




AzumanoOnline ONLINE BOOKING SYSTEM SELF-REGISTRATION

Powered by Travelport

Self-Registration Steps

Travel Planners & Travelers booking on their own

Follow these steps:

1. Internet Address: www.azumano.com/ohsu
2. Click on [Click here](#) to register (under the **AzumanoOnline** icon see )

AZUMANO ONLINE powered by Highwire Inc



Limited to employees of OHSU.
Requires Company PIN supplied
by your department. [Click here](#) to
register or below for reference
guides.

- [Self Registration Guide](#)
- [Quick Reference Guide](#)

Ticket Fulfillment: 866-291-0460
Emergency After-hours Ticketing:
877-235-6701

3. In Company Name box enter exactly like this: **OHSU**
4. Enter the designated Travelport PIN # for OHSU: _____

Note: all reservations processed online are billed to OHSU, and is not applicable to OHSU Foundation.

5. Registration Form will display fill in for appropriate person. (You will need to go through this step for each Travel Coordinator or Traveler.) Please remember to select correct travel type (see  Travel Coordinator or Managed Traveler). Always enter the Travel Coordinator first. The user ID will be the OHSU email address for that person see  The password should be something easy to remember.

Azumano Travel – OHSU – Online Travel Self-Registration Instructions

Welcome! This form requests the minimum information we need to give you access to the State of Oregon travel portal. After filling it in, press SAVE. You will be notified via email once the travel manager has approved your request for access. "*" all starred items must be filled in before you save.

First Name: * Middle Name: Last Name: *

Company: * State of Oregon email address: *

Work phone number
Area: Phone #: * Ext:

Role Type: * **Travel Arranger**

User ID and password

User Name: *

Your password must be six (6) characters or longer. You can use any combination of letters or numbers, but no spaces.

Enter your password: * Enter password again: *

Enter a short phrase or "hint" to remind you of your password if it is forgotten.

Enter password "hint": *

"*" starred items must be filled in before you save.

6. Once you have submitted the Registration form for the Travel Coordinator you are ready to book for all Managed Travelers on your list. To add a Managed Traveler to your list, proceed through the following steps.
7. Sign in as that Managed Traveler using the User ID (Managed Traveler's email address) and the Password you chose on the registration form.
8. Once the page displays, click on "Return to Menu" at top center or if that does not show, look at top right for "My Tools" and click on "Profile Manager." Menu page will then display; move page down and click on "Travel Coordinator."
9. Travel Coordinator page will display, move down till you see Email Address. Enter the email address of the Travel Coordinator in the box and click on "Add." Move page down and click on "Save." (This will add the Managed Traveler to the Travel Coordinator list.)
10. You can now log off session (see left blue margin).

Note to Travel Coordinator: Sign in as yourself once this is complete. Click on "Online Reservations" in the left blue margin. Then click on "Book on Behalf" and select the person for whom you need to book. You are now ready to book for that Traveler.

Have a question or need further assistance?

Contact your Azumano Account Manager: **Tony Fuerte**

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