UNM TRAVEL

The University of New Mexico Purchasing Department and our Travel Agent Rio Grande Travel have partnered with Deem to provide a convenient travel booking tool called ETTA (Easy To Travel Anywhere) that benefits those traveling on behalf of the University. The new travel booking tool will provide time and cost savings as airline, hotel and car reservations can all be made at the same time and place!

The benefits will extend to both the employee that books travel and to the traveler. Once the traveler creates a profile that includes their personal information (***all personal information is masked),*** travel preferences, and corporate membership numbers (frequent flyer, hotel loyalty programs, TSA, etc.), the traveler will continue to accumulate rewards and points. Once the traveler's profile is created, administrative staff can book travel on their behalf. The employee who books travel will save time by setting up their own profile with their UNM PCard information allowing them to book travel for multiple travelers as a delegate.

Both the traveler and delegate will receive detailed itinerary information including all information needed for travel and/or reimbursement.

The new tool will also provide "Duty of Care" or "SABRE SafePoint" for the traveler. Information regarding general safety levels, COVID related protocols, maintenance records, etc. is provided for global air travel, rental vehicles, and hotels in one convenient location. "SafePoint" or "Duty of Care" is a tool that helps to monitor global security events and provides timely alerts in the event of a natural disaster or act of war. SafePoint will determine if a traveler may be impacted by any of these events and automatically sends notifications to the traveler and to the UNM Travel email account.

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ETTA TRAVEL BOOKING TOOL SOP

In order to start using the booking tool, you must create your account and set up your profile. Please refer to the ETTA Profile Setup/Log in on the UNM Travel Website, under the ETTA Information tab.
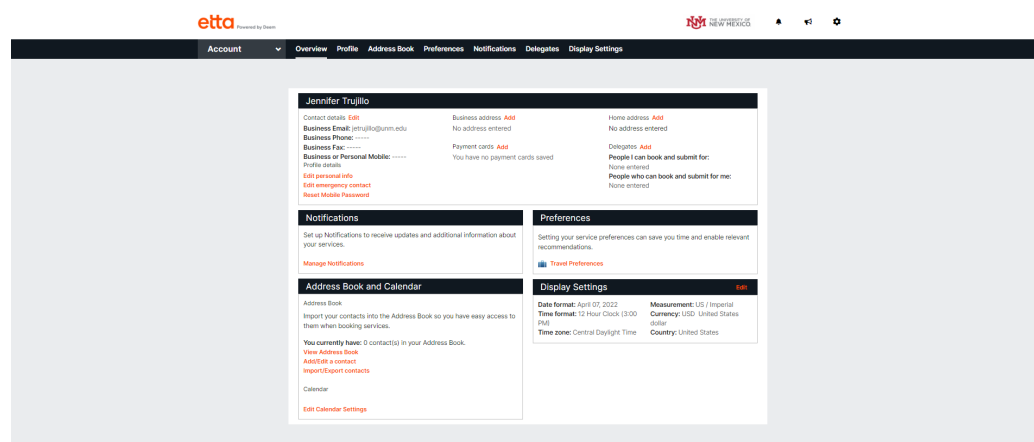https://travel.unm.edu/index.html

To begin this process, enter your email address:

Main campus: loboloule@unm.edu
HSC: loboloule@salud.unm.edu or loboloule@health.unm.edu

This is an overview of an account. The tabs on the top of this Account screen will be populated as you set up your account.

There are several sections to be completed to set up your profile.

Personal & Employee Info:

Profile Addresses and Phone Numbers

Emergency Contact Information

Payment Information: PCard information

If you are a UNM PCard holder enter your PCard information here.

**Do NOT enter personal credit card information into the system. **

Reset Password

Profile | Reset Mobile Password

< Profile Main Page

Cancel   Save

Profile
Personal and Employee Info
Addresses and Phone Numbers
Emergency Contact
Payment Cards
Reset Mobile Password

Address Book and Calendar
View address book
Add/Edit a contact
Import/Export contacts
Edit Calendar Settings

Create New Password

* Required

Password requirements
• Must be at least 6 characters in length.
• Must not be identical to any of the past 3 passwords.
• Must not contain your name or Username.
• Must not include accented characters or other non-ascii symbols.

New password *
Confirm new password *

View Address Book

Profile | View address book

Established Contacts are shown here

< Profile Main Page

Profile
Personal and Employee Info
Addresses and Phone Numbers
Emergency Contact
Payment Cards
Reset Mobile Password

Address Book and Calendar
View address book
Add/Edit a contact
Import/Export contacts
Edit Calendar Settings

Choose a contact list and enter a name, then click "Search".

Contact list   Name or email address
Personal   Search

You have 1 contact(s) in your personal Address Book.

Name ▼	Email	Address / Phone	
Marcos Roybal	marcosroybal@unm.edu	170 Lomas Blvd SE 2600 Albuquerque, NM 87106 505-930-1809	Edit Delete

Enter OR Add contact here

ADD or EDIT contacts

Import/ Export Contacts

Edit Calendar Settings

Travel Preferences

To select a specific airport: Search airport code, select the bubble and **SAVE**

Find Airport Codes

Enter a city name: albuquerque   Search

☐ Include nearby airports

Your search for [albuquerque] produced 1 results.

City name ▼	Airport name	Code
○ Albuquerque, NM	Albuquerque International Airport	ABQ

Cancel   **Select**

In addition to selecting a Home Airport, you can build in certain preferences if desired:

- **Seat preference**
- **Meal preference**
- **Special disability requests**
- **Airline and frequent traveler numbers can be added**

Enter and select **SAVE**

Profile | Travel Preferences

< Profile Main Page

Profile
Personal and Employee Info
Addresses and Phone Numbers
Emergency Contact
Payment Cards
Reset Mobile Password

Address Book and Calendar
View address book
Add/Edit a contact
Import/Export contacts
Edit Calendar Settings

Service Preferences
Travel Preferences

Notifications
Delegate Access
Display Settings

Cancel   **Save**

Flight

Service preferences

Home Airport

Albuquerque, NM, US (ABQ)   Airport codes

Seat Preference
◉ Window
○ Aisle

Meal Preferences
Vegetarian lacto-ovo ▾

Air Special Requests

Choose up to 3 items

☐ Visually impaired traveler
☑ Hearing impaired traveler
☐ Wheelchair – can ascend and descend stairs
☑ Wheelchair – cannot ascend

Air Memberships

To add it to your profile, click save.

Airline	Number	**Save**
Southwest Airlines	123456789	Add

Preferences Cont.

Hotel Preference

Profile | Travel Preferences

< Profile Main Page

Profile
Personal and Employee Info
Addresses and Phone Numbers
Emergency Contact
Payment Cards
Reset Mobile Password

Address Book and Calendar
View address book
Add/Edit a contact
Import/Export contacts
Edit Calendar Settings

Service Preferences
Travel Preferences

Notifications

Cancel   **Save**

Southwest Airlines	123456789	Add

Hotel

Hotel Amenities

Select up to 3 amenities

☐ A-V Equipment Rental
☐ Accessible to Wheelchairs
☐ Air Conditioning (In Room)
☑ Airport Shuttle
☐ ATM/Bank

Hotel Special Requests

Choose up to 3 items

☑ Away from elevator
☑ Away from ice machine
☐ Disabled accessible
☐ Dorm bed
☐ Double bed

Hotel Memberships

To add it to your profile, click save.

