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](https://uw.travelwise.com) (also accessible via the [UW TravelWIse website](https://uw.travelwise.com)).
2. In the center of the page you will find an area to ‘Log into your Personal Travel Hub’

![Log into your Personal Travel Hub](image)

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

![Forgot Password](image)

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

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