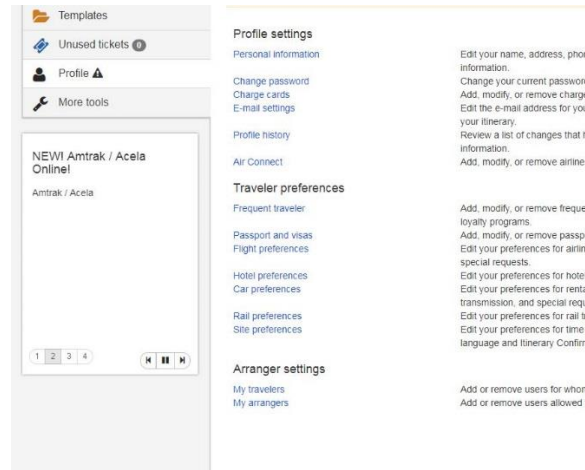
Creating Arranger Settings

For Travelers

1. In your **Profile**, click **My Arrangers** under **Arranger Settings**.
2. Complete the Travel Arranger Permissions section to allow/deny others to designate themselves as your arranger or make changes to your account.
3. Click **Add a Travel Arranger**, enter the arranger's first and last name, and click **Search**.
4. Click **Add** next to desired arranger name.

For Travel Arrangers

1. In your **Profile**, click **My-Travelers** under **Arranger Settings**.
2. Complete the E-mail settings section to determine who receives confirmation e-mails.
3. Click **Add a Traveler**, enter the traveler's name, and click **Search**.
4. Click **Add** next to desired traveler name. The name appears in the **Arrange Travel For** menu on the home page.

5. Continue adding traveler names as necessary.

Accessing Previous Bookings

1. Click **Trips** in the menu bar.
2. Click **Select** to access the booking you want to view, change, or cancel.
   - Click **Cancel Trip** to cancel a reservation. Be sure to review messages to determine if your ticket is eligible for void, refund, or use toward future tickets.
   - If a trip is on **Hold**, click **Purchase Trip** to complete the booking.
   - Click **Modify** or **Remove** to change items in your itinerary.
   - Use the **Add to Your Trip** section to make additional reservations.
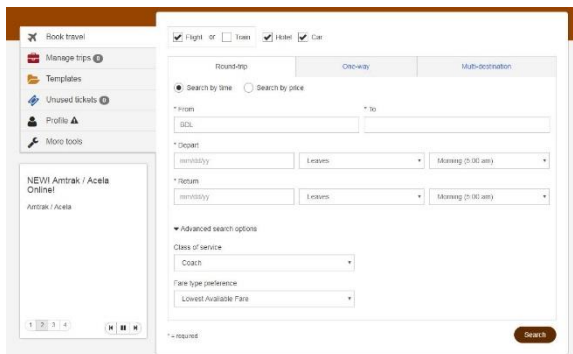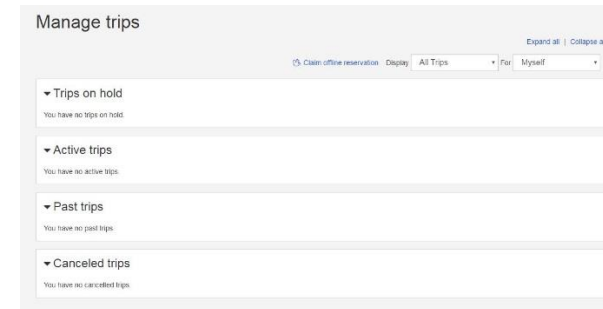

Using Trip Templates

- To quickly book repeat trips with air/rail, hotels, and/or car options, create a trip template: from the Trip Details, Traveler Information, Billing Information, or Reservation Complete page, enter a template name, then click **Save Template**.
- To use a template, click **Templates** in the menu bar, then click **Select** next to the template you want to use. Enter new dates and click **Price Itinerary**.

Booking Trips

- Dates, locations, and times are based on what you enter on the home page
- To make only an air, train, hotel, or car booking, select only that box on the home page.
- Health Center preferred and or negotiated providers are indicated by: ★★★ or ⭐ .
- Sort options by clicking on the column headers.
- If you want to check your current itinerary, click the **view details** link.
- If you want to change your flight search criteria during the booking process, click the **Modify Search** link near the top of the page.

From the Begin Search page:

1. Check the appropriate boxes for **Flight/Trains, Hotel and/or Car.**
2. Select **Round-Trip, One-way,** or **Multi-Destination,** then enter your cities, dates, and times. You can also chose how to display the results and select additional search options.
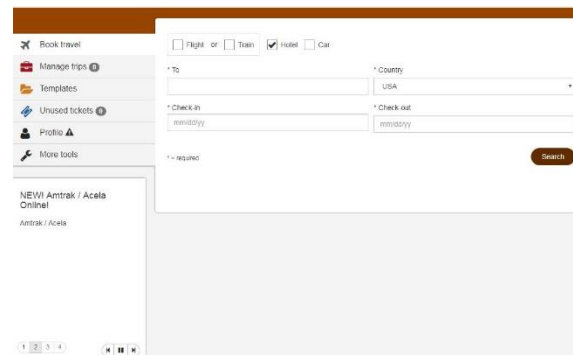3. Click **Begin Search**

Air

- Choose your departing and then returning flight options using the **Select** button.
- If applicable, you can select alternate, low- price options.
- You may need to identify reasons for out- of- policy selections, if your itinerary is not compliant with your company's travel policy.
- Select your seats for each flight segment.

Hotel

- You can search for the hotels by: city, airport, or by state.
- Choose your check-in and check-out dates
- Select **Search**
- Choose the hotel and room rate using the **View Rates** buttons.
- Click the **Select** button.
- Please make sure to read and/or check off the rate details, cancellation policy, and the special requests displayed.
- Once everything is correct, click **Select Room**

Rental Car

- You can search for cars at an airport or a city location.
- You can click **Express Booking** to automatically select your company's preferred car rental company.
- Choose a car by clicking on the desired rate.

Confirming Bookings

- If necessary, complete the policy compliance page.
- **Modify or Remove** any itinerary options on the Review/ Modify Trip page.
- Verify the information on the Traveler Information and Billing Information pages.
- Click **Purchase Trip** to complete the process. Print a copy of the Reservation Complete page.
- You will receive a confirmation email when the booking is reviewed and ticketed.