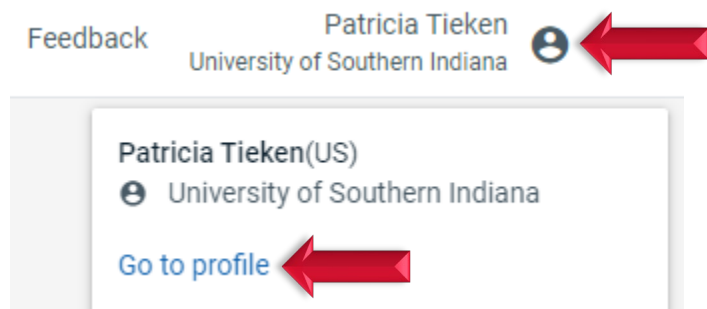


Adding a Redress Number or Known Traveler Number to an Egenicia Profile

Step 1

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



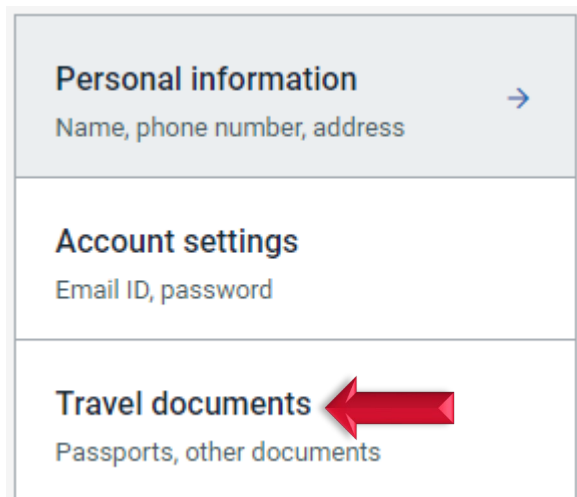
Step 2

The **Personal information** section appears.

Verify the name fields (First name, Middle name, Last name), 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 any of the name fields are incorrect, and need to be revised, then contact Travel Procurement at Travel.USI@usi.edu **BEFORE** searching for a flight, as the name fields can only be updated by Travel Procurement, and the name change needs to occur before the saving or booking of a new flight so the new name will be applied to the ticket.

Find and click the **Travel documents** tab, located on the left-hand side, and click on it.



Find the section labeled **TSA secure flight information** and click the blue pencil (next to the red trash can).

TSA secure flight information



Save time at the airport by providing this information in advance.
The Transportation Security Administration (TSA) now requires the following fields from airlines before a boarding pass may be issued for travel.
[Learn more](#) 

Redress number	Known traveler number
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[TSA privacy notice](#) 

A window will open on the right-hand side.

Enter your Redress Number or Known Traveler Number.

Click **Save**.