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.’

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.’

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.
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.

   *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](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) 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.*
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.

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.