Creating a New Traveler Profile in nuTravel

For Travel Coordinators and New Travelers
Types of Users in the nuTravel System

There are two types of users in the OSU *nuTravel* configuration:

1. **Active**
2. **Passive**

An **active** user is one who exists in the OSU configuration and *uses* the OBT.

- Active users can be travelers who book their own travel or travel planners who book travel for others.

A **passive** user is one who exists in the OSU configuration but *does not* use the OBT.

- Passive users should only be travelers who rely on others to book their travel.

Regardless of Active / Passive / Traveler / Coordinator-Travel Planner, **everyone** in the OSU *nuTravel* configuration must have:

- User credentials (Member ID and Password)
- Personal Profile

The self-registration guide provides step-by-step instruction on how to create each and the video walks you through the steps.
OSU Self Registration Codes

The OSU, self-registration security codes are:

- **OR8030CEG9C8FL5** for Coordinators-Travel Planners
- **OR8030TEG9C8FL5** for Travelers – Active or Passive

*These security codes can be used multiple times but only once per person and should not be used again by individuals after a unique Member ID has been created and a password selected.*

When a Coordinator-Travel Planner or Active Traveler accesses the tool for the first time, they will complete all required fields with information specific to themselves.

When a Coordinator-Travel Planner accesses the tool to setup a new passive traveler, they will complete all required fields with information specific to the passive traveler. The only exceptions are Primary and Secondary email addresses:

- The **Primary** email address should always be that of the Coordinator-Travel Planner
- The **Secondary** email address should always be that of the passive traveler.
Creating a New Traveler Profile

1) Click on the following link to access the portal.

2) Portal Page:
   a) Click on the ResX/nuTravel Login to access the User Login page.

3) User Login:
   a) Company Name
      field use Oregon.

   b) Member ID:
      Enter Special Code provided on previous slide in Member ID section.

   c) Password:
      Leave password blank.

   d) Click on “Login”
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Setting Up Your Profile:

4) **Personal Information:**
   Fill out any information in the personal information section of your profile.

   **Please Note:** Anything with a * is **Required**.

   a) **Legal First Name:**
      Please enter your information as it appears on your Drivers License or valid Government issued photo id.

   b) **Legal Last Name:**
      Please enter your information as it appears on your Drivers License or valid Government issued photo id.

   c) **Member ID:**
      Please enter your Oregon State email address, as your unique member ID.

      *Note – Save your Member ID.

   d) **Primary Email:**
      For travel alert notifications.

   e) **Phone Numbers:**
      For travel alert notifications.

   f) **Click Save:**
Setting Up Your Profile:

5) Create A User Password:
   Password length: 4-15 characters

*Note – Save your Password. The next time you log into the online booking tool, you will need your member ID and Password.
6) **Home Page:**
You are now on the online home page - fill out information in the following links on the profile before making any reservations.

   a) **Personal Information:**
   To ensure ease of reservations in the future, please enter and **Save** the “Secure Flight Requirements” saved in the personal information section.

   b) **Travel Preferences:**

   c) **Travel Planners:**
   If you would like to assign someone to be your travel planner, add their member id in this screen.

   If you are a travel planner, making a profile for a traveler, add your Member ID to this section.