Hotel	Number	**Save**
Marriott Bonvoy	123456789	Add

Car Preference

***Once you have created your profile, **this is what you will see when you log in:**
The Tool Bar on the Top shows **three tabs**

1. **Trip Planner**- is the Home Screen
2. **Reservations** -if you have any booked or on HOLD, they will display here
3. **Unused Tickets**- IF you have any from previous trips

TRIP Planner screen is shown below:

The Reservations Tab – any upcoming OR archived (already occurred) reservations will be listed here

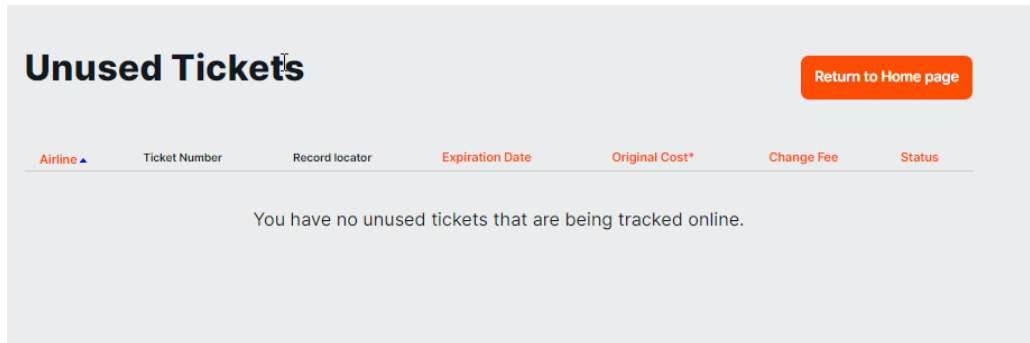**Upcoming reservations** for you or any of your delegates will show up here
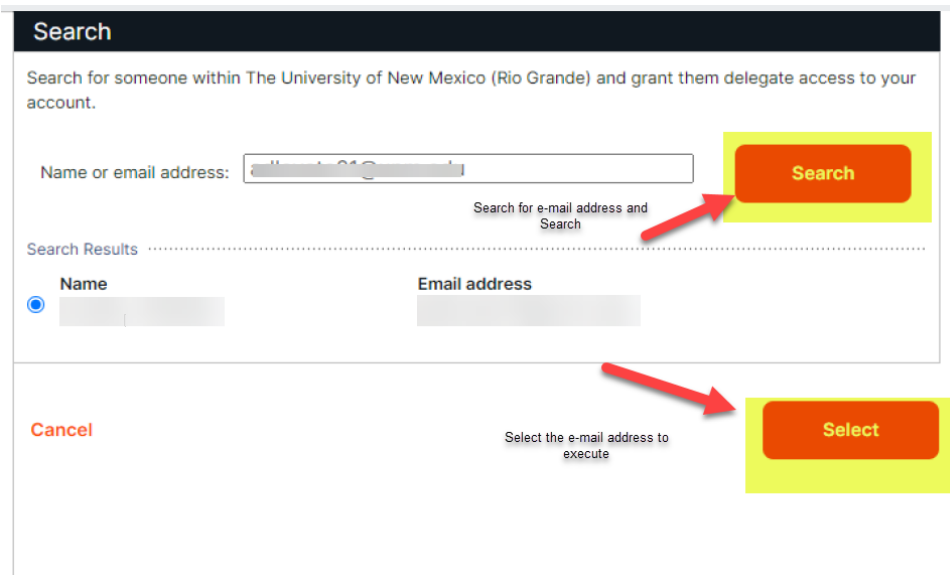

Archived Reservations tab

Unused Tickets- if flights you made, have been cancelled, the information will display here

Setting up delegates

If you will be booking travel for another employee, they can give you access as a delegate.

OR you can add yourself as a delegate for another employee if you will be booking their travel.

Profile | Delegate Access

...ss to someone's account and can
...e trips and expense reports on behalf
...involves booking services or
approving on behalf of other employees.

< Profile Main Page

Profile
Personal and Employee Info

Addresses and Phone Numbers

Emergency Contact

Payment Cards

Reset Mobile Password

Address Book and Calendar
View address book

Add/Edit a contact

Import/Export contacts

Edit Calendar Settings

Service Preferences
Travel Preferences

Notifications

Delegate Access

People I Can Book And Submit For

You have access to these people's account:

Name	Email address	
Trujillo, Veronica	vtrujil5@unm.edu	Delete

➕ Become a delegate

People Who Can Book And Submit For Me

These people have access to your account:

Name	Email address	
Lovato, Andrew	adlovato21@unm.edu	Delete

➕ Add a delegate

A confirmation email will be sent to the traveler when you request to be delegate for them, but the email does not currently contain the link to set up their profile.

Please share the location of this link with the traveler so that they can set up their profile.

🔁 Reply 🔁 Reply All 🔁 Forward 🔁 IM
Thu 4/21/2022 11:48 AM
DP Deem Personal Assistant <notifier@us.deem.com>
A Delegate Has Been Added to Your Account
To 🔵 Jennifer Trujillo
ℹ️ This is the most recent version, but you made changes to another copy. Click here to see the other versions.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[EXTERNAL]

☒

Delegate Added Notification

Andrew Lovato has been added as a delegate to your Deem Personal Assistant account. As a delegate, Andrew Lovato can now find, book, and manage services for you.

If you do not want Andrew Lovato to have access to your account, you can edit or remove access on the Delegate Access page in Deem Personal Assistant by performing the following steps:

1) Sign in to the Deem Personal Assistant.
2) Go to your Profile.
3) Click on "Edit" in the Delegates section of your Profile home page.
4) Click on "Delete" to remove Andrew Lovato as a delegate to your account.

Responses to this email should be directed to onlinesupport@frosch.com Do not directly respond to the sender of this email.

An email notification is sent when another employee adds you as a delegate.

Thu 4/21/2022 11:48 AM
DP Deem Personal Assistant <notifier@us.deem.com>
Confirmation: Delegate Access
To 🔴 Andrew Lovato

[EXTERNAL]

etta Powered by Deem

Delegate Access Confirmation

You now have delegate access to Jennifer Trujillo's Deem Personal Assistant account.

As a delegate, you can find, book, and manage services for Jennifer Trujillo by signing in to your account and selecting Jennifer Trujillo from the drop-down menu on the top of the home page.

Responses to this email should be directed to onlinesupport@frosch.com Do not directly respond to the sender of this email.

** Please note that the date of birth, frequent traveler number, passport and corporate or reward membership numbers for the traveler are "masked" and will not show completely when a delegate is making reservations for them. Only partial information is visible for privacy sake and ** will show for part of the masked information.

Tool Bar on the upper right section:

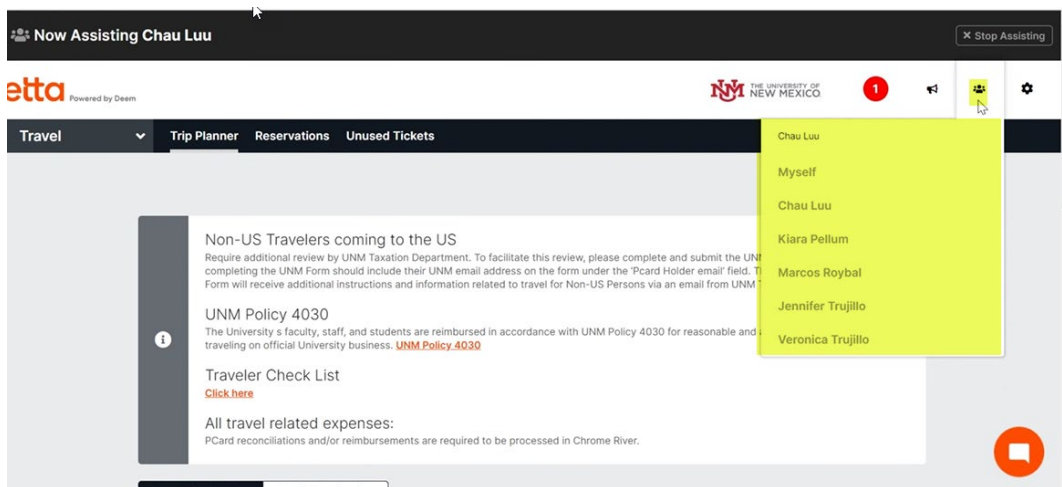**Alerts-**information for trips, notices on flights etc.

