

**\*\* Before installation, you must log into the Travel Portal and update your profile prior to gaining access to the Go App\*\***

### App Installation:

#### App Store (iPhone)

This app is available on the App Store for iPhone. iOS device users can visit App Store to download the app.

Click on the below link to reach iLogistics Go page on App Store:

<https://apps.apple.com/us/app/ilogistics-go/id1526286641>

or search for “iLogistics Go”

#### Google Play Store (Android)

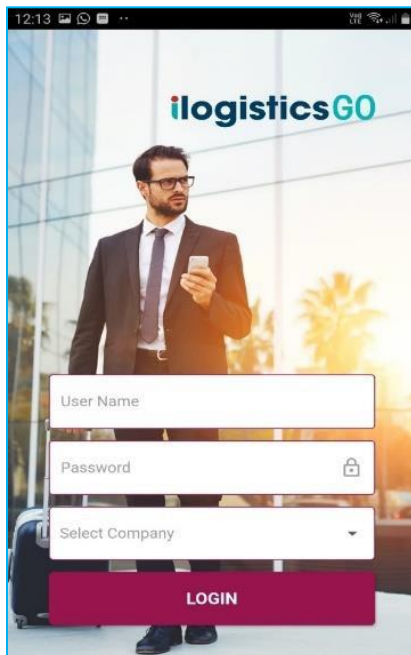
Users using android devices, can also download the app by visiting Google Play Store.

Click on the below link to reach iLogistics Go page on the Play Store:

<https://play.google.com/store/apps/details?id=com.ibsplc.ilogistics.bookingapp>

### Login:

#### User Credentials and Authentication



1. Your username is your Suncor employee/badge number with eight digits. Add zeros if your employee number/badge number is less than eight digits. For example: 00123456. Password would be the same as the Travel Portal
2. Selected company is **Suncor**

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3. You will be asked to create a 4-digit number PIN

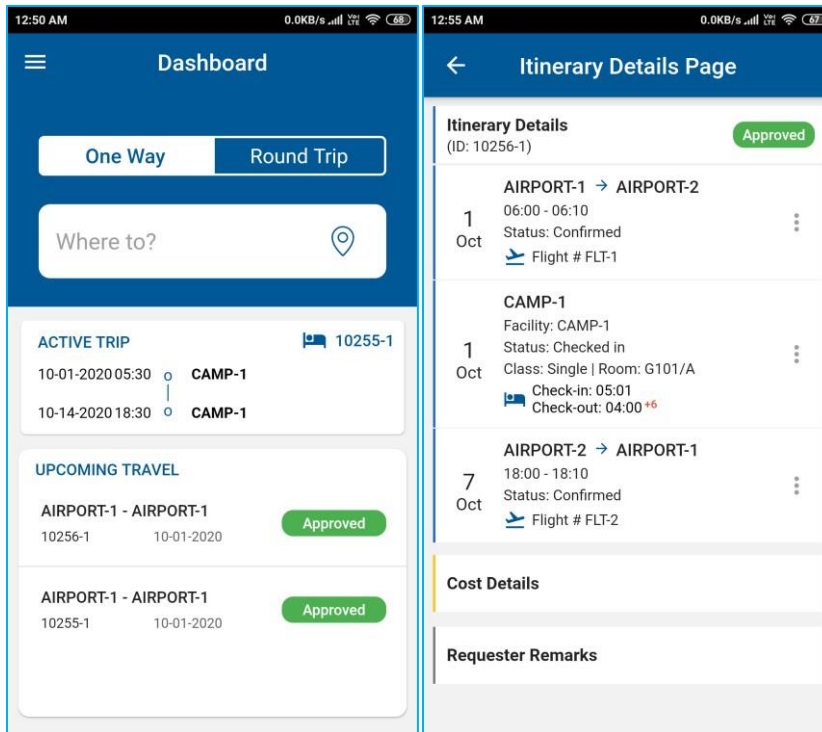
### Change/Forgot PIN:

1. Click the three line icon on the top left and select Profile in the sidebar
2. A page to show profile details will open - Scroll to bottom of the page and you will find "Update mPIN"
3. Click on Update mPIN. Enter a new 4-digit mPIN
4. Your mPIN will be successfully saved.

If user has forgotten his/her mPIN, click on Forgot mPIN. User will be taken back to the login page of the app. User can re-login using badge and set a new mPIN.

### Dashboard:

Click on the request to view your itinerary details.



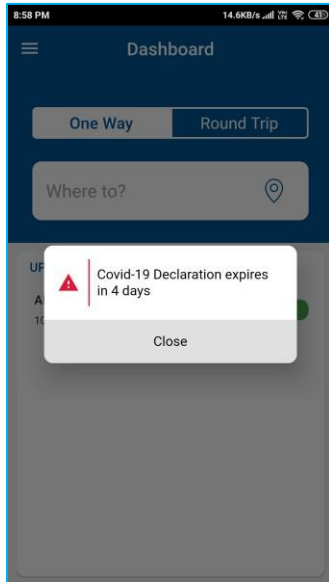
(If you have active trips or upcoming trips they will appear.)

