



# **Instructions for Usage of the Hollywood Burbank Airport Badging Office, Online Appointment System**

**Last Updated: 7/24/2019**

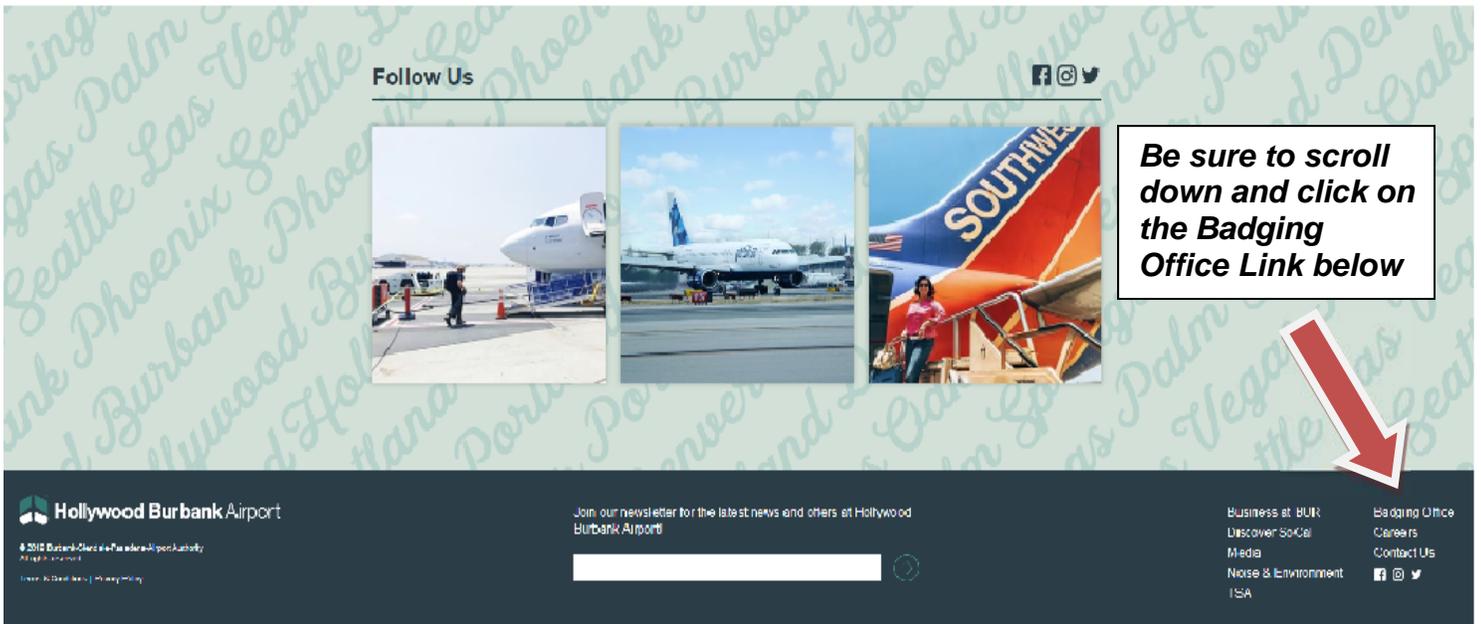
# **LOGGING INTO THE SYSTEM**

1. The Online Appointment System can be accessed by visiting the Hollywood Burbank Airport website at the bottom right corner of the Airports website <https://hollywoodburbankairport.com/>.

If you're flying from Hollywood Burbank Airport, you can rent a car on-site, take a taxi or rideshare to your destination, or escape L.A. traffic by hopping aboard one of the many public transportation options!

With nonstop flights to some of the most exciting destinations in the country, you're just a short trip away from Chicago, San Francisco, Atlanta, New York & nearly a dozen more spectacular cities!

And when it comes to the fun, social side of SoCal, with attractions like L.A. Live, the Hollywood Bowl and Walk of Fame a short commute away, there's no shortage of amazing experiences to be had after you touch down.



2. Type in your Username and Password into the appropriate fields and click on the "Login" button.

Please enter your login name

Log In (username) (password)

Login

Password

Log In

Forgot password?



**Please login with your Username and Password. (Please refer to the Red Arrow to locate the "Appointment" Link)**

- 3. Upon successful login to the system, you should see a screen similar to the one below. If you do not, click the "Appointments" link on the top bar.

**(Please refer to the Red Arrow to locate the "Appointments" link)**

1. Select Service 2. Select Date 3. Select Time 4. Finalize Appointment

Appointment Locator

Location Address  
2627 North Hollywood Way  
Burbank, CA 91505

Please park in Covered Parking Lot G. Please bring your parking ticket with you to receive validation. If you have any additional questions pertaining to the badging process please call the Badging Office at (818)729-2233

Select Service  
Select Service

Date

July 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Appointment Activity

Welcome Test  
Welcome to our online scheduling system. To get started, please use the drop down menus on the left.

