

Updating and Adding Additional Phone Numbers

Last Modified on 10/11/2024 3:00 pm MDT

Whenever Flight Attendants need to update the contact phone number or add additional back up numbers for Crew Scheduling to contact, Flight Attendants need to call Crew Scheduling to advise of any updated number.

Updating UltiPro is always great to ensure that all your contact and personal information is current for leadership and other work groups to reach you (who do not access Crew Trac) about your employment records, but that information does not feed into the Crew Scheduling scheduling tool.