Company Information: links to external websites for travel related services

Account Settings- Link to your personal information, help functions and sign out
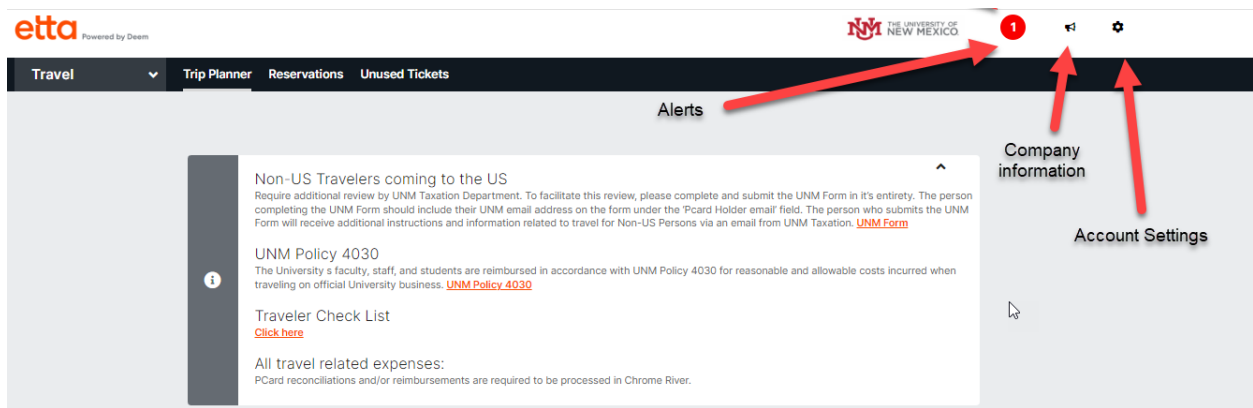
If you have been added as a delegate for other employees, you will have an additional icon.

The People Icon: will show a list of who they have the ability of book travel for

The home screen has links to UNM policy and travel information

UNM Policy #4030

Checklist for Travelers

Unrestricted Accounting, Main

Home   Account Codes▾   Forms   Internal Service Center   NSAR▾   Petty Cash▾   Travel▾   FAQs   Contact Us▾

UNM / Home / Travel / Checklist for Travelers

Checklist for Travelers

Receiving a prompt travel reimbursement is dependent on the traveler providing complete, accurate documentation of the trip, in a timely fashion. The following checklist will assist the traveler in knowing what information to collect and provide.

Receipts for all allowable expenditures being claimed for reimbursement must be provided. Receipts may be emailed directly into the traveler's Chrome River account, or scanned and uploaded.

- Airline ticket receipt and itinerary (printout of on-line receipt is allowable if form of payment is indicated).
  - It is preferable that airline tickets are paid for via PCard.
  - Premium seating, early boarding and other similar charges are not generally allowable.
    - Use care to ensure these options are not selected, unless specifically allowed by policy for the specific stituation.
  - If not flying direct to business destination, provide 3 lowest quotes for business travel dates from a site such as Expedia or Travelocity to document what the cost of a direct flight would have been.
    - Allowable amount is lower of actual flight, or lowest quote.
- Itemized hotel receipt, indicating payment in full has been made. Include explanations for any other occupants of the room.
  - It is preferable that hotel charges are paid for via PCard.
  - Reimbursement allowed for Room and Tax charges ONLY.
  - Unallowable item examples:
    - Room service (claim via per diem)
    - In-room movies

It is important to note that **UNM travel policy has not changed. Etta is just a new method for making travel reservations.

To book a flight:

Flight Selection, Select One Way OR Round Trip

Enter the criteria for airport search

After you select Departure and Arrival Airport And travel dates, you can refine your search further:

Note: Departure Times default to ANYTIME -you can specify morning, evening, or a specific time.
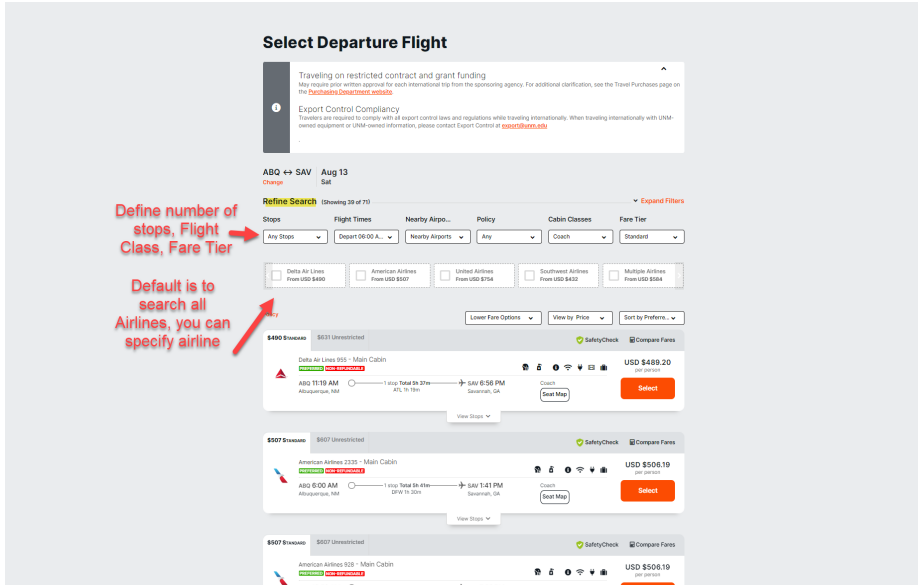
MORE Search Options

CLASS:

- **Coach**
- **Premium Coach**
- **Business Class**
- **First Class**

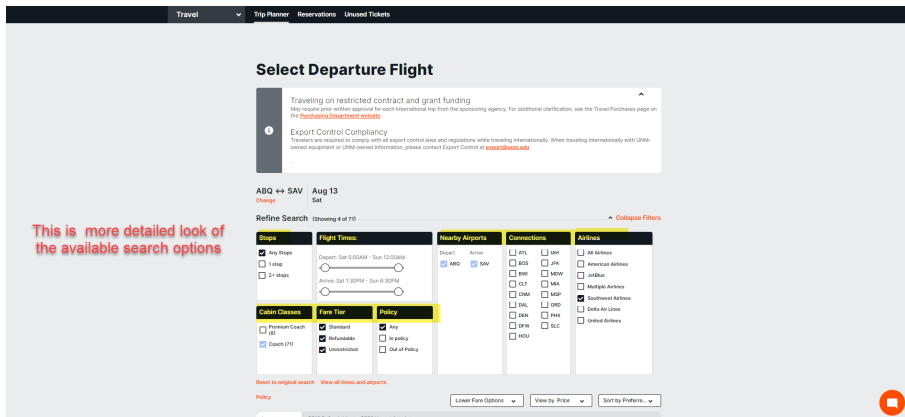You can save these criteria by checking the box "Same for all flights"

