How to Access Your Travel Incorporated Personal Travel Hub – First Time Users

Note: you MUST have a Concur login to have access to the Travel Inc Personal Travel Hub. If you do not have a Concur login, register before completing the below instructions. Only employees have access to Concur and the TI Travel Hub.

1. Navigate to the customized UW Travel Incorporated Travel Hub (also accessible via the UW TravelWise website).
2. In the center of the page you will find an area to ‘Log into your Personal Travel Hub’

   ![Login Page]

   Click ‘Forgot Password’ to create a password. Enter email address that matches your Concur login.

   ![Forgot Password Form]

3. Check your email for instructions to reset/setup your password
4. Once your password is set up, you will have access to your Personal Hub using the below credentials

**Company** → UNIV of WISC

**UserID** → full last name, SPACE, first name (limited to 16 characters, including the space)

**Password** → use password that you just created

---

*“external email: use caution responding, opening attachments, or clicking on links.”*

Use the following link to reset the password for your travel profile. This link can ONLY be used for the next 24 hours.

Please watch for word wrapping with the link below:
https://services.travelinc.com/ja/en/?h=DB4C2891AD299935

After resetting your password, your Personal Travel Portal can be accessed at:
https://services.travelinc.com/ai/login

Thank you!

Travel Incorporated