



Associate Travel and Accommodation

Information regarding the booking of accommodation and travel for contracted Pearson Associate activities.

Nov, 2018.Associate Support

FAQ

How do I book rail, flights or accommodation?

Travel and accommodation must be booked through the [Capita portal](#). Please follow the [Capita Portal Access Guide](#) which help to access the portal. For further guidance you can refer to the following documents:

- [Capita Rail Bookings FAQs](#)
- [Capita Air Guidance](#)
- [Capita Air FAQs](#)

My Capita login credentials do not work, how do I request these?

If you have any difficulty accessing the Capita portal or need any assistance then please contact the support team on 0330 3900 001 or pearson@capitatravelandevents.co.uk. You will be required to provide your Associate number.

Do I need a code to book?

Yes, you will need a code to book rail or accommodation which can be found within your contract or an invitation you receive to attend an interview or a meeting.

Step-By-Step

Logging into the Capita portal

- Step 1** Click [here](#) to access the portal
- Step 2** Enter your username - "PA" followed by your Associate number (e.g. PA123456)
- Step 3** Enter your password. If this is the first time you are logging in Click *Activate Account*. You will receive an email instructing you on how to setup a password.

Attachments

[Capita Portal Access](#)

[Capita Rail Bookings FAQs](#)

[Capita Air Guidance](#)

[Capita Air FAQs](#)