# Getting started with OCS Reservations at YYZ
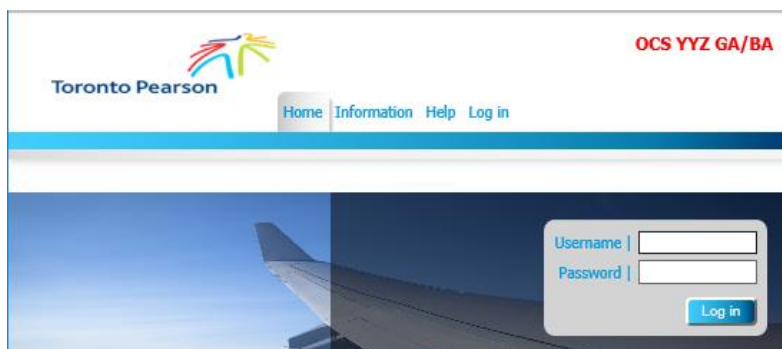
Quick Reference

The Online-Coordination System (OCS) Reservations system allows General Aviation and Business Aviation (GA/BA) to make online requests to make reservations at Toronto Pearson Airport.

**Note:** You must use the OCS System for YYZ in order to make reservations at the airport. If you have credentials for the OCS Global system, these will not work for OCS at Toronto Pearson.
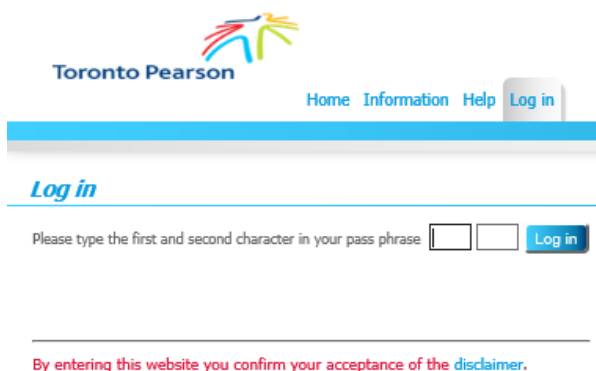
## Logging In

**Prerequisite:** In order to log into OCS @ YYZ, you must already have been granted access by GTAA. To request access, visit http://torontopearson.com/ARO and refer to instructions to complete an application.

1. In your web browser, open https://yyzaro.com/ocs
2. Type your Username and Password, and then click **Login**.



3. At the Log In page, answer the pass phrase question about your *Secondary Password*.



   **IMPORTANT:** The pass phrase question about your Secondary Password changes every time you log in. If you answer the question incorrectly 6 times in a row, you will be locked out of the system. Refer to **Recovering or Changing your password** for details.
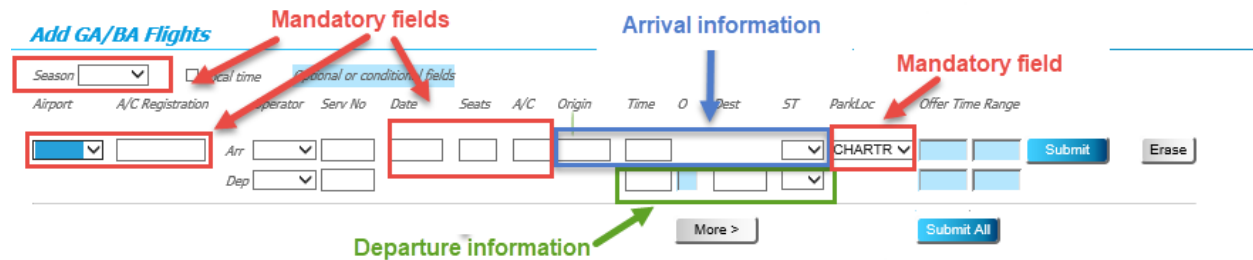
## Recovering or Changing your password

If you enter your password incorrectly or fail to answer your pass phrase questions based on your Secondary password, you will be locked out after 6 unsuccessful attempts. When this happens, the system will send an Unlock Code to your email address. Use this code to unlock your account. Once unlocked, you will be prompted to provide the correct Password or pass phrase answer.

Passwords and Secondary passwords (for pass phrases) cannot be changed in the system. If you have forgotten either of your passwords, please contact aro@gtaa.com for assistance.

## Making a reservation

Reservations may be made at Pearson Airport up to 72 hours in advance of your planned time of arrival or departure. If you are a Toronto-based tenant, you may make reservations up to 30 days in advance of your planned time of arrival or departure.
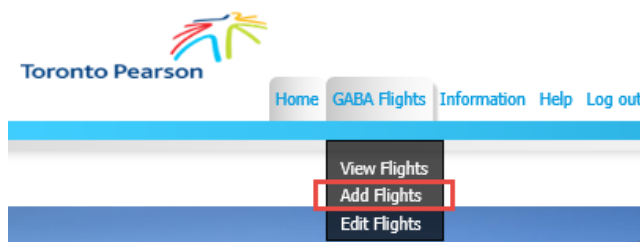
**Note:** Reservation times must be made in UTC.



