

# UCMERCED

## Connexus Portal Profile Setup & Travel Arranger Access

Connexus is the system used by UC Merced ACT for booking travel. You will need to create a personal profile that includes your full legal name, date of birth and other identifying information so that your travel can be booked appropriately.

### **How to set-up your travel profile:**

1. Go to: <https://travel.ucop.edu/connexus/>
2. From the Campus Links Page, click on UC Merced:



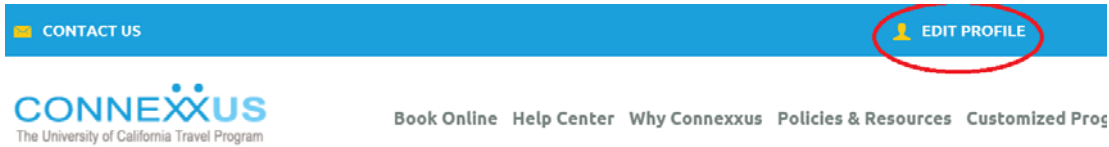
3. Sign on with your UC Merced login information and password:



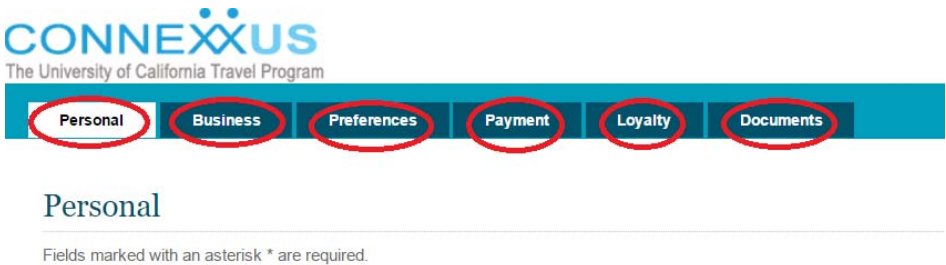
Created: 11/20/17

For additional details, please contact [ssha.travel@ucmerced.edu](mailto:ssha.travel@ucmerced.edu)

4. From the Connexus Travel Portal Page, click on the Edit Profile button:



5. Please add your information to each tab:



6. Once you have added your information, please return to the “Business” tab:



7. Scroll to the bottom of “Business” tab until you find the Travel Arranger section, then add the following travel arrangers with “can book” and “can access” checked.

- The current travel arrangers are:
  - Tracey Cox
  - Xer Thao
  - Michelle Escalante

**Travel Arranger**

Travel Arranger	Can Book	Can Access	Delete
Hunt, Carla - (chunt3@ucmerced.edu)	<input type="checkbox"/>	<input type="checkbox"/>	
Johnston, Jessica - (jjohnston6@ucmerced.edu)	<input type="checkbox"/>	<input type="checkbox"/>	
Petree, Tammy - (tpetree@ucmerced.edu)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Womble, Atalie - (awomble@ucmerced.edu)	<input type="checkbox"/>	<input type="checkbox"/>	

8. Now you are ready to send ACT your travel needs!

Questions:

- If you have any questions, please contact us at [ssha.travel@ucmerced.edu](mailto:ssha.travel@ucmerced.edu)