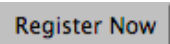



BGSU Travel Registration User Guide

1. Navigate to bgsu.studioabroad.com
2. Click the  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  button to submit your travel