Appointment Activity  
Please allow at least 24 hours notice for cancellations  
Future Appointments  
You do not have any future Appointments scheduled

# **SCHEDULING AN APPOINTMENT**

1. Begin by selecting the drop-down menu that says “*Select Service*” as shown below and select the appropriate service.

**Please refer to the Red Arrow to locate the “Select Service” Drop-down Menu**

**Burbank-Glendale-Pasadena Airport Authority**  
Badging Office - Online Scheduling System

Home **Appointments** Account Log Out

1. Select Service 2. Select Date 3. Select Time 4. Finalize Appointment

Appointment Locator [Appointment Activity](#)

Location Address  
2627 North Hollywood Way  
Burbank, CA 91505

Welcome Test  
Welcome to our online scheduling system. To get started, please use the drop down menus on the left.

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Select Service

- Select Service
- Fingerprinting (30 min)
- Follow-Up (30 min)
- New Applicant - Green Badge - Standard (60 min)
- New Applicant - Green Badge - Standard - Authorized Signer (90 min)
- New Applicant - Green Badge - Non-Mvmt Driver (120 min)
- New Applicant - Green Badge - Non-Mvmt Driver - Authorized S... (180 min)
- New Applicant - Green Badge - Non-Mvmt Driver - AMA (150 min)
- New Applicant - Green Badge - Non-Mvmt Driver - AMA - Author... (210 min)
- New Applicant - Blue Badge - Standard (90 min)
- New Applicant - Blue Badge - Security Guard Only (120 min)
- New Applicant - Blue Badge - Standard - Authorized Signer (105 min)
- New Applicant - Blue Badge - Non-Mvmt Driver (120 min)
- New Applicant - Blue Badge - Non-Mvmt Driver - Authorized St... (180 min)
- New Applicant - Blue Badge - Non-Mvmt Driver - AMA (165 min)
- New Applicant - Blue Badge - Non-Mvmt Driver - AMA - Authon... (210 min)
- New Applicant - Gray Badge - Standard (60 min)
- New Applicant - Gray Badge - Standard - Authorized Signer (105 min)
- New Applicant - Gray Badge - Non-Mvmt Driver (120 min)
- New Applicant - Gray Badge - Non-Mvmt Driver - Authorized Si... (180 min)
- New Applicant - Gray Badge - Non-Mvmt Driver - AMA (195 min)
- New Applicant - Gray Badge - Non-Mvmt Driver - AMA - Authori... (210 min)

Activity

4 hours notice for cancellations

ents [Show All](#) [Print All](#)

uture Appointments scheduled

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Are you a European Union citizen? If yes, please read our GDPR fact sheet.

2. After selecting the service, the calendar below the “*Select Services*” box will show white boxes around those dates that are available to be booked. Use the arrows that are on either side of the Month/Year box to navigate to the month that you wish to make a booking followed by the day you want to book. The arrows to the left of the Month/Year will navigate you to the previous month and the arrow on the right of the Month/Year will navigate you to the following month.

Appointment Locator

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Burbank, CA 91505

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Select Service

New Applicant - Green Badge - Str

This Appointment should only be booked for badged employees who are Authority or Government Personnel. Additionally, it is important that the badge information section on the employee's badge application is properly filled out to ensure that they are given the correct badge privileges. The following privileges should be kept to a operational minimum and should only be given on an as-needed basis: Non-Movement Area Driving, Aircraft Movement Area (AMA) Driving and Escort Authority.

Date

July 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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Select Appointment Time

Thursday, July 25, 2019

	Station One	Station Two	Station Three	Station Four	Station Five
8:00am					
8:15am					
8:30am					
8:45am					
9:00am					
9:15am					
9:30am					
9:45am					
10:00am					
10:15am					
10:30am					
10:45am					
11:00am					
11:15am					
11:30am					
11:45am					
12:00pm					
12:15pm					
12:30pm					
12:45pm					
1:00pm					
1:15pm					

The "Red Arrow" addresses the "Blue Arrow" that can be selected to view future dates (Upcoming months)

Please select a date to schedule an appointment. Notice the dates in "WHITE". The dates outlined in "WHITE" are available for scheduling. "GRAY" dates are not available.

Once a date has been selected, a grid will appear to the right with the available timeslots. Do not be concerned with which station to choose. Select an available timeslot, which a "White Box" indicates. Boxes that are either "dark grey" or "light grey" indicate timeslots that are not available to be booked. The time you select will be the "start-time" of your appointment.

