



**Instructions for Using the
Ontario International Airport Authority's
Badging Office, Online Appointment System**

LOGGING INTO THE SYSTEM

1. The Online Appointment System can be accessed by visiting the Ontario International Airport website underneath “Corporate” and selecting “Badge Office” or <http://www.flyontario.com/corporate/badge-office> and clicking on the link.



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Badge Office

The Ontario International Airport Authority Security Badge Office (SBO) is responsible for issuing airport identification badges to all employees with a need to access restricted and secured areas of the airport. The SBO is also responsible for assigning and maintaining access to airport facilities and verifying that employees have cleared the required Criminal History Record Check (CHRC) and Security Threat Assessment (STA) prior to receiving their airport badge. The SBO ensures that badge holders are in compliance with the rules and regulations related to the possession and use of airport badges.

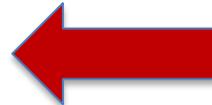
The SBO is located on the first floor of the Ontario International Airport Authority Administration building.

1923 E. Avion Street
Ontario, CA 91761 ([map](#))
(909) 544-5128

Contact the office by emailing ontsecuritybadgeoffice@flyontario.com or calling (909) 544-5170.

You can schedule an appointment by using the following link.

<https://booknow.appointment-plus.com/9qrzdkh8/>



2. You should see a screen similar to the one below. If you do not, click the “Appointments” link on the top bar.



Appointment Locator

Select Appointment Type

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

MAKING AN APPOINTMENT

1. Begin by selecting the drop down menu that says “Select Appointment Type” as shown below. Then select the service for either Badging or Fingerprinting. Badging appointments will continue to be available Monday through Friday and Fingerprint appointments will only be on Tuesday and Thursdays.

The calendar below the “Select Appointment Type” box will show white boxes around the dates that are available. Use the arrows that are on either side of the Month/Year box to navigate to the month followed by the day you want to book. The arrow to the left of the Month/Year will take you to the previous month and the arrow on the right of the Month/Year will take you to following month.

ONTARIO INTERNATIONAL AIRPORT Ontario International Airport Authority
Badging Office - Online Scheduling System

Home Appointments

Appointment Locator

Select Appointment Type

Badging

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

Date

March 2017						
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	

- Once you have selected a date, a grid will appear to the right with the available timeslots. Available timeslots are indicated by a white box. Boxes that are dark grey or light grey indicate timeslots that are **not** available. The time you select will be the “start time” of your appointment.



Appointment Locator

Select Appointment Type

Badging

Date

March 2017						
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	

Select Appointment Time

Monday , March 6, 2017	8:00am	Book it
Monday , March 6, 2017	8:15am	Book it
Monday , March 6, 2017	8:30am	Book it
Monday , March 6, 2017	8:45am	Book it
Monday , March 6, 2017	9:00am	Book it
Monday , March 6, 2017	9:15am	Book it
Monday , March 6, 2017	9:30am	Book it
Monday , March 6, 2017	9:45am	Book it
Monday , March 6, 2017	10:00am	Book it
Monday , March 6, 2017	10:15am	Book it

Next

3. After you select a time slot, you will get a screen confirming the details of the appointment as well as a box to type in the Applicant's Name. It is **crucial** that you type in the full name of the applicant and his or her email address.

In the second email box, you can enter as many email addresses as you wish for people you want to receive a copy of the confirmation. Separate each email address with a comma and a single space.

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

Appointment Locator

Select Appointment Type

Badging

Date

March 2017						
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	

Selected Appointment

Appointment Type: Badging
Date: Monday, March 13, 2017
Start Time: 8:00am

Please complete the following information.

New User

* Indicates required field

* Company Name

* Applicant First Name

* Applicant Last Name

* Applicant Phone

* Applicant's Email

* Authorized Signer

E-mail Confirmation and Reminders

Confirmation and reminder e-mails for this appointment will be sent to (separate additional e-mail addresses by commas):

Finalize Appointment



Click this button when you are ready to submit this appointment to the system.

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 can click on the “click here to print a printer-friendly appointment confirmation” link.

When you are done, you can exit by selecting “Log Out” Or if you want to make another appointment you can select the “Appointments” link.

The screenshot shows the Ontario International Airport Authority Badging Office - Online Scheduling System interface. The header includes the logo and navigation links: Home, Appointments, Account, and Log Out. The main content area is divided into three sections:

- Appointment Locator:** A dropdown menu for "Select Appointment Type" is set to "Badging". Below it is a calendar for "March 2017" with the 13th selected.
- Selected Appointment:** Displays the appointment details: Appointment Type: Badging, Date: Monday, March 13, 2017, and Start Time: 8:00am.
- Confirmation Message:** A green box with a checkmark icon stating "Your appointment has been confirmed!" and "We will send you a reminder email prior to your appointment. You may log in at any time to see your existing appointments." A "Print Confirmation" button is located below the message.
- Appointment Activity:** A section titled "Appointment Activity" with a note: "Please allow at least 24 hours notice for cancellations." It lists "Future Appointments" with one entry: "Monday, March 13, 2017 at 8:00am". Links for "Show All", "Print All", "Print", and "Cancel" are provided.

CANCEL AN APPOINTMENT

If you are unable to make an appointment, we ask that you make the timeslot available for others to use by canceling as far in advance as possible. If there are details to your appointment that need to be changed, please call the Badging Office at (909) 544-5170.

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

The screenshot shows the user interface of the Ontario International Airport Authority Badging Office - Online Scheduling System. At the top left is the logo for Ontario International Airport, featuring an airplane icon and the text "ONTARIO INTERNATIONAL AIRPORT". To the right of the logo is the text "Ontario International Airport Authority" and "Badging Office - Online Scheduling System". A navigation bar below the logo contains links for "Home", "Appointments", "Account", and "Log Out".

On the left side, there is an "Appointment Locator" section with a dropdown menu labeled "Select Appointment Type" and a button labeled "Select Appointment Type". On the right side, there is a "Welcome John" message with the text "Welcome to our online reservation system. To get started, please use the drop down menus on the left." and a link for "Appointment Activity".

Below the welcome message is an "Appointment Activity" section. It contains a warning: "Please allow at least 24 hours notice for cancellations." and a sub-section for "Future Appointments". There are links for "Show All" and "Print All" next to the "Future Appointments" header. A single appointment is listed: "Monday, March 13, 2017 at 8:00am", with links for "Print" and "Cancel" next to it.

2. 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 from the one shown below.* Click OK to confirm.

ONTARIO INTERNATIONAL AIRPORT

Ontario International Airport Authority
Badging Office - Online Scheduling System

Home Appointments Account Log Out

Appointment Locator

Select Appointment Type
Select Appointment Type

Appointment Activity

Message from webpage

Click OK to confirm cancellation

OK Cancel

Please allow at least 24 hours notice for cancellations.

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

- Monday, March 13, 2017 at 8:00am [Print](#) | [Cancel](#)

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

Appointment Locator

Select Appointment Type
Badging

Date

March 2017						
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 John

Welcome to our online reservation 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

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

Your appointment has been cancelled

You do not have any future appointments scheduled