


TripIt Pro Activation - travelIND

Activating your TripIt account is easy. This document will guide you through creating a new TripIt account and synchronizing your new account with travelIND. After both accounts have been synchronized, trips booked in travelIND will automatically be sent to your TripIt account.

Sign up for TripIt:

1. Log into travelIND and select the **'Profile'** tab.
2. In the left hand column select **'Connected Apps'**. (See screen shot below)
3. If you have not previously signed up for Tripit, there will be a Tripit logo and hyperlink that says **'Connect to Tripit'**. Click the **'Connect to Tripit'** link. (See screen shot below)

NOTE: If you are already connected to Tripit you will see 'Your accounts are linked'.

My Profile	Connected Apps
Your Information Personal Information Company Information Contact Information Emergency Contact Credit Cards	Link your Concur account with the following partners
Travel Settings Travel Preferences International Travel Frequent-Traveler Programs Assistants/Arrangers	 When you enable TripIt integration, Concur Travel will automatically send your trips to Tripit. Connect to Tripit
Expense Settings Expense Information Expense Delegates Expense Preferences Expense Approvers Company Car Favorite Attendees	
Other Settings E-Receipt Activation System Settings Connected Apps Concur Connect	

4. When prompted with a TripIt pop up window – select **'Sign Up'**.
5. Your Notre Dame email address should prepopulate in the email address field. Do not change this email address; you can add additional email addresses to your account later.
 - a. Enter a password and continue the registration process. (TripIt requires a password of a minimum of nine or more characters (one of which is not a number or letter, e.g * or ! or \$).
6. A few minutes after you successfully create an account you will receive an email with the subject **"Please activate your TripIt account"**.

7. Verify your new account by clicking the **'Verify Email'** hyperlink in the email.
 - a. You will receive this email for any additional email addresses that you add to your account in the future.

TripIt Pro Best Practices:

1. Download the Free TripIt mobile application. TripIt Pro users see no ads in the mobile application.
2. Add both personal and business email accounts to your TripIt account. TripIt can only accept emailed itineraries from accounts that have been added and verified in your **TripIt Account Settings**. See how to add email addresses to your TripIt account below:

Log into TripIt.com, within your TripIt Account Settings:

- a. Register all University related email addresses, plus any personal email addresses from which you may forward an email to plans@tripit.com.
- b. Set up travel alerts to your mobile device.

The screenshot shows the TripIt Pro account settings page. The user is logged in as Diane Kennedy. The page is titled "Travel alerts" and provides instructions for setting up notifications. A table allows users to select which alerts they want to receive via Email and Mobile. The "Mobile" column is highlighted with a red box. The "Travel Alerts" menu item in the left sidebar is also highlighted with a red box.

	Email	Mobile
Departure Summary and Gate Changes Get a summary of important flight information 4 hours before your scheduled departure, and get alerts about any last minute gate changes.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cancellations and Delays Get alerts and alternative flight recommendations if your scheduled flight is canceled or delayed for any reason.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Arrival and Connection Summaries Once you arrive, get help connecting to your next flight or claiming your checked bags.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Check-in Reminder Get a reminder to check in for your flight 24 hours before your scheduled departure.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule Changes Get alerts if the airline changes the scheduled departure time of your flight.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Airfare Refunds Get alerts if current price for your flight drops enough for a refund or credit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Cancel, Save

3. TripIt can manage both personal and business all in one place. Forward any travel plans booked outside of travelIND to plans@tripit.com. For example, car service, convention hotel, or dining reservations.

Procurement Services Help Desk:

+1 (574) 631-4289

travel@nd.edu

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