

## DU Passport External User Guide — Group Program Participant Registration

Per the University of Denver International Travel Policy, all group program participants must register their travel in DU Passport at least a week prior to departure. The purpose of this guide is to walk you through the travel registration process.

- 1) If you do not have a DU login credentials (email and DU ID number), go to the following page: <https://abroad.du.edu/index.cfm?FuseAction=Security.LoginWizardStepOne> and select 'I do not have login credentials to this site' and then click 'Submit.'



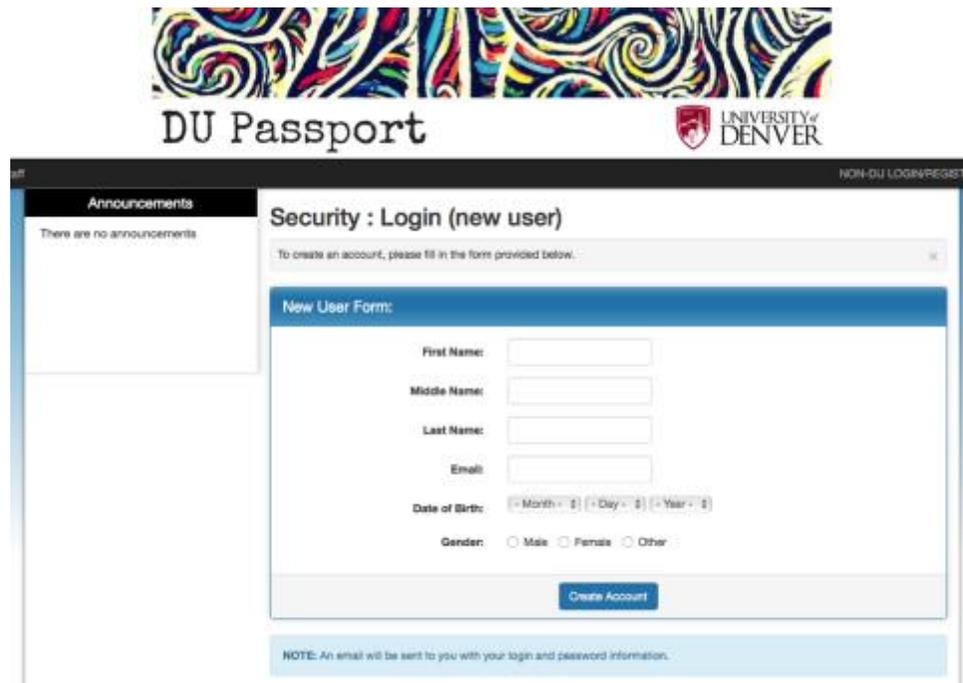
The screenshot shows the 'DU Passport' header with a colorful abstract pattern. Below the header is a navigation bar with 'Announcements' and 'NON-DU LOGIN/REGISTER'. The main content area is titled 'Security : User Identification Wizard: Step 1'. It contains a section 'Please indicate how you will be logging in:' with three radio button options: 'I have a DU ID username and password.', 'I have login credentials to this site that I received by email.', and 'I do not have login credentials to this site.' The third option is selected. A 'Submit' button is located at the bottom right of the form.

- 2) Indicate your user type, which will either be, 'I am not currently registered at an institution' or 'I am registered at a U.S. institution' and then click 'Submit.'



The screenshot shows the 'DU Passport' header with a colorful abstract pattern. Below the header is a navigation bar with 'Announcements' and 'NON-DU LOGIN/REGISTER'. The main content area is titled 'Security : User Identification Wizard: Step 2'. It contains a section 'Please indicate which type of user you are:' with two radio button options: 'I am not currently registered at an institution.' and 'I am registered at a US institution.' The first option is selected. A 'Submit' button is located at the bottom right of the form.

- 3) Complete the New User Form. Once you have clicked on 'Create Account,' you will receive an email with your login and temporary password information.



- 4) Return to DU Passport using the following link: <https://abroad.du.edu/index.cfm?FuseAction=Security.LoginWizardStepOne> and select 'I have login credentials to this site that I received by email.'



- 5) Enter your username and temporary password sent to you in the account creation email from DU Passport. You may be asked to change your temporary password before continuing with your registration.

- 6) Once logged into DU Passport, you must use the following link to register your travel: [http://abroad.du.edu/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=10219](http://abroad.du.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10219). NOTE: you cannot find the correct program in the program search.

*\*Once you have initiated the process, you will need to log in with the following DU Passport link to make changes or to review your registration:*

<https://abroad.du.edu/index.cfm?FuseAction=Security.ExistingUserLogin>

- 7) The link will take you to the DU Passport page for Faculty-Led Travel Student Registration. Click on the “Apply Now” button in the bottom center of the page.

- 8) Enter your dates, manually type in the city or town where you will be traveling, and click on “Enter.” If your destination city does not appear in the list, you can run a search on the external location database to find the city entered by selecting “Search.”

**Your Home Page : Available Program Terms**

To create your application, build your itinerary by selecting a location, entering the arrival and departure dates, and clicking on the 'add to itinerary' button. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

**Itinerary**

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to Itinerary' button.

Current Itinerary:

Arrival Date:

Departure Date:

Location: Find location:

- Aarhus, Denmark (Europe)
- Aberdeen, United Kingdom (Europe)
- Aberystwyth, United Kingdom (Europe)
- Abu Dhabi, United Arab Emirates (Middle East)
- Accra, Ghana (Sub-Saharan Africa)
- Addis Ababa, Ethiopia (Africa)
- Adelaide, Australia (Oceania)
- Aix en Provence, France (Europe)
- Akita, Japan (Asia)
- Alajuela, Costa Rica (Latin America)
- Albi, Italy (Europe)

- 9) Continue to fill out the rest of the requested information and check that you have read all ‘Signature Documents.’ Click ‘Update’ to submit your registration.
- 10) Contact [risk@du.edu](mailto:risk@du.edu) with any questions or problems.