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Self-Booking Tool (SBT) Tutorial:
Maintaining Your Travel Profile

Your travel profile contains data that was provided during the self-registration process and information contained in your travel profile can be added or updated at any time.

Your travel profile holds critical travel data that is passed to the airline and Transportation Security Administration (TSA) every time you make a reservation. Some of this required information expires over time so it is important to periodically review and update your travel profile. Lodging and vehicle preferences stored in your travel profile are also passed for those reservations.

Important Data Elements:

- Personal information – Your name must match your government issued identification, exactly!

- University and departmental information (must be changed if you move within the University System)
- Division/College/School (select from the pre-populated dropdown **in the Company Information section**)
- Any charge card information that is stored as defaults (cards expire so review and maintain this information)
- Travel preferences, including airline frequent flyer account numbers, hotel or vehicle rewards numbers, etc. (reward accounts and preferences may change so review and maintain this information in your travel profile)
- Setting up other employees to book on your behalf (if you travel arranger changes, update this information)
- Mobile registration

Password Reset/Information:

- Change your password by selecting the "Change Password" link on the "Profile Options" page.

Note: Profile errors are the largest source of booking issues in the tool, and since this information is passed with every reservation, it could potentially lead to problems at the airport or during TSA screenings. While Fox World Travel quality control checks traveler profile data to prevent passing inaccurate information to the airline and/or TSA, it is important to review and keep your profile information correct and up-to-date. Successful booking within the tool and traveler experiences at the airport are dependent on this data!

For more assistance, see the FAQ and Tutorials, in the UW TravelWIse portal.