Connexxus Profile

First Time Users
Who is eligible?

- Open to all active campus employees
- Any SF State employee who needs assistance accessing Connexxus may contacting Jamie Tafoya, x82604, jtafoya@sfsu.edu or Tapati Shah, x82629, tshah@sfsu.edu
- Log into Connexxus: Log-in at the SF State Login page (https://idp.sfsu.edu/idp/Authn/UserPassword); then select the SF Gateway, Faculty/Staff, Finance, Connexus Portal
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Connexxus Home Page

- Go to My Profile
  - Verify Name
  - Designate Travel Arrangers
  - Enter optional personal information
  - Enter any loyalty program membership numbers

- Information added to the Connexxus profile will concurrently synchronize to BCD Travel and UC Travel Center once saved
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Verify your name

- You should ensure that the name as defined in your profile matches the government ID that you will use when traveling.
- Complete the details in the Traveler Details, Emergency Details, and Phone Details section.

Note: Once modifications are made to the profile, all fields marked with an asterisk (*) need to be completed.
Assigning a Travel Arranger

- You may grant Travel Arranger access to up to four users. Travel Arrangers have the ability to book travel on your behalf and/or view your profile information.
- Enter the last name of the arranger in the search field or email address, then select your travel arranger.
- Click **Can Book** to grant the user access to book travel on your behalf.
- Click **Can Access** to grant the user access to view and update your profile information.

To locate an arranger:

1. Type the first few letters of the person's last name or email address. A list of possible matches appears.
2. Select an arranger from the list.
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Enter Loyalty Program Information

- Enter loyalty card membership information for airlines, hotels, and rental cars.

- Bookings through Connexxus will automatically be linked to your membership numbers. However, if your name on the membership account does not match exactly with the name that you are using to book your tickets, you may need to contact the provider to update your name in the membership account.

Note: In order to qualify for the 20% UC discount on Starwood Hotels, you must enroll in the Starwood Preferred Guest Program (SPG). More information is available in the Connexxus portal under Partner Programs (Hotel).
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Enter Optional Information

- You may enter your air, hotel, and car preferences
  - Preferred airport
  - Seating preference
  - Meal type
  - Room type
  - Car size

- You may also enter your US Bank corporate travel card and personal credit card numbers for hotel reservations and/or airline purchases.
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Save Your Profile

- Click the SAVE button after making changes to your profile
Connexxus Travel Help Desk

- For questions, assistance or feedback regarding the Connexxus travel program:

  Email: travel@sfsu.edu