

Egencia Profile Completion Instructions

The following profile fields are required before you can book travel in Egencia:

- Personal Information – address, phone
- TSA Secure Flight information

The following profile fields are optional:

- Preferences – aisle/window for flights, room preferences for hotels, etc.
- Emergency contacts
- Loyalty Memberships (frequent flyer miles, hotel rewards, etc.)

Click [here](#) for procedures for updating optional fields.

REQUIRED FIELDS

1. Log into Egencia from the my.bsu.edu page

Additional Tools

Navigate - Students

Make academic advising and tutoring appointments.

Navigate - Student Information and Resources

Using Navigate Student: An Introduction to Using Navigate at Ball State

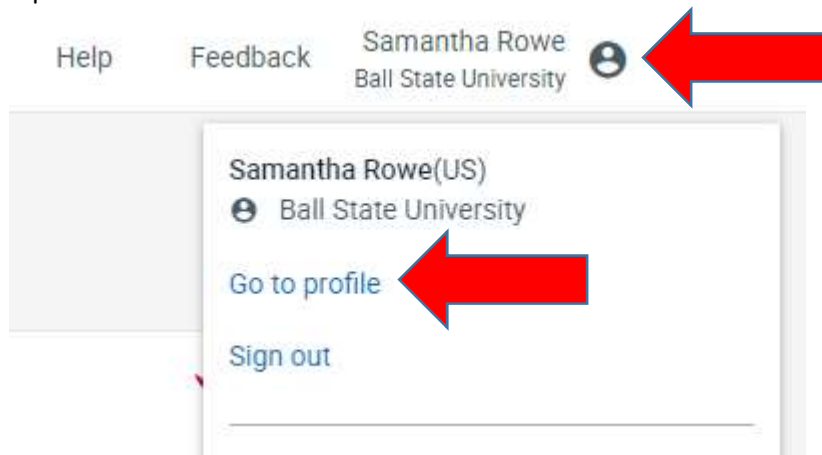
My Mediasite (Faculty/Staff)

The official campus media storage system

Egencia

University travel booking tool for air, hotel, car, and rail

2. Once you are in Egencia, in the upper right corner, click on the person circle beside your name, and select “Go to profile” from the dropdown menu.



3. Once you are on the profile page, you should see “Personal Information.” Please complete the date of birth, phone number, and address boxes. If no address is visible, click on “add home address” to add one. Click “save” once the information has been entered.

BSUTRAVELER TEST USERNAME ACCOUNT STATUS Active

Personal information
Name, phone number, address →

Account settings
Email ID, password →

Travel documents **Add passport** →
Passports, TSA, other documents

Custom data fields
Department and custom data fields →

User associations
Traveler groups, roles →

Arrange and approve
Travel arranging and approving settings →

Payment means
Payments means for all products →

Loyalty programs
Frequent traveler accounts →

Personal information

FIRST NAME * BSUTraveller
As per travel document

MIDDLE NAME
As per travel document

LAST NAME * test
As per travel document

DATE OF BIRTH DD MMM YYYY

PHONE NUMBER
MOBILE +1 e.g. 201-555-0123
WORK +1 e.g. 201-555-0123 Extn.
HOME +1 e.g. 201-555-0123

ADDRESS + ADD HOME ADDRESS

Download the FREE Egcencia app
SEND LINK

SAVE

4. Next, click on the “Travel Documents” Tab. Click “add new” to add TSA Secure Flight information.

Personal information
Name, phone number, address →

Account settings
Email ID, password →

Travel documents **Add passport** →
Passports, TSA, other documents

Custom data fields
Department and custom data fields →

User associations
Traveler groups, roles →

Arrange and approve

Travel Documents

Passports + ADD NEW

NO PASSPORT

TSA Secure Flight Information + ADD NEW

5. This will open a new sidebar to the right. **Please be sure the name entered into the TSA box matches the name that appears on your government issued ID.** Click “save” at the bottom once the information is complete.

TSA Secure Flight Information ×

Secure Flight

Save time at the airport by providing this information in advance.
The Transportation Security Administration (TSA) now requires the following fields from airlines before a boarding pass may be issued for travel.
[Learn more](#)

Enter name as per travel document.

