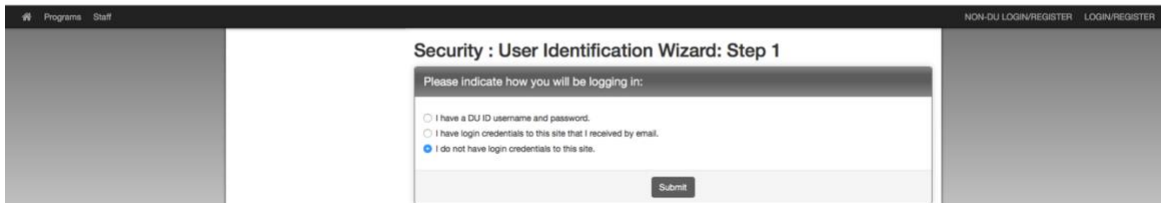


DU Passport External User Guide — Group Program Participant Registration

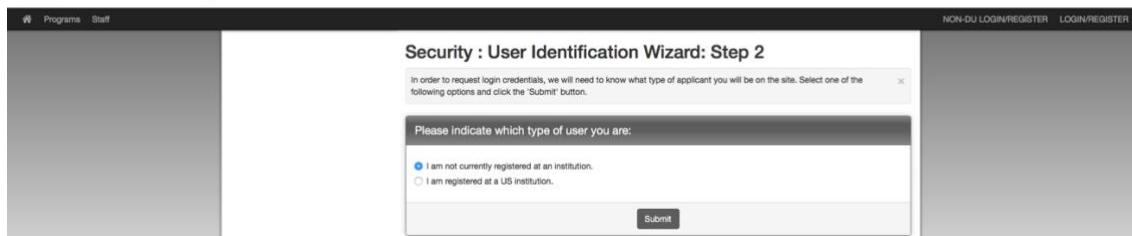
Per the University of Denver International Travel Policy, all group program participants must register their travel in DU Passport at least a week prior to departure. The purpose of this guide is to walk you through the travel registration process.

- 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 'Security : User Identification Wizard: Step 1' page. It features a central form with the heading 'Please indicate how you will be logging in:'. There are 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. The page also includes a navigation bar with 'Programs' and 'Staff' links, and a top right corner with 'NON-DU LOGIN/REGISTER' and 'LOGIN/REGISTER' links.

- 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 'Security : User Identification Wizard: Step 2' page. It features a central form with the heading 'Please indicate which type of user you are:'. There are 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. The page also includes a navigation bar with 'Programs' and 'Staff' links, and a top right corner with 'NON-DU LOGIN/REGISTER' and 'LOGIN/REGISTER' links.

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

Security : Login (new user)

To create an account, please fill in the form provided below. x

New User Form:

First Name:

Middle Name:

Last Name:

Email:

Date of Birth:

Gender: Male Female Other

NOTE: An email will be sent to you with your login and password information.

The University of Denver recognizes the importance of protecting personal privacy. Read our [Privacy Policy](#), including notifications for the [Family Educational Rights and Privacy Act \(FERPA\)](#) and the [EU General Data Protection Regulation \(GDPR\)](#).

- 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.'



NON-DU LOGIN/REGISTER LOGIN/REGISTER

Security : User Identification Wizard: Step 1

Please indicate how you will be logging in:

I have a DU ID username and password.

I have login credentials to this site that I received by email.

I do not have login credentials to this site.

- 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.

Security : Login (existing user)

IMPORTANT: This login screen is only for non-DU travelers and incoming exchange students. DU students, DU faculty, and DU staff should login by clicking "LOGIN/REGISTER" on the upper right. x

Please log in:

Username:

Password:

[Forgot your password?](#)

New User Registration

New Administrative User:

If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are:

[Recommender](#)
[Reviewer](#)
[Staff](#)

This page is for non-DU travelers and incoming exchange students logins only. If you are a DU student/faculty/staff, please use click "Login/Register" in the upper right hand corner in order to login to DU Passport with your DU ID and passcode.

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- 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. **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.

Programs : Brochure

Faculty-Led Travel Participant Registration (Travel Registration Program)

Program Description:

All faculty-led program participants are required to register their travel in DU Passport at least one week prior to departure. Faculty-led programs include all group programs whether or not led by faculty; programs include alumni, student-led, athletic, and staff-led programs. Registration should take about 15-20 minutes to complete.

NOTE: Once you have submitted your registration, you must log in to DU Passport with the general DU Passport [link](#) to make any edits or changes.

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- 8) The next page will prompt you to enter your itinerary. 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." **Only enter the official program dates in the itinerary. Any travel before or after is considered personal travel, and the University does not track this travel.*

Itinerary

Please select the arrival and departure dates for each destination on your itinerary. After selecting the dates and location, click on the 'Add to Itinerary' button. Note: only enter itinerary details for University-related academic or business travel. Details regarding personal travel before or after your University-related travel should not be entered into the system.

Current Itinerary:

Arrival Date:

Departure Date:

Location: Find location:

- Aachen, Germany (Europe)
- Aarhus, Denmark (Europe)
- Aberdeen, United Kingdom (Europe)
- Aberystwyth, United Kingdom (Europe)
- Abidjan, Ivory Coast (Africa)
- Abu Dhabi, United Arab Emirates (Middle East)
- Accra, Ghana (Africa)
- Adang Island, Thailand (Asia)
- Addis Ababa, Ethiopia (Africa)
- Adelaide, Australia (Oceania)
- Agra, India (Asia)

- 9) Click “Add to Itinerary.” Your location will populate under the grey “Itinerary” bar. For multiple locations, repeat this step. You can edit your itinerary by clicking on the red “X” next to the location.

Itinerary

Please select the arrival and departure dates for each destination on your itinerary. After selecting the dates and location, click on the 'Add to Itinerary' button. Note: only enter itinerary details for University-related academic or business travel. Details regarding personal travel before or after your University-related travel should not be entered into the system.

Current Itinerary:

✕ Ljubljana, Slovenia From: 03/04/2022 To: 03/15/2022

Arrival Date:

Departure Date:

Location: Find location:

- Lilongwe, Malawi (Africa)
- Lima, Peru (Americas and Caribbean)
- Lima, Peru (South America)
- Lima Pampa, Peru (South America)
- Lima Pampa, Peru (Americas and Caribbean)
- Linkoping, Sweden (Europe)
- Lira, Uganda (Africa)
- Lisbon, Portugal (Europe)
- Liverpool, United Kingdom (Europe)
- Livingstone, Zambia (Africa)
- Ljubljana, Slovenia (Europe)

- 10) Scroll down to complete the “Group Travel Participant Registration.” You must complete all questions with an asterisk (*) before you can submit the questionnaire.
- 11) After completing the “Group Travel Participant Registration,” read through all “Signature Documents,” and check the “I Agree” box under each section.
- 12) Once you have completed an item, the corresponding box will be checked. When all of the boxes are checked, click the “Submit” button.
- 13) Contact risk@du.edu with any questions or problems.