

Verify a Name is Correct in an Egenzia Account Profile

Step 1

Locate and click **Your Name** in the upper-right-hand corner. Then select **Go To Profile**.



Step 2

The **Personal Information** section appears.

Verify the Name Field, Gender Field, and Date of Birth field match what is on the government-issued I.D. (driver's license/passport) that will be shown at the airport.

- If the name field is incorrect and needs to be revised, then contact Travel Procurement at Travel.USI@usi.edu **BEFORE** searching for a flight, as the name field can only be updated by Travel Procurement, and the name update needs to occur before the saving or booking of a new flight so the new name will be applied to the ticket.

 Personal information
  Travel documents
  Travel preferences
  User associations
  Arrange
  Approve
  Payment type
  Custom data fields

Personal information



Accurate information
Please make sure the name, date of birth and address provided match your passport details. Accurate information is crucial for smooth booking and travel.



Why date of birth is crucial?
While date of birth is optional, providing it can help avoid potential booking cancellations due to compliance requirements.



Active mobile number
Please provide a valid and active mobile number, this number will be used for important updates, offline verifications and emergency contacts.

General information

Full name (first, middle and last)

Archibald Theobald Eagle 

Gender

Male

Date of Birth

15 Sep 1965

 Edit