

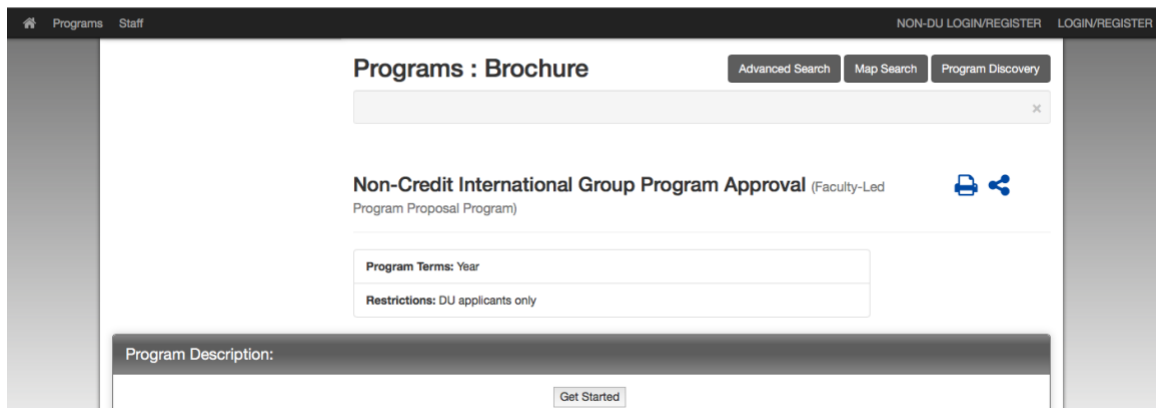
## DU Passport User Guide — Non-Credit Bearing Group Program Approval Process

Per the University of Denver International Travel Policy, all faculty and staff trip leaders seeking approval to lead a non-credit bearing group program abroad must submit an application in DU Passport for review by Enterprise Risk Management at least six months prior to departure. The application comprises three parts: a conditional approval portion due a minimum of six months prior to departure, a final approval portion due one month prior to departure, and a post-trip portion due within a month of return. This guide provides information to faculty and staff trip leaders seeking approval for non-credit bearing international group programs.

- 1) Program leaders must use this link to apply for credit bearing program approval:  
[http://abroad.du.edu/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=10236](http://abroad.du.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10236)

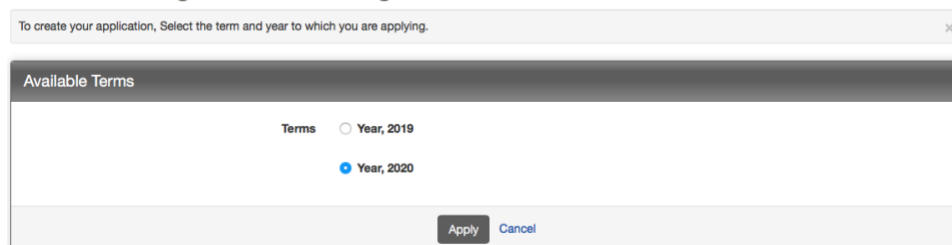
***\*Once you have initiated the process, you will need to log in with the general DU Passport link to make changes or to review your registration: <https://abroad.du.edu/>***

- 2) The link will take you to the DU Passport page for “Non-Credit Bearing International Group Program Approval.” Click on the “Get Started” button found in the center of the page.



- 3) Log in with your PioneerWeb Credentials.
- 4) Select the year during which your program will take place. Click “Apply.”

### Your Home Page : Available Program Terms



- 5) Click on the questionnaire “Non-Credit Bearing Group Program Trip Information – Conditional Approval.” You must answer all questions before you submit the application. You can click “Save” and return to the questionnaire if needed.

Application Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review. You may UPDATE YOUR ANSWERS by clicking the "pencil" icon to the right of the check box.	
Title	Received
<a href="#">Non-Credit Group Program Trip Information - Conditional Approval</a>	<input type="checkbox"/>
<a href="#">Non-Credit Group Program Trip Information - Final Approval</a>	<input type="checkbox"/>

- 6) Once you have submitted the questionnaire, Enterprise Risk Management will review your submission. You will receive communication regarding the status of your proposal submission.
- 7) No later than one month prior to your travel dates, log back into DU Passport using this link: <https://abroad.du.edu>. You will see your application in the left column on the webpage. Click on your application and then click on the questionnaire “Non-Credit Bearing Group Program Trip Information – Final Approval.”
- 8) Once you have submitted the questionnaire, Enterprise Risk Management will review your submission. You will receive communication regarding the status of your proposal submission.
- 9) Upon completion of the program, log back into DU Passport using this link: <https://abroad.du.edu>. You will see your application in the left column on the webpage. Click on your application and then click on the questionnaire “Post-Trip Questionnaire – International Group Programs.”
- 10) Once you have submitted the questionnaire, Enterprise Risk Management will review your submission and follow up as appropriate.
- 11) Contact [risk@du.edu](mailto:risk@du.edu) with any questions or problems.