- You will get a screen confirming the details of the appointment as well as a box to type in the "Applicant's Name". You must type in the full name of the Applicant.

In the second box, the system automatically enters the listed account's email address. You are free to change this or add as many email addresses as you wish for those who you would like to receive a copy of the confirmation by separating each email address with a comma and a single space.

When you are done, click on the "Finalize Appointment" button to submit your appointment.

- 1. Select Service
- 2. Select Date
- 3. Select Time
- 4. Finalize Appointment

Appointment Locator

Location Address  
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Please park in Covered Parking Lot G. Please bring your parking ticket with you to receive validation. If you have any additional questions pertaining to the badging process please call the Badging Office at (818)729-2233

Select Service

New Applicant Green Badge St: ▾

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28	29	30	31			

Selected Appointment

Staff Member Station Three  
Service New Applicant - Green Badge - Standard  
Date Thursday, July 25, 2019  
Start Time 10:00am

Please complete the following information.

Applicant Name/Notes

Finalize Appointment



Please type the "Applicants Name/Notes" in the box above. Refer to red arrow.

- 4. Upon clicking the "Finalize Appointment" button, you will get this confirmation screen. If you would like to print a confirmation for your records, you may click on the "click here to print a printer-friendly appointment confirmation" link.

- 1. Select Service
- 2. Select Date
- 3. Select Time
- 4. Finalize Appointment

Appointment Locator

Location Address  
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Select Service

New Applicant Green Badge St: ▾

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Date

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Selected Appointment

Staff Member Station Three  
Service New Applicant - Green Badge - Standard  
Date Thursday, July 25, 2019  
Start Time 10:00am

Your appointment has been confirmed!

We will send you a reminder e-mail prior to your appointment. You may log in at any time to see your existing appointments.

# 6392885

Print Confirmation

Appointment Activity

Please allow at least 24 hours notice for cancellations

Future Appointments

Thursday, July 25, 2019 at 10:00am

Show All | Print All

Print | Cancel

If you are done, you may exit by selecting "Log Out" to log out of the system, or if you wish to make another appointment, you may select the "Appointments" link to make another appointment.

## CANCEL AN APPOINTMENT

We appreciate that if you are unable to make an appointment that you make the timeslot available for others to use by canceling as far in advance as possible. If there are details to your date that need to be changed, please contact the Badging Office staff via telephone at **(818) 729-3833** or **(818) 729-2233**.

To cancel an appointment, you must be logged into the system. Please see the previous section on “**Logging into the System**,” for detailed instructions. Once you are logged into the system, you will see a list of all your scheduled appointments underneath the “**Existing Appointments**” section on the right-hand side of the browser. If you do not see this screen, click on the “**Appointments**” link directly below the blue header section.

*The Red Arrow addresses the current “Appointment Activity” under your username. Please select “cancel” to move forward with cancelling an appointment.*

*The Green Arrow addresses the “Show All”, “Print All”, “Print”, and “Cancel” Link.*

Appointment Activity

Please allow at least 24 hours notice for cancellations.

Future Appointments

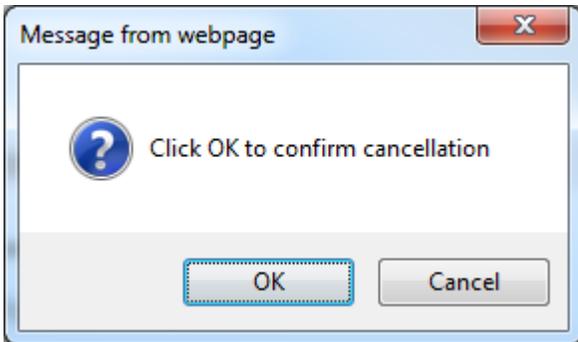
Your Appor... on July 25, 2019 at 10:00am has been canceled

Show All | Print All

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1. You can either directly click on the “**cancel appointment**” link next to the appointment you wish to cancel. If you have multiple appointments and are on unsure of which one is the one you want to cancel, select the “**show all**” link to see the details of each appointment and then clicking the corresponding “cancel appointment” link.

- Once you've clicked the **"cancel appointment"** link, a dialogue box will appear asking you to confirm your cancellation request. *Please note that your dialogue box may differ slightly.* Click OK to confirm.



- Once you've clicked on the **"OK"** button, you will see a screen, similar to the one below, confirming that the appointment has been canceled. No further action is required on your part. You may now opt to log out of the system, make another appointment by selecting the "Appointments" link or cancel other appointments.

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Select Service  
Select Service ▼

Date

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[Appointment Activity](#)

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**Appointment Activity**

Please allow at least 24 hours notice for cancellations

Future Appointments [Show All](#) | [Print All](#)

Your Appointment on July 25, 2019 at 10:00am has been canceled

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