Accessing AirPortal

Welcome! Christopherson Business Travel is proud to be your travel management partner. AirPortal is Christopherson’s proprietary technology tool to help you view your trips and connect to the Concur online booking tool.

**University of Akron has Setup Traveler Profiles Two Ways:**

1. Travelers who currently hold a UA travel card were imported into the Christopherson Business Travel system. Welcome emails to log in to Christopherson’s AirPortal system to access and book travel were sent to this group 5/15/2023.

2. If you do not receive a welcome email, the travel team will be able to provide the enrollment letter with a link and some instructions on how to get it set up.

**AirPortal Welcome Emails:**
The welcome emails that are generated from AirPortal have a live link to create a password that expires in 24 hours.

**Forgot Password Option:**
If you run into trouble creating a password or cannot remember the password you set up, you can go directly to the AirPortal login screen.

You can use the ‘Forgot Password’ link to create a new password.

**Contacts for Support:**
- University Agent Team – 800-285-3603 university.travel@cbtravel.com
- Online Navigational Support – 888-535-0179 onlinesupport@cbtravel.com
- Pam Rex, Account Management – 303-689-7706 pam.rex@cbtravel.com
Want to learn more? Click here for a full video tutorial of AirPortal®.

Additional tutorial information is located under the question mark icon in the bottom left corner of AirPortal.