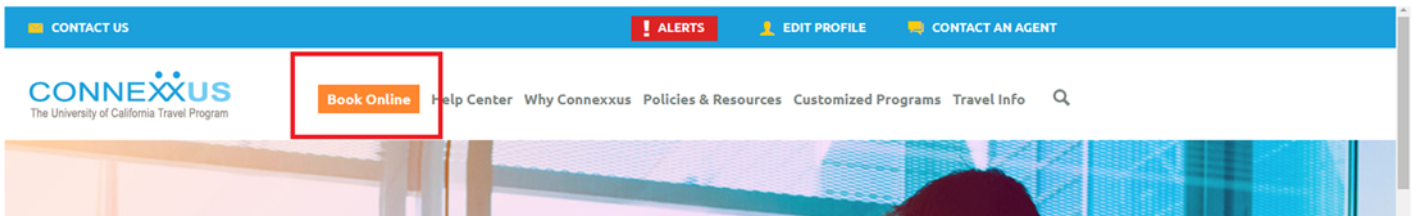


How to Designate a Travel Arranger on your UC Travel Center Profile

1. Visit <https://travel.ucop.edu/connexus/>
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”

The screenshot shows the top navigation bar of the Connexus website. The 'Profile' menu is open, and 'Travel Arrangers' is highlighted with a red arrow. The page content includes a warning for UC Direct Billed Air Reservations, instructions for Travel Arrangers, and a 'Start a New Trip' section with a 'My Preferences' dropdown showing 'My Trips' and 'You have no pending trips.'

5. Select Add New Travel Arranger

The screenshot shows the 'Travel Arrangers' page. It includes a table with columns for 'First Name', 'Last Name', 'Enter Travel Arranger's email address', and 'Delete'. The 'First Name' column contains '(none)'. A red arrow points to the 'Add New Travel Arranger' link at the bottom right.

First Name	Last Name	Enter Travel Arranger's email address	Delete
(none)			

6. Enter the email address of your travel arranger(s).

7. Click “Save”