#### UW Profile Self Registration Instructions

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| **All travelers and arrangers (Travel Coordinators) must Self Register themselves to gain access to the UW Portal. Arrangers may call 866-986-9539 or** [**UWtravel@carlson.com**](mailto:UWtravel@carlson.com) **to inquire and not register. If booking on behalf of a traveler, that traveler must Self Register first.** |
| ***Items to have readily available include*:** phone numbers, addresses, frequent flyer, renter or guest numbers and credit card number.  \*Arrangers do not have to create their profile if they are not traveling. |

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| Step | | Action |
| ***Step 1.*** | | Log into the following URL <https://sbt.carlsonwagonlit.com/register> |
| ***Step 2.*** | | Enter the (**case sensitive**) information below:   |  |  |  | | --- | --- | --- | | Client Identifier | Company Name | Password | | FK4 | University of Washington | Travel1 | |
| ***Step 3.*** | | Upon reaching the Registration Page, enter the following information:   * **First Name** * **Middle Name** * **Last Name** (Name needs to match government issued photo ID and your frequent flyer accounts exactly) * **Gender** * **Birthdate** * **Email address** |
| ***Step 4.*** | | Click on ‘Submit’. |
| ***Step 5.*** | | An automated process will then send **2 emails** to the email address you just entered on the previous registration page:  Email 1 provides a Personal Identification Number (PIN),  Email 2 provides a temporary password and URL critical to the process  Please note:  The subject line will read: ACTION REQUIRED Critical Traveler Information  If you do not see the two emails in your inbox, **check your junk folder**. |
| ***Step 6.*** | | Within the temporary password email, click on the URL that was sent.  At the log in: enter your **temporary PIN** and **temporary Password** and click on ‘Continue’. Confirm your email address and click ‘Continue’. You will be prompted to change your Password and set 2 security questions. **SAVE and note your password and security answers** for future use. Both are case sensitive fields. |
| ***Step 7.*** | | You will then be redirected to the Portal. **Bookmark this URL** to access your Portal (which will house your online Profile) going forward:  [**https://portal.carlsonwagonlit.com**](https://portal.carlsonwagonlit.com) |
| ***Step 8.*** | | Accessing your Profile and Portal: Login:  [**https://portal.carlsonwagonlit.com**](https://portal.carlsonwagonlit.com)  Click onto the **My Travel Profile** folder at the top and create your profile online. |
| ***Step 9.*** | | Add your emergency contacts, business phone, any required details, airline mileage & membership information. To add information to the profile, click on ‘Add’ in the appropriate areas of Communication, Air, Car, Hotel, etc. |
| ***Step 10.*** | | Click on ‘**Submit Changes’** to submit all profile changes. This will sync your profile into CWT’s system for booking travel. |
| ***Step 11.*** | | Click on the ‘X’ on the top right of the Profile screen to close Profile. |
| ***Step 12.*** | | You will be returned to the CWT Portal page. |
|  | **Below are the steps to access your new Portal and Profile:** | |
| Step | Action | |
| 1. | Log into CWT Portal: [**https://portal.carlsonwagonlit.com**](https://portal.carlsonwagonlit.com) | |
| 2. | Click on My Travel Profile on the upper right hand side | |
| 3. | To book your travel, CWT contact information is located on the Home Page of your Portal. Both email and phone contact information has been provided. | |