

IV Summer Programs 2017



nuTravel Enterprise Booking Tool Registration

In preparation, and prior to making a reservation for the first time, each user must register on the nuTravel Enterprise Booking Site to set up their profile.

Self-Registration for New Users:

1. To register for nuTravel Enterprise Booking Tool User Access, open a browser
2. Click on or copy and paste the following link:

<https://enterprise.nutrail.com/login.aspx?COMPANYNAME=IV%20Summer%20Programs%202017&USERLOGIN=NEWUSERLINK&ACCESS=SC17abc&SS=1>

3. Complete the required fields (noted with the asterisk (*) in the **User Setup**.
4. Click **Save**

Please note: Your **Member ID** is your Company Email Address

User Setup

Complete the information below and click the Save button to update your profile.
(* Indicates required information.)

Name

Prefix	*First Name	Middle Name or Initial	*Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Member ID

*Corporate Email Address

Phone Numbers

	Country Code	City/Area Code	Phone Number	Extension Number
*Home Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Work Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Once your base profile information is saved, you will be prompted to enter a password.

Please select a password between 6-15 characters.

Password must change

(* indicates required information)

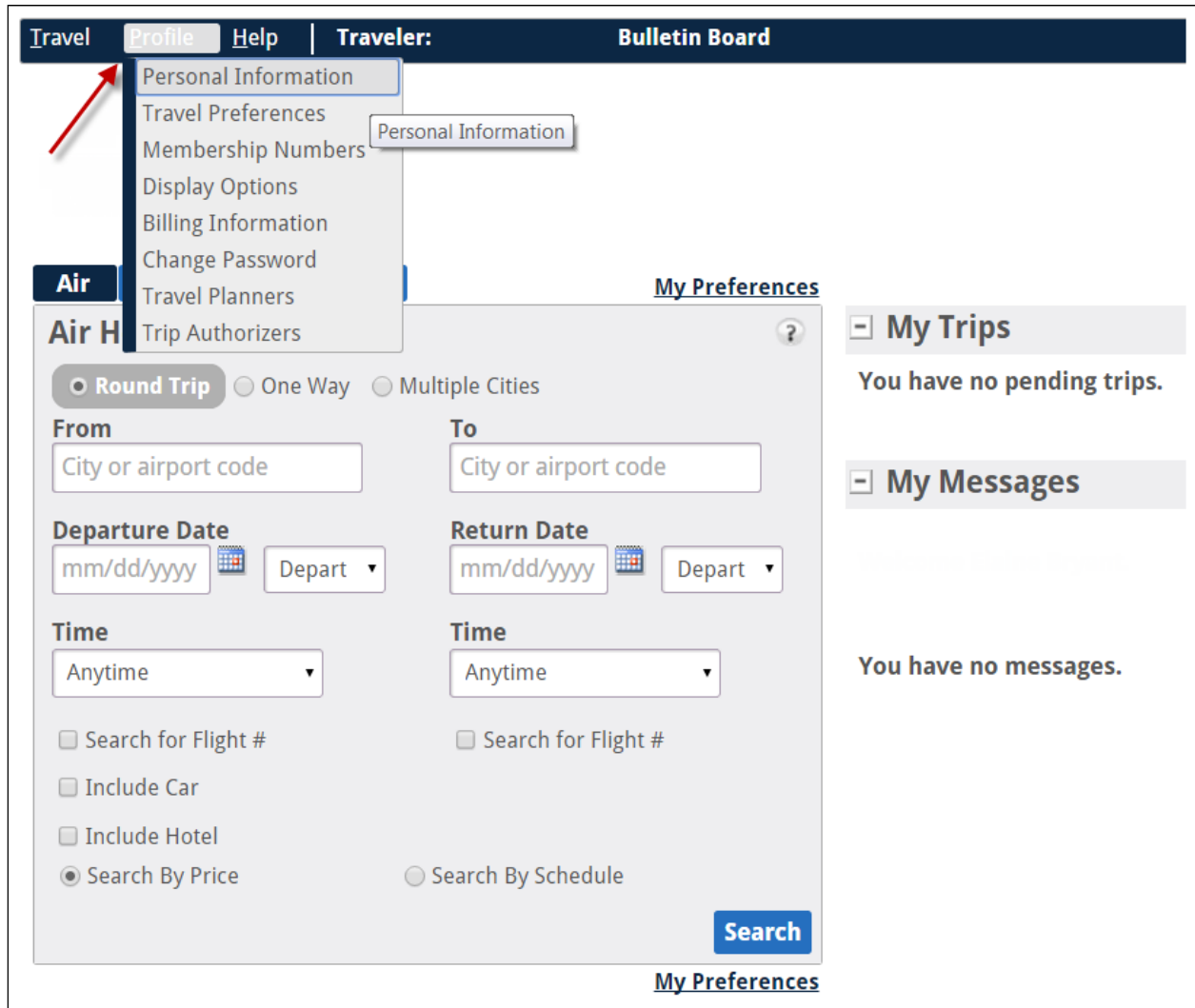
New Password

Verify New Password

Save

Password Requirements
Sensitive: **Yes**
Number of characters: **6 - 15**

6. Click **Save**
7. Click Continue to proceed to the main travel page.
8. You may now click on the **Profile** menu at the top of the page to complete the balance of your profile, including Travel Preferences, Membership Numbers, etc.



Once this initial registration process is completed, you may logon and book travel using the following information:

URL: <http://enterprise.nutravel.com>
Company: IV Summer Programs 2017
Member ID: Your email address
Password: The password you created during registration

*Please note: if you do not remember your password, you may click on the **Lost Password** link on the logon page and follow the prompts. A new password will be automatically sent to your email address.*