Click on the upcoming trip for details


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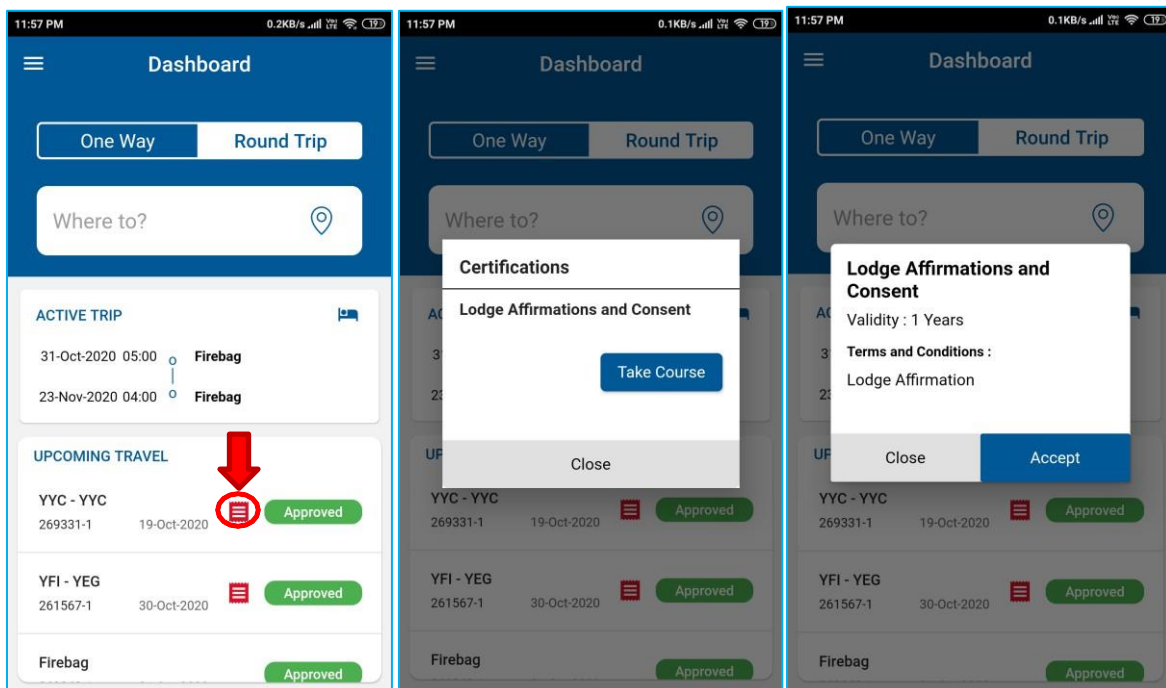
## Course Compliance / Affirmation:

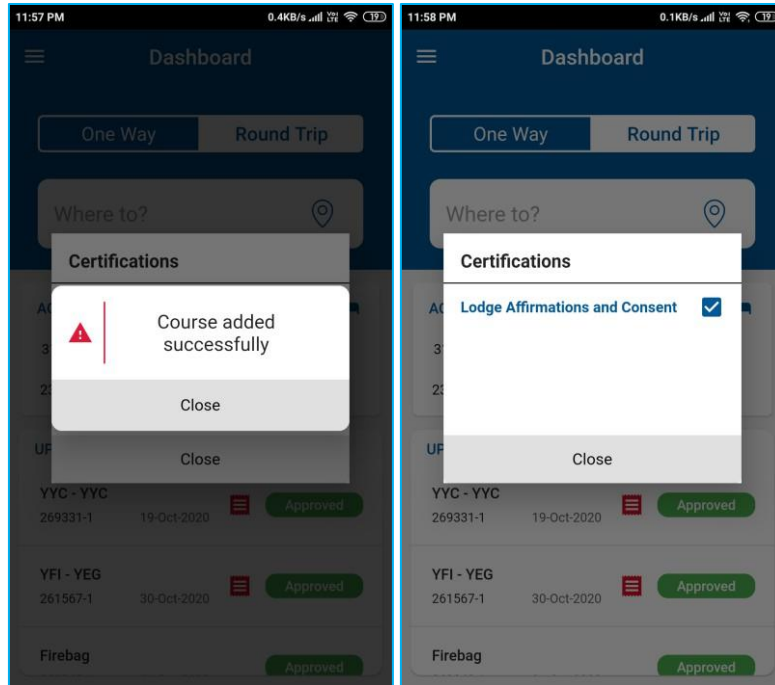
If your course is going to expire within next 30 days (currently not linked to expiry reminder set for the course in the application), the app will alert with a warning message soon after successful login.



## Take the course

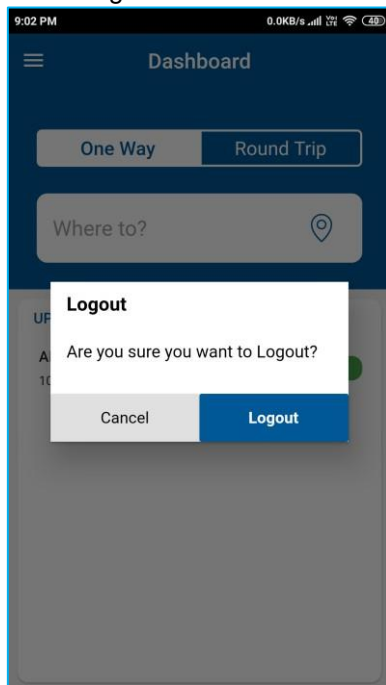
1.  - Click on the icon to view the course details
2. Click on Take Course.
3. Read the terms & conditions and select Accept.





### Quick Tip:

If you are finding the information is not coming up logout of the app completely and log in again





**Having issues with the travel portal (password/ log-in)? Contact your Travel Coordinator.**

If you do not have a Travel Coordinator, contact Suncor Travel Support.

Email: [travelsupport@suncor.com](mailto:travelsupport@suncor.com)

Please include your legal name, badge number and email address.