

Let's get you started!



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University of Washington, Welcome to Key Travel

Welcome, traveler! Your team of expert travel consultants are ready to assist you with all of your travel needs. If you are already registered on the Key Travel website, you may now log in to complete your traveler profile.

For new registrations, please email clientsuccess@keytravel.com with your full name, email, phone number, and department (if applicable).

Below, you will find information about how to log in, create and edit your traveler profile, and contact your reservation team.

We encourage you to create a Traveler Profile now so that you are ready for booking when the time comes. Your online booking tool will be live soon!

How to get started

1. Create a log In for KT Portal

- 1 Click on the link below ['Create a log in.'](#)
- 2 Enter your work email address and follow the instructions.
- 3 You will receive an confirmation email from Key Travel with a 'Set up a new password' link.
- 4 Confirm using the link and you will be asked to create a password.

Please note: If you have any issues with creating your account, please email clientsuccess@keytravel.com and a team member will assist you.

 ['Create a log in' guide](#)

2. Create a traveler profile

- 1 Once logged in, go to 'Profile Manager.'
- 2 A traveler profile allows you to securely store your passport data, frequent flyer numbers, meal, and seat preferences. Or if you book travel on behalf of someone else, send them a link to create their own profile.

We recommend creating traveler profiles to ensure accuracy during the booking process. Please refer to the guide below on how to complete your traveler profile.

 ['Create a profile' guide](#)



Contact Us

Booking inquiries

For offline booking inquiries, contact your dedicated team who will assist you.

> **Hours: 8:00 AM - 5:30 PM PST**

> **Tel: (360) 878 - 4412**

> uw@keytravel.com

After-hours contact

We offer 24/7 emergency support line to book, change or cancel a reservation after 5:30 pm that cannot wait until the next working day.

> Within the US: **(888) 339-1502**
Outside the US: **+1 (646) 289-6808**

Next Steps

Look out for future emails from Key Travel including our newsletter, product offers, and travel alerts. In the meantime, if you have any questions, please do not hesitate to contact us.

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Emergency out of hours assistance

In the event of an emergency outside of office hours please contact: **+1 (646) 289-6808**

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