ALSO NOTE: **FARE TYPE OPTIONS:**

- **Lowest Fare Available-**
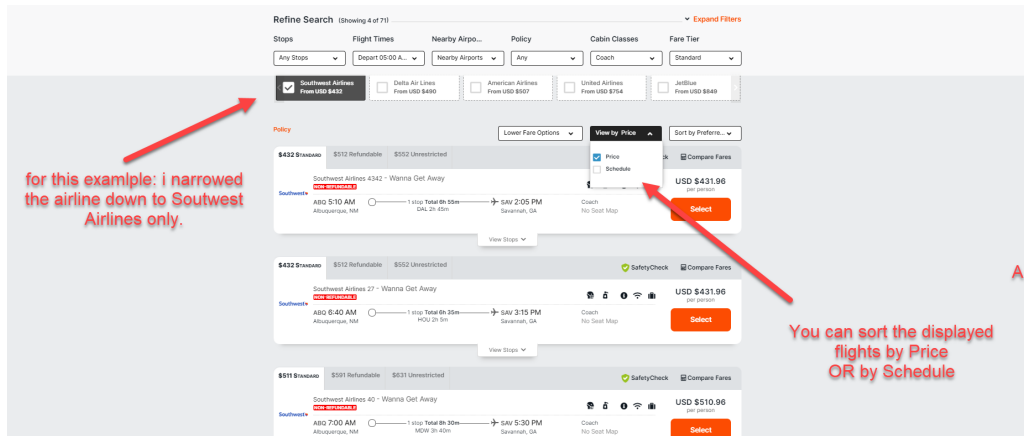- **Fares with No restrictions**
- **Fares that allow refunds**

Search for a flight

Flight Selection
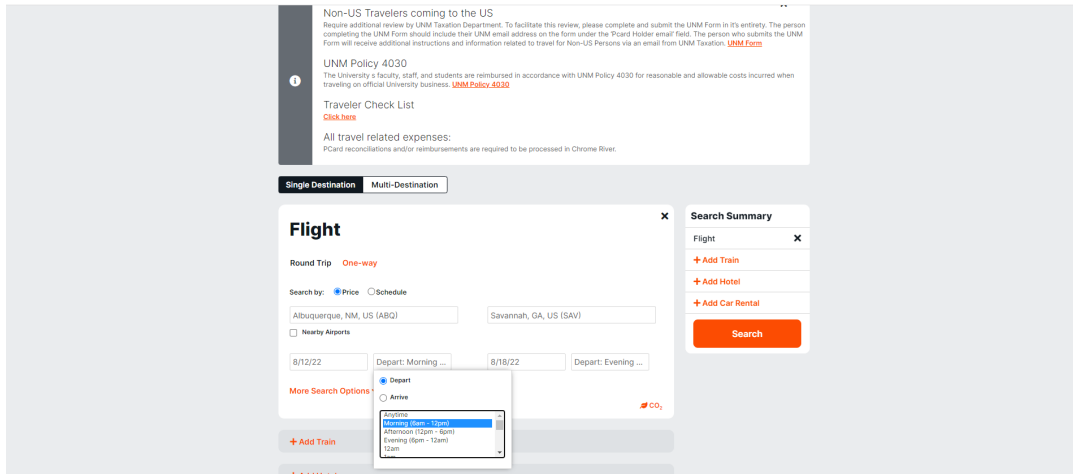

Select **SEARCH:**

** Southwest Airlines in the preferred airline for UNM and will show as "preferred

Select Departure Flight

Note that in addition to flight times and Cost of Fare, the **total flight time** including layovers is displayed for each option. **The Fare that is displayed is for Round Trip.**
If you select "expand" you can see more detail. "Collapse" will take you back to less detail view.

** When searching for flights be aware of "sister city airports" or cities that have multiple airports. Make sure you are selecting the intended airport. The most commonly confused sister airports are:

WASHINGTON DC (these airports are about 25 minutes apart)
IAD – DULLES INTERNATIONAL AIRPORT
DCA – RONALD REAGAN WASHINGTON NATIONAL AIRPORT

NEW YORK CITY
LGA – LAGUARDIA
JFK – JOHN F. KENNEDY
EWR - NEWARK

Select Return Flight

Define Search Criteria for Return Flight and search again

Flight Summary for this round-trip flight

Cost Summary is listed

Details of each flight are displayed

Are you ready to purchase Flight?

Example of Traveler Acknowledgement for a PURCHASED flight

Important Details related to flight searches:

** If a traveler is searching for a flight but not booking the flight, they can search and "SHARE TRIP".
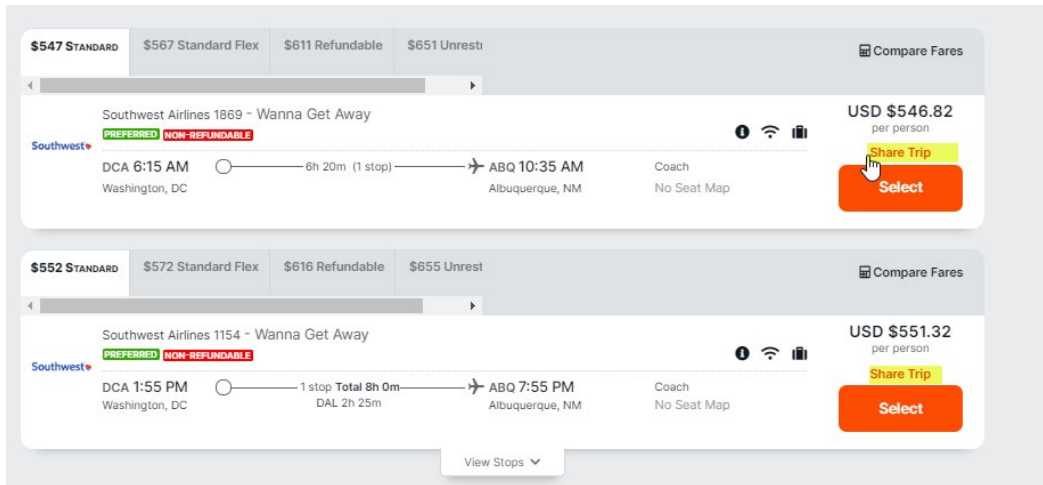
A summary of the desired flight can be sent to the travel booker or to the traveler to verify before it is booked.
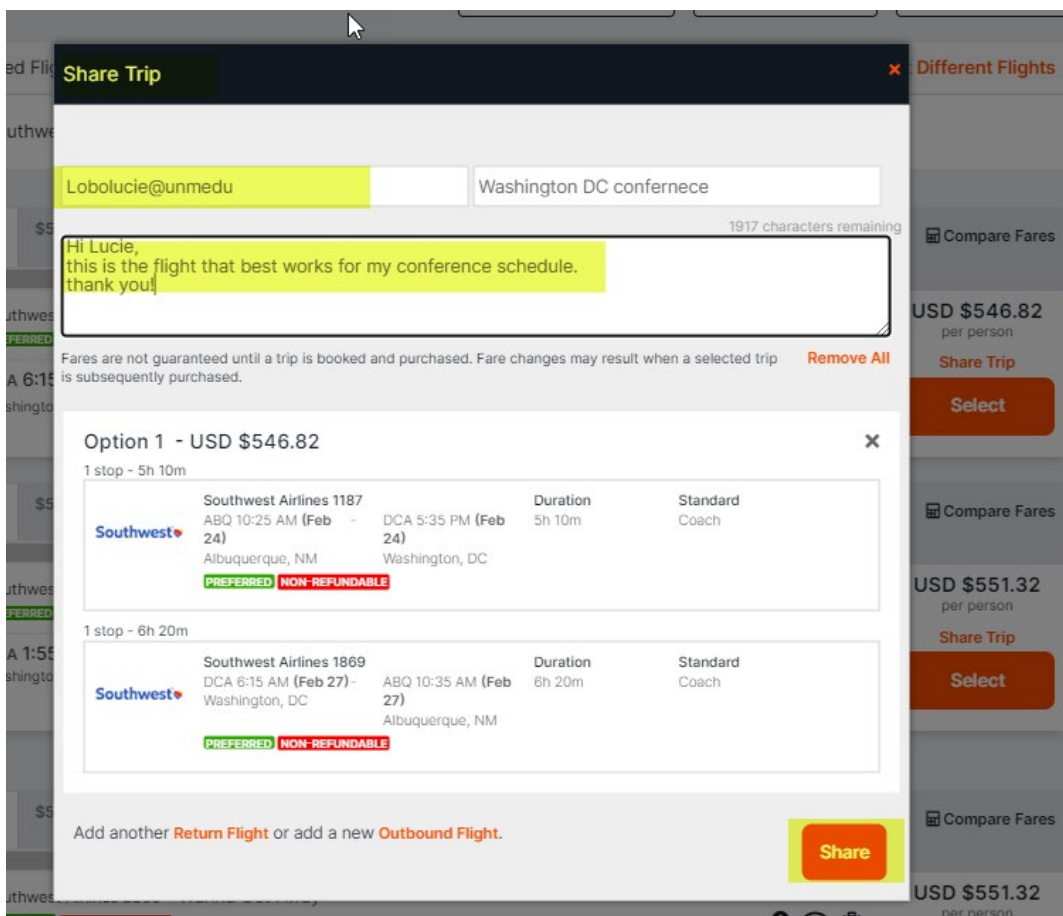
** This area will search to "Single Destination" but you can also search "Multi-Destination" for airline reservations that require multiple flights/segments

