Travel Application

Travel

Helpful Hints

- Travelers need to sign up prior to using the hotel reservation system.

  Note: to arrange travel for another NU employee, the employee must first sign up within this website.

Account Sign Up

For a first-time user, you will need to sign up for an account. Open the following webpage: https://www.booksmarttravel.com/UN/. Enter your information in the fields and select the checkbox if you are a travel arranger. Click on Sign Up.

Note: passwords can be letters and numbers; however the system does not accept special characters.
You will receive a notification in your NU email account. Click on the link to activate your account.

You may need to log in if not automatically redirected to your newly created account.

### Home page Overview

1. Create a new reservation.
2. Update your profile.
3. Manage your travelers (if you selected the checkbox noting you are a travel arranger).
4. Log out.
UPDATE PROFILE

From the Hotels.com home page, click on **Update Profile**. Make any necessary changes. From this page you can:

1. Update your contact information.
2. Add or remove the option of being a travel arranger.
3. Update your password.

MANAGE MY TRAVELERS

From the Hotels.com home page, click on **Manage My Travelers**. From this page you can:

1. Add a new traveler (the employee must already be signed up within this website).
2. Remove a traveler.
RESERVATIONS

From the Hotels.com home page, click on **New Reservation**.

1. Select the appropriate traveler classification.
2. Enter the required information. Note: the required information may differ depending on your traveler classification selection.
3. Click on **Continue**.

Enter the search criteria and click on **Search**.
Select a hotel from the options provided or click on Refine Your Search.

Review the hotel information and make a room selection by clicking on Book now.

Note: you can navigate throughout the reservation by clicking on a location in the breadcrumb at the top of each page.
Review the booking summary.

1. Enter the traveler cellphone number.
2. Select Yes on the Payment Information section to pay with the university preferred credit card.

Checkmark the box to agree to the Cancellation Policy & Terms and Conditions. Click on Continue.
A pop-up box will appear. Review the reservation. If needed, click on Edit Reservation to make changes. If the reservation is correct, click on Confirm Reservation.

A confirmation email will be sent to you, whether you are booking for yourself or as a travel arranger.