BGSU Travel Registration
User Guide

1. Navigate to bgsu.studioabroad.com

2. Click the **Register Now** button for the type of travel you are registering. Options are:
   a. FACULTY: Faculty/Staff on an Education Abroad credit program
   b. FACULTY: Faculty/Staff on non-credit group travel
   c. FACULTY: Faculty/Staff on university-sponsored individual travel
   d. STUDENTS: Student leader on non-credit group travel
   e. STUDENTS: Student travel for non-credit

3. Login with your MyBGSU username and password
   a. Note: If you are logging in for the first time - you may be asked to provide profile information

4. You are then directed to the **OneStep Travel Registration**

5. Complete the required fields
   a. Emergency Contact
   b. Alternate Emergency Contact
   c. Itinerary
      i. IMPORTANT: We must have the arrival and departure dates for each location of your itinerary
   d. Questions regarding your trip
   e. STUDENTS ONLY: Sign the Liability Release, Waiver, Discharge and Agreement Not to Sue

6. When your Travel Registration is complete, click the **Update** button to submit your travel