Select Continue to book Airfare:

OR **ADD Hotel OR ADD Car Rental**

When booking a flight on an airline that has assigned seats, **SELECT seat map**

Seat selected will show here after you "Pin Seat"

If you do not select a seat as part of booking, you will see this message.

As part of the booking process, you can **name your trip** in the highlighted area

This will be helpful for your record keeping.

You can share the reservation by entering email address and note.

Enter your department INDEX information here. You can enter up to three index numbers.

Answer the questions related to Grant and Federal funds.

You can set up notifications for this flight by selecting which type and entering an email address.

Example of flight confirmation email:

Marcos Roybal-NAEP Annual Meeting (Dallas)

Status: Reserved
Traveler: Marcos Roybal
Use this when contacting the travel agency
Record locator: /
Trip ID: 08
Date Booked: Thursday, April 21, 2022
Agency: Rio Grande Travel
Message: Dedicated Corporate Travel Team: 505-768-7999 (8A-530P) email: corporate@rgtravel.com / Emergency Afterhours 800-310-6714 After Hours ID-S A2ZA - FEE APPLIES

Flight from: Albuquerque, NM (ABQ)

American Airlines 1421 PREFERRED
Preferred Status
   The University of New Mexico (Rio Grande) Most Preferred airline.

   Choose preferred airlines whenever the flight is in Policy.
Date: Sun, Jun 05 MDT
Depart: 8:00 AM | Albuquerque, NM (ABQ)
Arrive: 10:49 AM | Dallas, TX (DFW)

Class: Restricted Coach **Main Cabin** | On time: 80% on time
Plane type: Boeing 737-800
Arrival terminal: 0
Distance: 567 mi
Flight time: 1h 49m Non-stop
Seat:
   Marcos Roybal: 25F

Fare: **Fare Rules**
Membership: Marcos Roybal: American Airlines -

Use this when contacting the airline:
Reservation number:
Status: Confirmed

**If you must CANCEL a flight that you booked through the booking tool, it is important that you cancel *in in the tool and not directly with the carrier.*

To Change, Modify, or Cancel a Trip Click the Reservations tab, to display your upcoming trips.

- 1 Click the upcoming trip, to expand the trip information.
- 2 Click the View Details link on the bottom right side of the section.
- 3 When changing part of the trip, select the Change link below the trip element (Flight, Hotel, or Rental Car). Alternatively, select +Add Flights, +Add Hotel or +Add Rental Car to add a new itinerary element to your trip.
- 4 The system guides you through the change. After adding or changing a segment, review the reservation, and click the Purchase button.
- 5 To cancel an entire trip, click the Cancel Trip link. This will cancel all elements (Flight, Hotel, and/or Rental Car). The cancelation cost will display, before you make the final decision.

"**Ask ETTA**" Box is available for **cancelling or modifying reservations** made in ETTA.
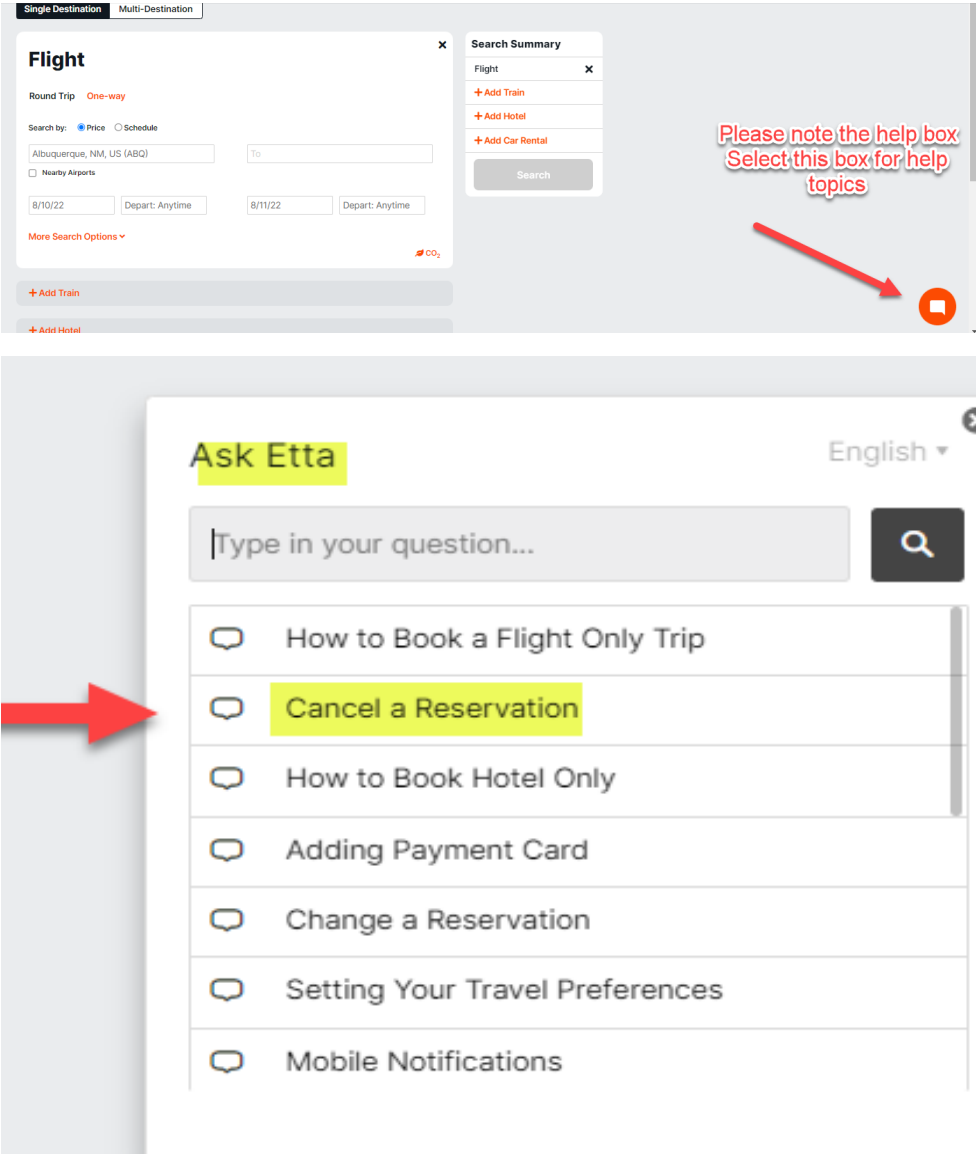
** it is important to note that when making a change to an existing flight, the "Multi-Destination" flight search is currently unavailable. If you need to make changes to a flight that will include a multi-destination flight, you will need to contact Rio Grande Travel for assistance. Charges will be applied for this help.

