BGSU Travel Registration
User Guide

1. Navigate to bgsu.studioabroad.com

2. Click the Register Now button for the type of travel you are registering. Options are:
   a. FACULTY: Faculty/Staff on an Education Abroad credit program
   b. FACULTY: Faculty/Staff on non-credit group travel
   c. FACULTY: Faculty/Staff on university-sponsored individual travel
   d. STUDENTS: Student leader on non-credit group travel
   e. STUDENTS: Student travel for non-credit

3. Login with your MyBGSU username and password
   a. Note: If you are logging in for the first time - you may be asked to provide profile information

4. You are then directed to the OneStep Travel Registration

5. Complete the required fields
   a. Emergency Contact
   b. Alternate Emergency Contact
   c. Itinerary
      i. IMPORTANT: We must have the arrival and departure dates for each location of your itinerary
   d. Questions regarding your trip
   e. STUDENTS ONLY: Sign the Liability Release, Waiver, Discharge and Agreement
      Not to Sue

6. When your Travel Registration is complete, click the Update button to submit your travel