



Self Registration and Profile Completion Instructions

Register yourself with the UW-Madison Travelport Online Booking system.

(If you do not already have a profile set up in Travelport.)

1 Copy and paste the following link in your Web browser:

<https://www.travelport.net/registration>

You must use Internet Explorer to complete your registration and profile.

Find additional information on system requirements to use Travelport at

<http://www.bussvc.wisc.edu/acct/travel/storefront/travelport/TravelportSystemRequirements.pdf>.

2 In the **Company Name** box, type the name of your company exactly as follows:

UW Madison

3 In the **PIN** box, type the special access code provided by your Travel Manager or Fox World Travel.

ANARYO39 (This is not a zero but the capital letter 'O')

4 Click **Go**

The **New Account Set Up** page opens.

NOTE

Some of the fields on the **New Account Set Up** page may already be filled in for you, and there may be additional, company-specific fields that are not described here. If so, double-check the default information and fill out any additional required fields (required fields are indicated in the interface by a blue star *).

5 In the **First Name** and **Last Name** boxes, type your first and last names.

IMPORTANT

To avoid problems when you travel, the name you type in these boxes must match the name on your passport, driver's license, frequent flier program membership cards, and any other documentation you use when you travel.

6 Your agency/campus name will already be pre-populated in the Company Name field. This field can not be modified.

7 In the **Email address** box, type your agency/campus e-mail address. This will be your permanent User ID and can only be changed by building a completely new profile.

8 Complete the Ticketing and Documentation Delivery field by entering the address to be used when paper tickets or other documentation delivery is necessary.

9 In the **Enter your password** and **Enter password again** boxes, type **Travelport** which will be the temporary password you will use to access the Travelport Online Booking system. You will be prompted to change this password the first time you log into the Travelport system to complete your profile.

10 In the **Enter password "hint"** box, type a hint the Travelport system, your Travel Manager, or Fox World Travel can use to remind you of your password if you lose or forget it. **We suggest using ONLINE BOOKING as your temporary hint.**

11 Click **Save**

You will now be directed to the Self Registration Confirmation Page. Click on **Go To Travelport** to continue building your profile.

1 In the **User ID** box, type your agency/campus e-mail address you entered in **step 7** above.

2 In the **Password** box, type the temporary password you entered in step 9 above. When you sign in to the Travelport Online Booking system for the first time, you will be prompted to change your temporary password to a permanent one (you may use the temporary password that you previously entered if you wish), and will be prompted to continue to complete your profile.

3 Check the box to accept the terms and conditions.

4 Click **Go**

Begin completing additional profile information listed within each subcategory if desired.

Upon completion of each subcategory, you must scroll to the bottom of the screen and click **SAVE**.

To continue, return to the top of the screen and click on **Return to Profile Master Menu**

▶ [Traveler Details](#) - name, address, phone, emergency, and passport information, administrator information (this field is intended to be used to list an administrative support person in which you would like to receive a copy of your itinerary)

▶ [Credit Cards](#) – State issued Visa Purchasing card or US Bank Travel Cards must be entered into this section. (personal credit cards are not permitted)

▶ [Travel Preferences](#) - preferred seating, meals, service class, etc.

▶ [Membership Programs](#) - frequent flyer and incentive program information

▶ [Change Password](#) - change your log-in password or your password hint

▶ [Print Traveler Profile](#) - print all or part of your traveler profile

▶ ****Travel Coordinator** – You are a TC if you book on behalf of other UW Madison travelers. Please note that each traveler must create a profile prior to you booking for them. Contact Christine Lazar at clazar@bussvc.wisc.edu after you set up your profile, to request to be set up as a Travel Coordinator (TC).

Travelport Familiarization Sessions Available

To use Travelport more efficiently and effectively, it is recommended that you participate in a Travelport familiarization session before you begin to use Travelport.

1. Find information about registering for a Travelport WebEx Online Booking Familiarization Session at <http://www.bussvc.wisc.edu/acct/travel/storefront/travelport/TravelportWebexTraining.pdf>. WebEx familiarization sessions are offered on the first Monday of each month, 10-11 AM (CST), by Fox World Travel.
2. E-mail travelport@bussvc.wisc.edu or contact [Christine Lazar](#) to request additional Travelport training for UW-Madison Divisions, Schools, or Departments.

Please contact Travelport Technical Support Staff if you have questions regarding the profile build process at 877-230-2878 -or- travelporthelp@gofox.com