Select specific trip:

Reservations

Upcoming | Archive | Click the reservation that you would like to cancel | Ascending | All Types

Tue, October 4, 2022	✈ Bruce Cherrin-REV 2022	BRUCE CHERRIN	ⓘ On Request	⌄
Thu, October 13, 2022	✈ Marcos Roybal-NAEP District VI (Bend, OR)	Marcos Roybal	✔ Confirmed	⌄
Sun, October 16, 2022	✈ Trip to Redmond, OR	Jennifer Trujillo	✔ Confirmed	⌄
Tue, November 1, 2022	✈ Marcos Roybal-Test Travel (Southwest Airlines)	MARCOS ROYBAL	✔ Confirmed	⌄
Sun, November 6, 2022	✈ Trip to Valparaiso, FL	Bruce Cherrin	✔ Confirmed	⌄
Thu, November 10, 2022	✈ Trip to Albuquerque, NM	BRUCE CHERRIN	✔ Confirmed	⌄

Your available options for the selected trip are displayed after you select a trip.

| Sun, October 16, 2022 | ✈ Trip to Redmond, OR | Jennifer Trujillo | ✔ Confirmed | ⌄ |
| Tue, November 1, 2022 | ✈ Marcos Roybal-Test Travel (Southwest Airlines) | MARCOS ROYBAL | ✔ Confirmed | ⌃ |

| Tue, November 1, 2022 | Southwest Airlines 1263 ABQ 6:15 PM → PHX 6:35 PM | Reservation Number 2L7HSU |
| Thu, November 3, 2022 | Southwest Airlines 1624 PHX 7:45 AM → ABQ 9:55 AM | Reservation Number 2L7HSU |

Change Trip   Cancel Trip   Book Again   Print Itinerary   Add Service ⌄   ☰ View Details

Click Cancel Trip

| Sun, N | rip to Valparaiso, FL | Bruce Cherrin | ✔ Confirmed | ⌄ |

Example of flight cancellation email

DP Deem Personal Assistant <notifier@us.deem.com>
Trip Cancelled - <Trip to Savannah, GA>
✔ Jennifer Trujillo

You will receive an email from DEEM with cancellation details.

[EXTERNAL]

etta Powered by Deem

❌ **Cancelled travel itinerary**

The following trip has been completely cancelled for JENNIFER TRUJILLO.

Trip name: Trip to Savannah, GA on Saturday, August 13, 2022
Traveler: JENNIFER TRUJILLO
Use this when contacting the travel agency
Record locator: JNXZHK
Trip ID: 316341650308967254
Cancelled by: JENNIFER TRUJILLO
Agency: Rio Grande Travel
Message: Dedicated Corporate Travel Team: 505-768-7999 (8A-530P) email:
corporate@rgtravel.com / Emergency Afterhours 800-310-6714 After Hours ID-S A2ZA - FEE

*** Booking tips- specific to flight reservations:

- **Baggage Fees**: generally paid for at the counter. If the traveler wished to pre-pay, they can pay on the airline website directly, 24 hours in advance to pay for checked bags online.
- **Large Groups** (more than 10 travelers) – you should contact Rio Grande Travel for flight availability and group rates/discounts that may exist. The Booking tool will not show how many seats are available on a specific flight and will not reflect discount.

    **Please note that there are fees for travel agent assisted bookings.

     $40.00 domestic and $75.00 international per transaction.

    Southwest Airlines also has a Large Group Reservation Desk and does not charge a fee for group reservations made through their reservation desk but a non-refundable deposit of $50 per ticket is required at the time of reservation.

    Groups of 10 or more may qualify for a discount

    You can reach the SWA group travel desk at 1-800-433-5368 or https://www.southwest.com/help/booking/group-travel.

    Please make sure you include the name **University of New Mexico** or UNM's CID **99373875** within the group name.

- **Fly America Act -** under the Fly America Act, transportation paid by a federal contract or grant must use American carriers whenever possible. There are exceptions please refer to link.   It is best if they reach out to their appropriate contract/grant accounting office with specific policy questions.
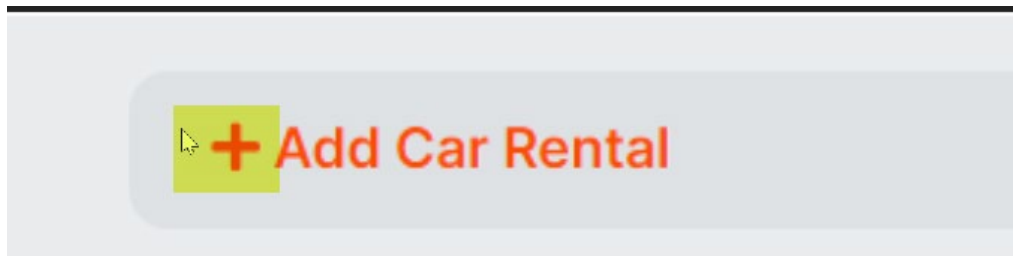
In addition to flight, you can reserve a Hotel and /or Car Rental.   **You can also book Hotel or car rental without a flight.** To accomplish this, close out the unwanted sections by selecting the **"X"** on the right side of the screen for the category.

Flight

You can select the desired travel reservation option by selecting the "+" icon on the left side of the screen.

For Hotel: **Select Add a Hotel**

You can match hotel dates to flights as the default:

OR MORE to define different search options:

Search for a hotel

Hotel Search

The Trip dates carry over to hotel search.

