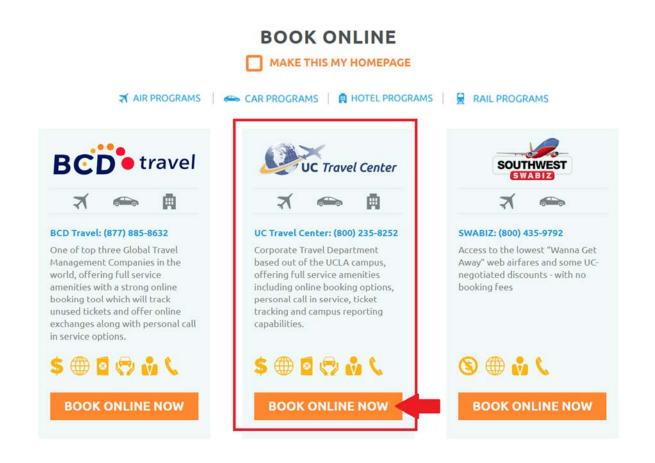# How to Designate a Travel Arranger on your UC Travel Center Profile

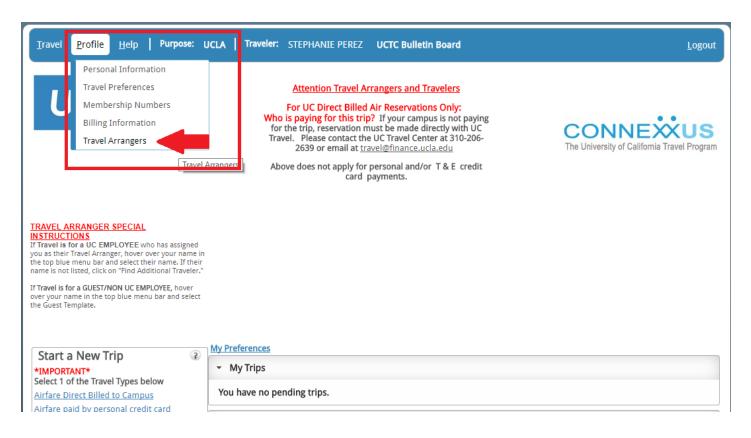1. Visit https://travel.ucop.edu/connexxus/

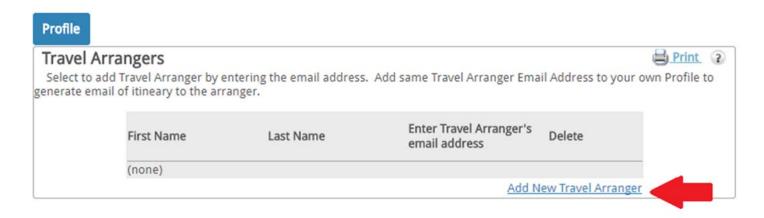2. Select "Book Online" on the top menu bar

3. Scroll until you find the UC Travel Center. Click "Book Online Now" under the UC Travel Center.

4. On the top left, hover over "Profile" and select the last option, "Travel Arrangers"

5. Select Add New Travel Arranger

6. Enter the email address of your travel arranger(s).
7. Click "Save"