The Reservation screen is where you will make your own reservations. Use these fields to specify a time of arrival, or a time of departure, or both (for turnarounds occurring on the same day). You may create up to 6 reservations from this screen. To load more reservation fields to your screen, click the **More>** button.

To make a reservation, do the following:

1. On the OCS screen, click **GABA Flights > Add Flights**.



2. On the **Add GA/BA Flights** page, click the **Season** list and select the planning season your flight date falls on.

Note: In the OCS System, there are two planning seasons, as follows:
- **Summer** (denoted with S) – Beginning on the last Sunday of March, ending on the last Saturday of October.
- **Winter** (denoted with W) – Beginning on the last Sunday of October, ending on the last Saturday of March.

3. In the **Airport** list, select *CYYZ*.
4. In the **A/C Registration** field, type your Aircraft registration code.
5. Click the **Date** field and select the date you will be operating.
   Note: Ensure that this date accounts for UTC time.
6. In the **A/C** field, type your aircraft's type, as per ICAO codes.
7. (For Arrivals) In the **Origin** field, type the ICAO Airport Code for the airport you will be arriving from.
8. In the **Time** field(s), type the time in UTC (for arrival, departure, or both if it is applicable).
9. (For Turnaround flights) If you will be arriving at the airport and intend to be parked overnight, in the **O** field type a numeral to indicate the number of nights you will be staying (1-9).
10. (For Departures) In the **Dest** (Destination) field, type the ICAO identifier for the airport you will be flying to.
11. In the **ST** (Service Type) list, select *D General Aviation*.
12. (For Arrivals) In the **ParkLoc** (Parking Location) list, select a parking location at Toronto Pearson.
13. Click **Submit**.
    Note: If you are creating multiple reservations, click **Submit All**.
14. At the **Request Response -GA/BA** screen, confirm the details and then click **Commit**.
15. Make note of the confirmation message (in red lettering) for future reference, and then click **Close**.

Your reservation has been made. A confirmation email is generated and sent to the email address associated with your account.

## Viewing your reservations

To view your reservations in OCS, do the following:

1. On the OCS home screen, click **GABA Flights > View Flights**.
2. On the **View GA/BA Flights** page, select a planning season to view.
   **Note:** In the OCS System, there are two planning seasons, as follows:
   - **Summer** (denoted with S) – Beginning on the last Sunday of March, ending on the last Saturday of October.
   - **Winter** (denoted with W) – Beginning on the last Sunday of October, ending on the   last Saturday of March.
3. Click the **New Query** button.



4. (Optional) To download the record to your computer as a CSV file (which can be opened in Microsoft Excel), in the File Format list select *GIR/REG*, and then click **Download.**



## Editing a reservation

To edit details of your existing reservations in the OCS system (such as time, or parking location), do the following:

1. On the OCS home screen, click **GABA Flights > Edit Flights**.
2. On the **View GA/BA Flights** page, click the **New Query** button.

3. In the record table, select the checkbox for the record(s) you want to edit.
   **Note:** To modify more than one record at a time, select multiple checkboxes.
4. Click **Change**.



The selected checkbox(s) change from ☑ to ⬜ .

5. Click **Goto Change Screen.**

6. At the **Change Screen – GA/BA** screen, in the row marked with an R, alter the necessary details for the reservation, and then click **Submit.**



7. At the Request Response – GA/BA screen, verify the changes to the reservation, and then click **Commit**.



**Note:** The existing record is indicated with a green X, and the update you are applying is indicated with a green K.

16. Make note of the confirmation message (in red lettering) for future reference, and then click **Close**.

Your reservation has been changed. A confirmation email is generated and sent to the email address associated with your account.

## Cancelling a reservation

To cancel an existing reservation from OCS, do the following:

1. On the OCS home screen, click **GABA Flights > Edit Flights**.
2. On the **View GA/BA Flights** page, click the **New Query** button.

3. In the record table, click the checkbox for the reservation you want to cancel, and then click **Delete**.



The selected checkbox(s) change from ☑ to 🔲.

4. Click **Goto Change Screen.**



5. At the **Change Screen – GA/BA** screen, click **Submit.**
6. At the Request Response – GA/BA screen, verify the change to the reservation, and then click **Commit**.
7. Click **Close**.

## More help

For more help with booking reservations in the OCS system, do the following:

- On the Home screen, click **Help > Online Help**.

For issues not resolved via the Online Help screen, please call 416-776-7568, or send an email to aro@gtaa.com.