Currently no hotels Brands are selected

You can be specific in your hotel search by narrowing down a hotel corporation, specific hotel brand within their corporate structure OR a specific hotel address
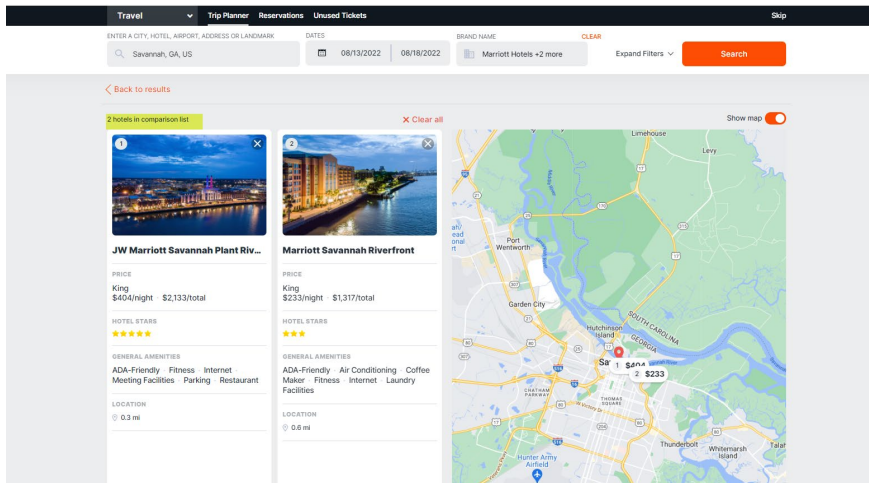
To compare hotels, select the properties you want to compare
Also note **map detailed view**
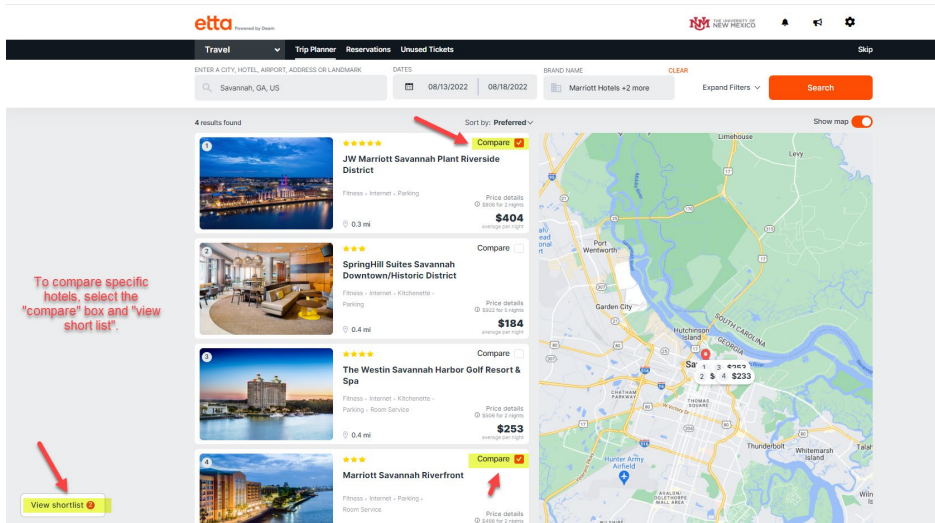
The selected hotels will display side by side

**When you make a hotel reservation for another employee on your PCard, you must still ensure that a credit card authorization is on file with the hotel. Please contact the hotel directly to submit an authorization and remind the traveler that they will need to provide a personal method of payment for incidentals.

Book a car with same trip details-confirm dates by selecting SEARCH
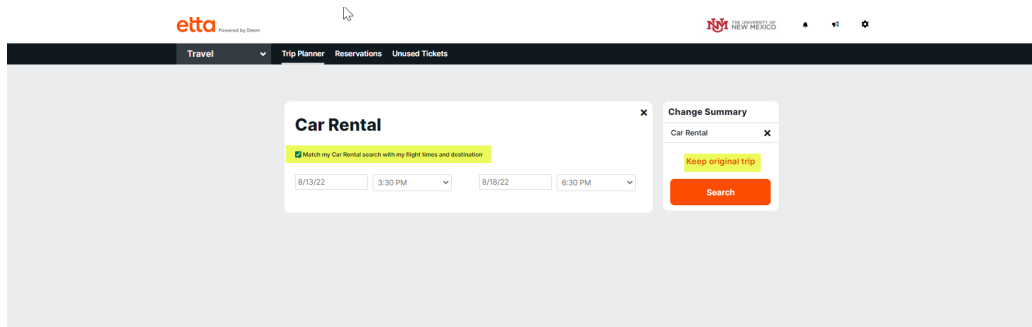
Note: UNM contacts for National and Enterprise are built into DEEM.

- **Vendor Code: ZL - NATIONAL CAR RENTAL**
  Discount ID: XZ34492
- **Vendor Code: ET - ENTERPRISE RENT A CAR**
  Discount ID: XZ34492

You still need to set up your PCard to obtain your unique "billing number" that is linked directly to your PCard only! This is a critical step if you are reserving a car for another UNM employee and you will not be present when the car is picked up!

When you complete a car reservation, **enter your billing number** upon check out to link this reservation to your PCard.

Details about establishing a billing number can be found on the Travel website and on the Purchasing website under the Price Agreement section.

** Personal car rental reservations can be made using UNM Contract with Enterprise and National. HOWEVER, you must call the rental company directly to reserve with your personal payment method. It is also critical to note that you must select additional insurance options. UNM default insurance benefits to not apply or carry over to personal car reservations!

Select vehicle category

Review price options, vehicle details and select desired vehicle.
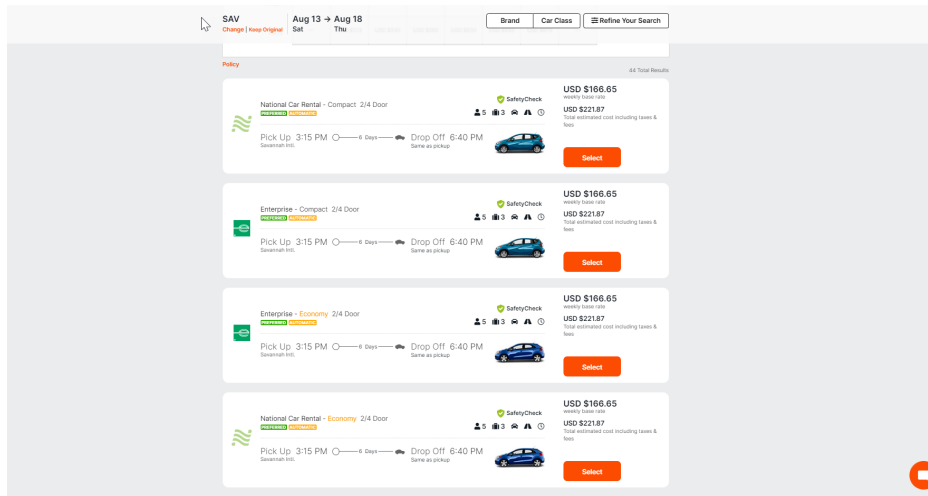
If you choose a car classification that is not compliant with UNM Travel Policy, the system will provide a warning to you.
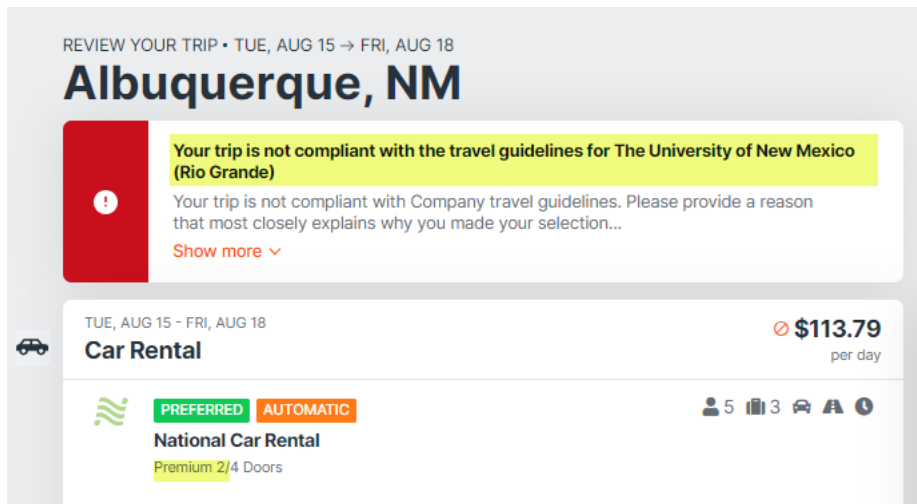
If you proceed to finalize this car reservation, you will be prompted to select the reason you are selecting a car that does not meet UNM Travel Policy
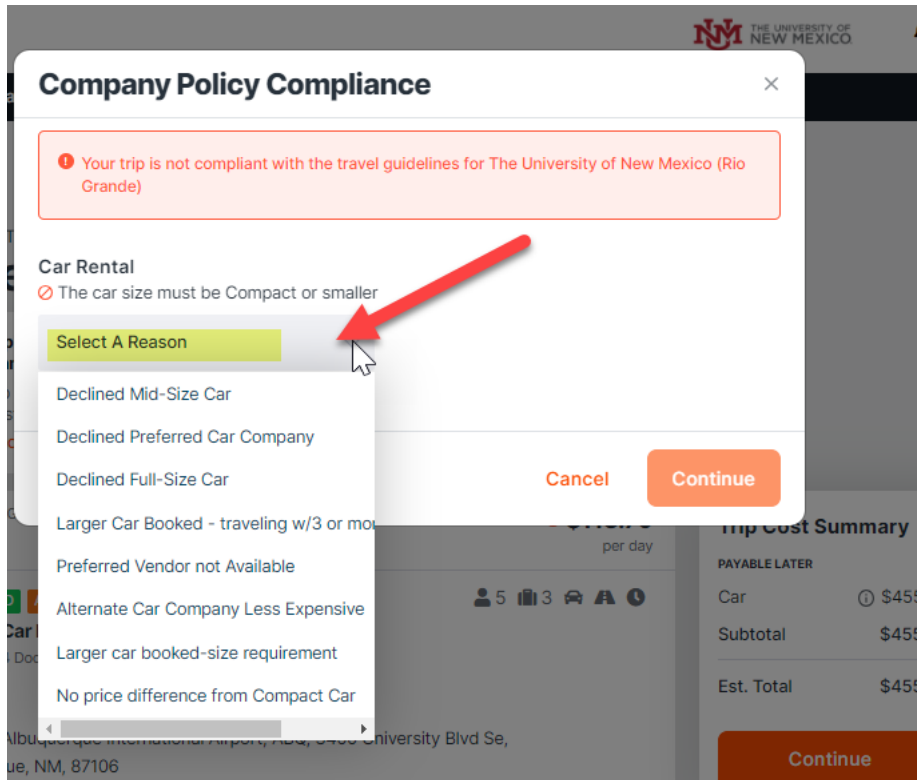
To view reservations that you have made through this booking tool:

