Connexxus Portal Profile Setup & Travel Arranger Access

Connexxus 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/connexxus/](https://travel.ucop.edu/connexxus/)

2. From the Campus Links Page, click on UC Merced:

![Campus Links](image)

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

![Single Sign On](image)

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

<table>
<thead>
<tr>
<th>Travel Arranger</th>
<th>Can Book</th>
<th>Can Access</th>
<th>Delete</th>
</tr>
</thead>
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<tr>
<td>Hunt, Carla - (<a href="mailto:chunt3@ucmerced.edu">chunt3@ucmerced.edu</a>)</td>
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<tr>
<td>Johnston, Jessica - (<a href="mailto:johnston6@ucmerced.edu">johnston6@ucmerced.edu</a>)</td>
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<td>Pelton, Tammy - (<a href="mailto:tpelton@ucmerced.edu">tpelton@ucmerced.edu</a>)</td>
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<tr>
<td>Wombly, Abbie - (<a href="mailto:awombie@ucmerced.edu">awombie@ucmerced.edu</a>)</td>
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8. Now you are ready to send ACT your travel needs!
Questions:

- If you have any questions, please contact us at sshla.travel@ucmerced.edu