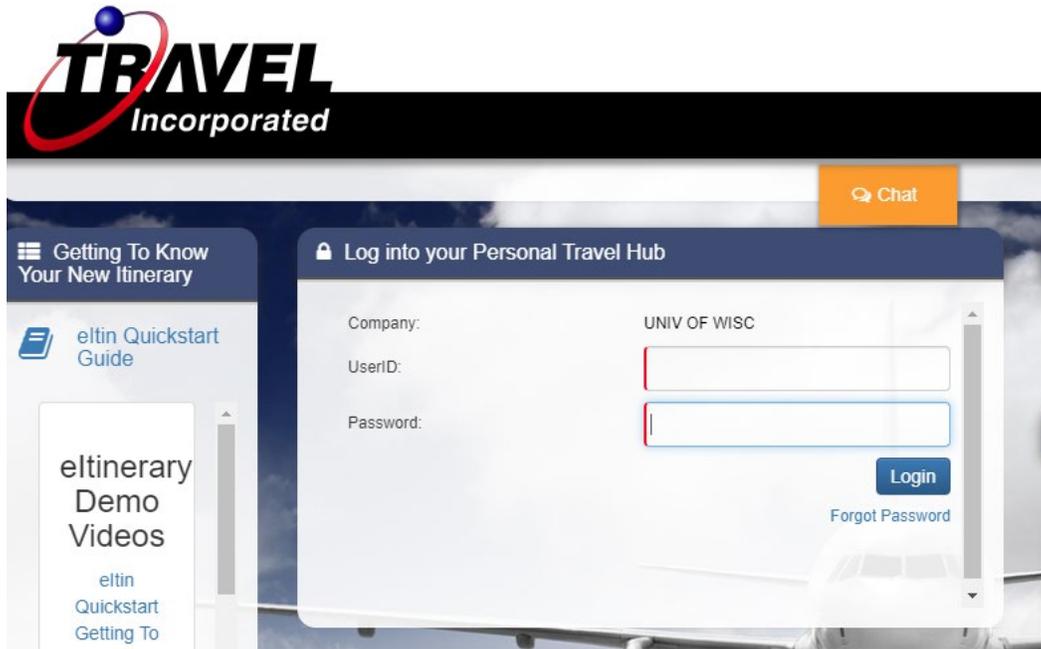


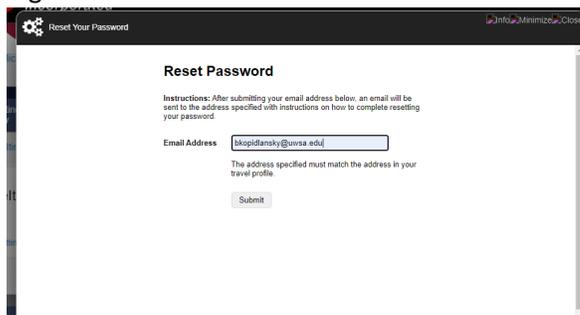
How to Access Your Travel Incorporated Personal Travel Hub – First Time Users

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’



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



3. Check your email for instructions to reset/setup your password

Personal Travel Portal Access

 reset.password@travelinc.com
To  Becky Kopidlansky

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/go.cfm?r=DB34C2B9E1ACD293915>

After resetting your password, your Personal Travel Portal can be accessed at:

<https://services.travelinc.com/ui/login>

Thank You!

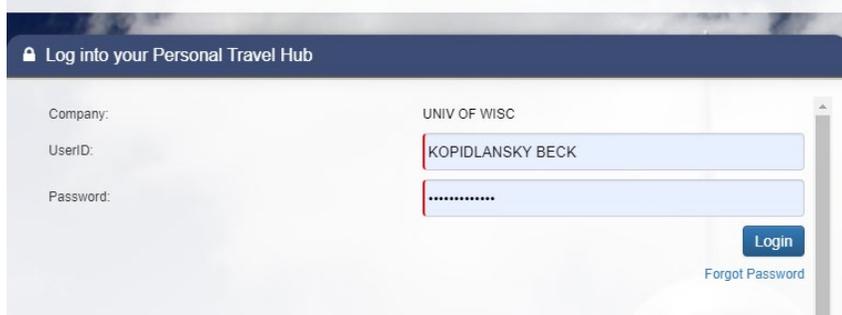
Travel Incorporated

- 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



The screenshot shows a login form titled "Log into your Personal Travel Hub". The form has three input fields: "Company" with the value "UNIV OF WISC", "UserID" with the value "KOPIDLANSKY BECK", and "Password" with masked characters "*****". A "Login" button is located to the right of the password field, and a "Forgot Password" link is below it.

Note: For hyphenated last names, use a space in lieu of the hyphen

Example – Elizabeth Smith-Jones user ID would be Smith Jones Eliz