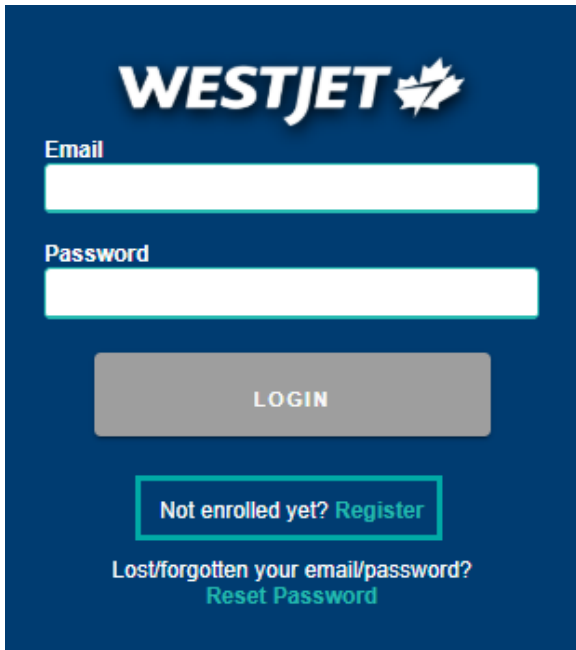


Registration

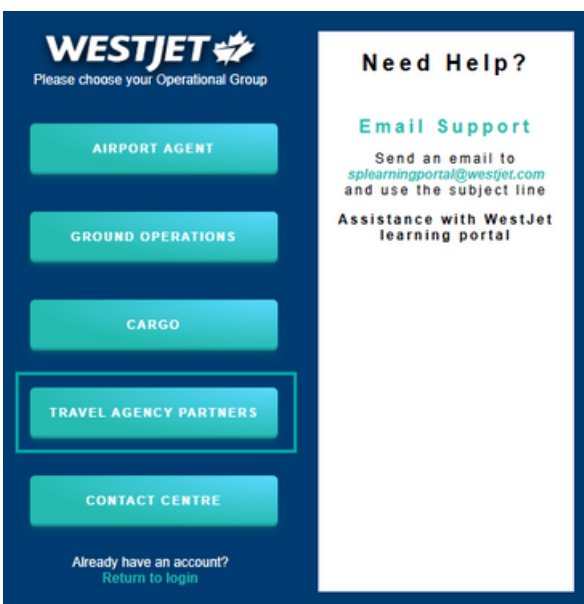
Steps on how to register for the Westjet learning portal.

Please note: Do not register for multiple accounts. We are unable to merge them together once created.



The screenshot shows the WestJet login and registration interface. At the top is the WestJet logo. Below it are two input fields: 'Email' and 'Password'. A grey 'LOGIN' button is positioned below the password field. A red-bordered box highlights the text 'Not enrolled yet? Register'. Below this, there is a link for 'Lost/forgotten your email/password? Reset Password'.

Visit www.westjetlearning.ca and select Register to get started.



The screenshot shows the WestJet support page. On the left, there is a list of support options: 'AIRPORT AGENT', 'GROUND OPERATIONS', 'CARGO', 'TRAVEL AGENCY PARTNERS' (highlighted with a red border), and 'CONTACT CENTRE'. Below this list is a link: 'Already have an account? Return to login'. On the right, there is a 'Need Help?' section with 'Email Support' instructions: 'Send an email to slearningportal@westjet.com and use the subject line Assistance with WestJet learning portal'.

Select the Travel Agency Partners button.

Registration



User Registration - Travel Agency Partners

All fields are required

Email

First Name

Last Name

IATA / TIDS

Company/Agency Name

If your agency is not listed, send an email to tradelearningportal@westjet.com

On the registration page, you will be required to fill out all the fields.

Email: Enter an email address. We will use this email to send out any communications.

First/Last Name: Enter your first and last name accordingly.

IATA/TIDS: Enter your IATA (International Air Transport Association) or TIDS (Travel Industry Designator Service) number to verify your agency's registration.

Company/Agency Name: Begin typing your company/agency name. When it appears in the dropdown list, select it.

Registration

On the registration page, you will be required to fill out all the fields:

WestJet ID

If you do not have a WestJet Rewards ID, [click here to join.](#)

Role

User Type (Point of Sale)

Password

Confirm Password

WestJet ID: Enter your nine digit WestJet Rewards ID.

Role: Select your role or one similar from the dropdown menu.

User Type (Point of Sale): Based on your point of sale (the country/location from which you sell). See chart below for more information.

Password: Create a password for your account.

User Type	Definition
Domestic Canada	Located in Canada
Transborder (including Puerto Rico and Hawaii)	Located in the United States
International Sun	Located in the Caribbean, Mexico or Central America
Transatlantic	Located in Europe (Spain, France, etc.) or the United Kingdom
Transpacific	Located in Asia
APG	Employee of APG
Delta Sellers	Employee of Delta Airlines
Key Account Managers	Employee of WestJet Airlines

Registration

- In registering as a Learner in the WestJet Learning Portal, I understand and agree that I will receive emails from tradelearningportal@westjet.com necessary to manage my account and to deliver the program as offered.
- I understand and agree that the information I provide in my registration for purposes of participating in WestJet Learning Portal will be processed by WestJet and the WestJet Trade marketing team.
- I agree to receive marketing and promotional emails from WestJet at the email address provided in my registration. I may unsubscribe to such emails at any time.
- I agree to WestJet's websites [terms of use](#)

For more information on our data collection and use practices, and managing your preferences, please read our [Privacy Policy](#).

REGISTER

Already have an account? [Return to login](#)

Terms and Conditions: Review and select the check boxes beside each one.

When all fields have been completed select [Register](#).