FIRST NAME *

MIDDLE NAME

LAST NAME *

GENDER *

Please select ▼

REDRESS NUMBER

KNOWN TRAVELER NUMBER

DATE OF BIRTH *

DD ▼

MMM ▼

YYYY ▼

TSA privacy notice ▼

CANCEL

SAVE

OPTIONAL FIELDS

1. To update preferences for flight, hotel, and rental cars, select the “Preferences” tab. Update any flight, hotel, or rental car preferences and click “save” at the bottom.

Travel documents Add passport
Passports, TSA, other documents

Custom data fields
Department and custom data fields

User associations
Traveler groups, roles

Arrange and approve
Travel arranging and approving settings

Payment means
Payments means for all products

Loyalty programs
Frequent traveler accounts

Notifications
Email alerts settings

Preferences
General preferences, Travel Preferences

Emergency contact
Emergency contact information

Other settings
Settings, payment options, preferences

Travel Preferences

The preferences provided below will be forwarded to the travel provider, but we cannot guarantee that they will be honored. Please confirm your requests directly with the provider before departure.

Flight

PREFERRED DEPARTURE CITY
For ease, departure city/airport would be pre-filled while making a booking.

SEAT

WINGS

SPECIAL ASSISTANCE
Passengers that need special assistance should contact the airline directly.

PREFERRED MEAL

Hotel

SMOKING

SPECIAL REQUEST
Describe any request, such as wheel-chair accessibility, late check-in, away from elevator etc.

Car

SMOKING

SPECIAL REQUEST
Describe any request, such as make or model, color etc.

SAVE

- If you would like to add an emergency contact to your account, click on the “Emergency Contact” tab. Enter the necessary information, and click “save.”

Preferences
General preferences, Travel Preferences

Emergency contact
Emergency contact information

Other settings
Settings, payment options, preferences

Emergency contact

FIRST NAME

MIDDLE NAME

LAST NAME

RELATIONSHIP

EMAIL

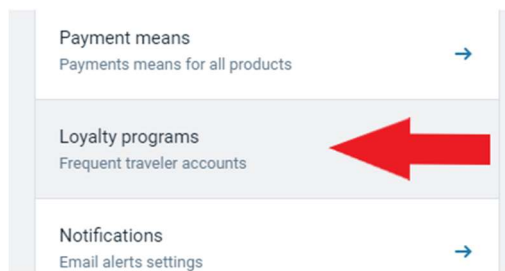
PHONE NUMBER +1

ALTERNATE PHONE NUMBER +1

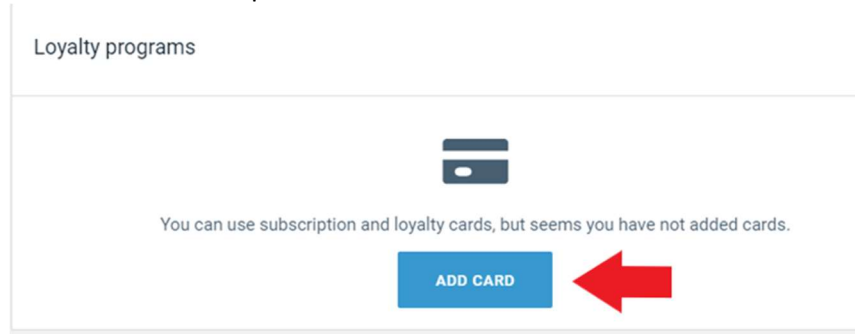
DELETE

SAVE

- If you have any reward accounts, those can be added by clicking on the “Loyalty Programs” tab. Examples include frequent flyer accounts with airlines or hotel loyalty accounts with select hotel brands.



4. Click “Add Card” to bring up a sidebar to the right. You can type the program name in the box or scroll through the drop-down menu to select it. If you are adding a frequent flyer account, be sure to select the preferred seating box if your status qualifies you for preferred seats. Enter the card number and click “save” at the bottom. You can continue to add multiple accounts.

A sidebar form titled 'Frequent Traveler Accounts' with a close button (X). It contains two input fields: 'PROGRAM NAME' with a dropdown arrow and the text 'Please select', and 'CARD NUMBER'. At the bottom are two buttons: 'CANCEL' and 'SAVE'. A red arrow points to the 'SAVE' button.

5. Travel preferences have now been updated. When booking airfare, seats will be assigned based on personal preferences, if they are not selected through the booking process. Loyalty rewards can also be earned on some hotel bookings in Egencia, if specified.