Select the **Reservations** tab on the **home screen**

Print details

If you want to print the itinerary, choose specific reservation:

Trip confirmation screen

Trip Confirmation

! Your reservation has been completed.
Your booking request has been sent to Rio Grande Travel.

! Seat Request Advisory
Your seat has been assigned.

Marcos Roybal-NAEP ...   Jun 05 → Jun 08
                          Sun   Wed

Trip Information

Marcos Roybal

Record locator	Trip ID	Date Booked
JY	09344405578366439	Thursday, April 21, 2022

Status
Reserved

Trip Cost Summary

Purchases

Flight   USD $343.20

Due Today   USD $343.20

Cost   USD $343.20

Done

Agency Information

Example of email confirmation with a detailed itinerary information will be send to the traveler.

Marcos Roybal-NAEP Annual Meeting (Dallas)

Status: Reserved
Traveler: Marcos Roybal
Use this when contacting the travel agency
Record locator: A
Trip ID: 09344465057626420
Date Booked: Thursday, April 21, 2022
Agency: Rio Grande Travel
Message: Dedicated Corporate Travel Team: 505-768-7999 (8A-530P) email: corporate@rgtravel.com / Emergency Afterhours 800-310-6714 After Hours ID-S A2ZA - FEE APPLIES

Flight from: Albuquerque, NM (ABQ)

American Airlines 1421 `PREFERRED`

Preferred Status
The University of New Mexico (Rio Grande) Most Preferred airline.

Choose preferred airlines whenever the flight is in Policy.

Date: Sun, Jun 05 MDT
Depart: 8:00 AM | Albuquerque, NM (ABQ)
Arrive: 10:49 AM | Dallas, TX (DFW)

Class: Restricted Coach **Main Cabin** | On time: 80% on time
Plane type: Boeing 737-800
Arrival terminal: 0
Distance: 567 mi
Flight time: 1h 49m Non-stop
Seat:
Marcos Roybal: 25F

Fare: Fare Rules
Membership: Marcos Roybal: American Airlines -

Use this when contacting the airline:
Reservation number:
Status: Confirmed

ChromeRiver Component

The PCard charges from Bank of America will feed to PCard holders e-wallet for reconciliation.

You will receive an e-invoice from Rio Grande Travel to use for the reconciliation. Remember that details of reservations that you have made are always available in your reservations TAB if you need to refer to them or make a PDF to attach to your Chrome River reconciliation.

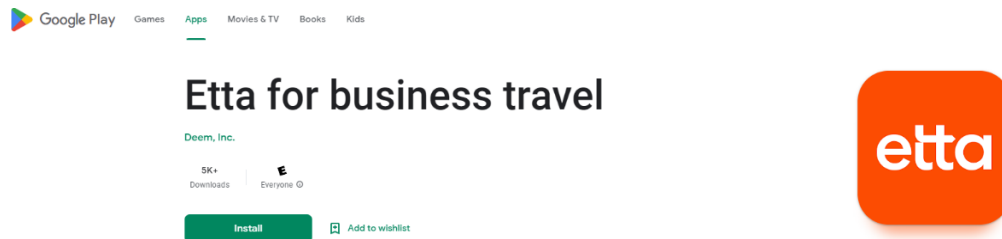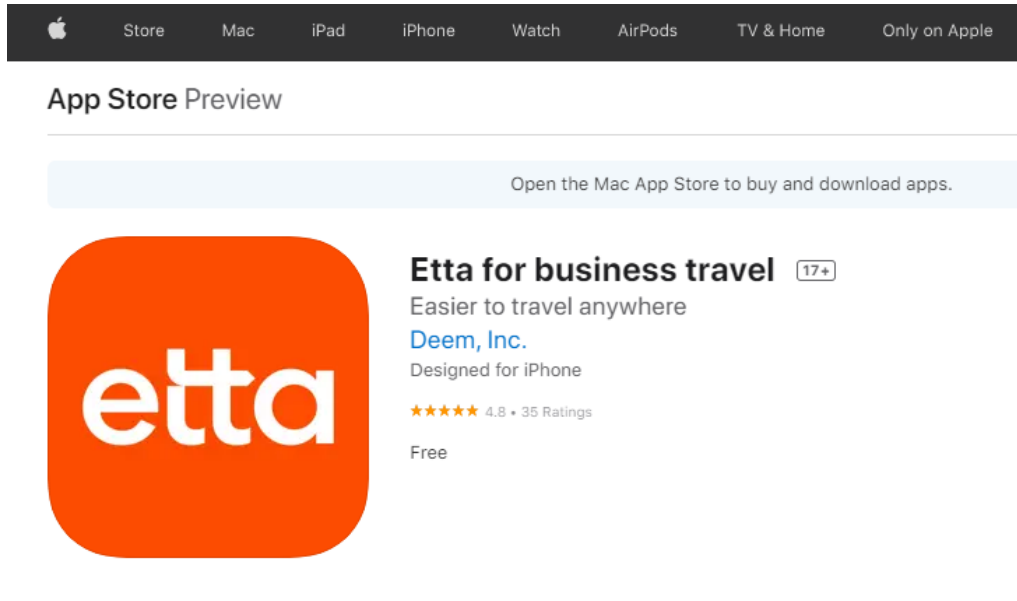**Follow your normal ChromeRiver procedures.**

https://chromeriver.unm.edu/

Mobile Applications

You can download the mobile ETTA for Business App for Apple or Android mobile phones. Your username and passwords are the same as what you use for Deem.

The mobile apps provide a convenient way for travelers to access their flight information on their phones.

Once you enter you UNM or Salud email address, the sign on screen and verification prompt is the same as what you enter on your desktop or laptop computer.