

Creating a Guest Account and Reserving a Guest's Lodging

Step 1

Obtain the guest's information.

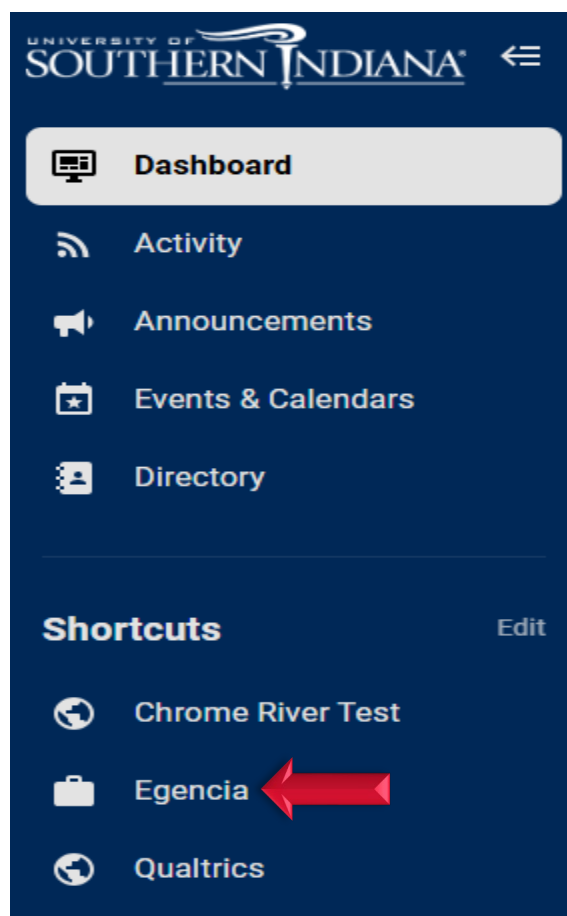
- Name, Date of Birth, Gender, Cell Phone Number, and Email Address*.

**If the guest account is for a USI student, then use their USI email address.*

Step 2

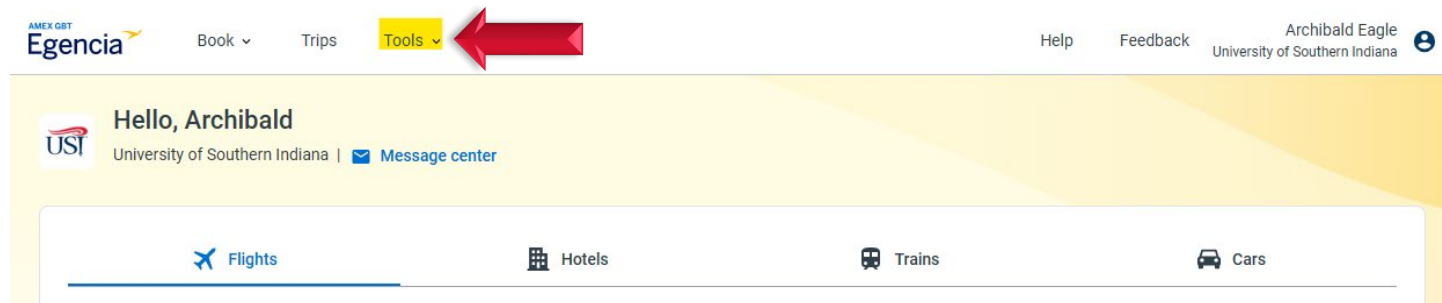
Log in to Egencia via myUSI.

- Note: If you don't have an Egencia account, then you can request one by filling out the [Egencia Account Request](#) form.



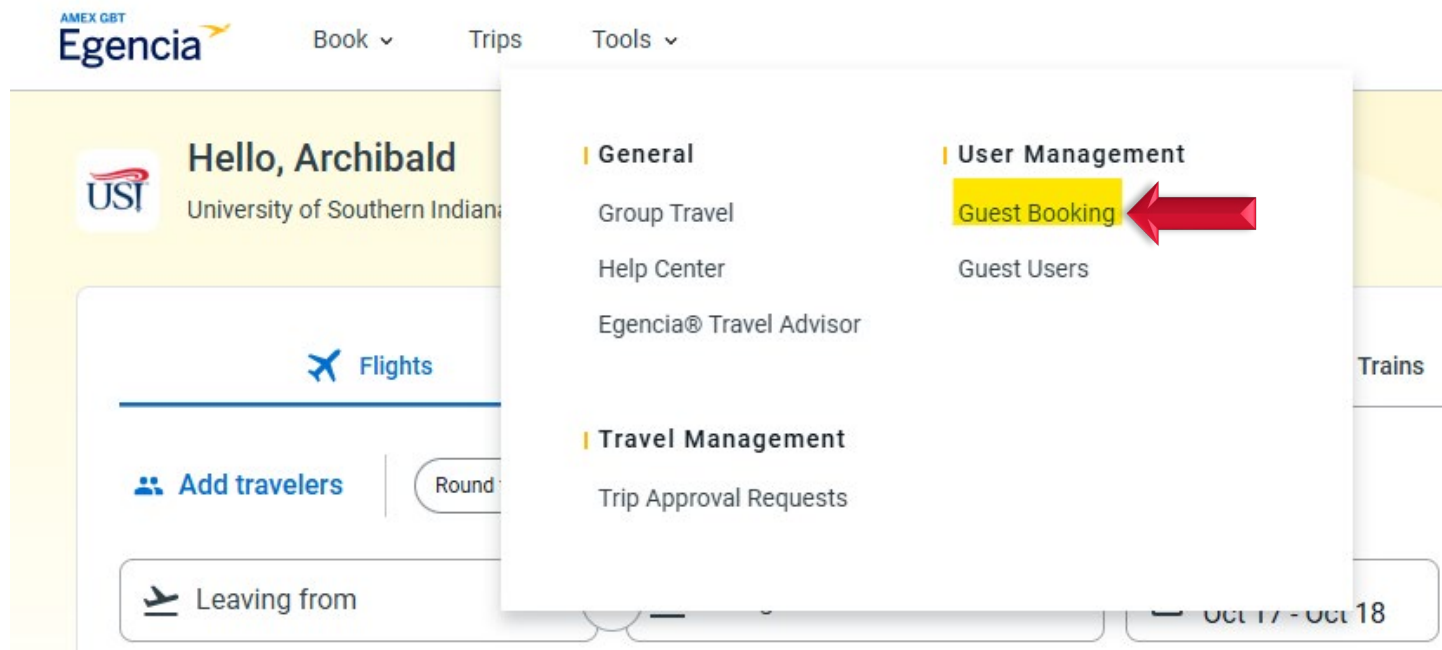
Step 3

Locate and click on the **Tools** menu.



Step 4

Click **Guest Booking**.



Step 5

Find the applicable template.
Click **Create guest profile**.

Guest Booking

Setup guest registration templates

+ Create new template

Filter by Clear

Template name

Traveller group

Template creator

Template Type

☐ Active Templates

Templates

Showing 1 results

Private template

New Harmony Gallery/Historic New Harmony -- Guests

Traveler Group	Department	Creator Name	Created date
USI Guest Traveler -- V7689	New Harmony-Outreach & Engagement	Patricia Tiekem	Oct 31, 2023

Send email invite
Generate link
Create guest profile
less valid until Dec 31, 2025

Step 6

Enter the guest's information in the displayed fields.

- Note: The Username field will automatically populate after you enter the Email address (which should be a USI email address if it is a USI student).

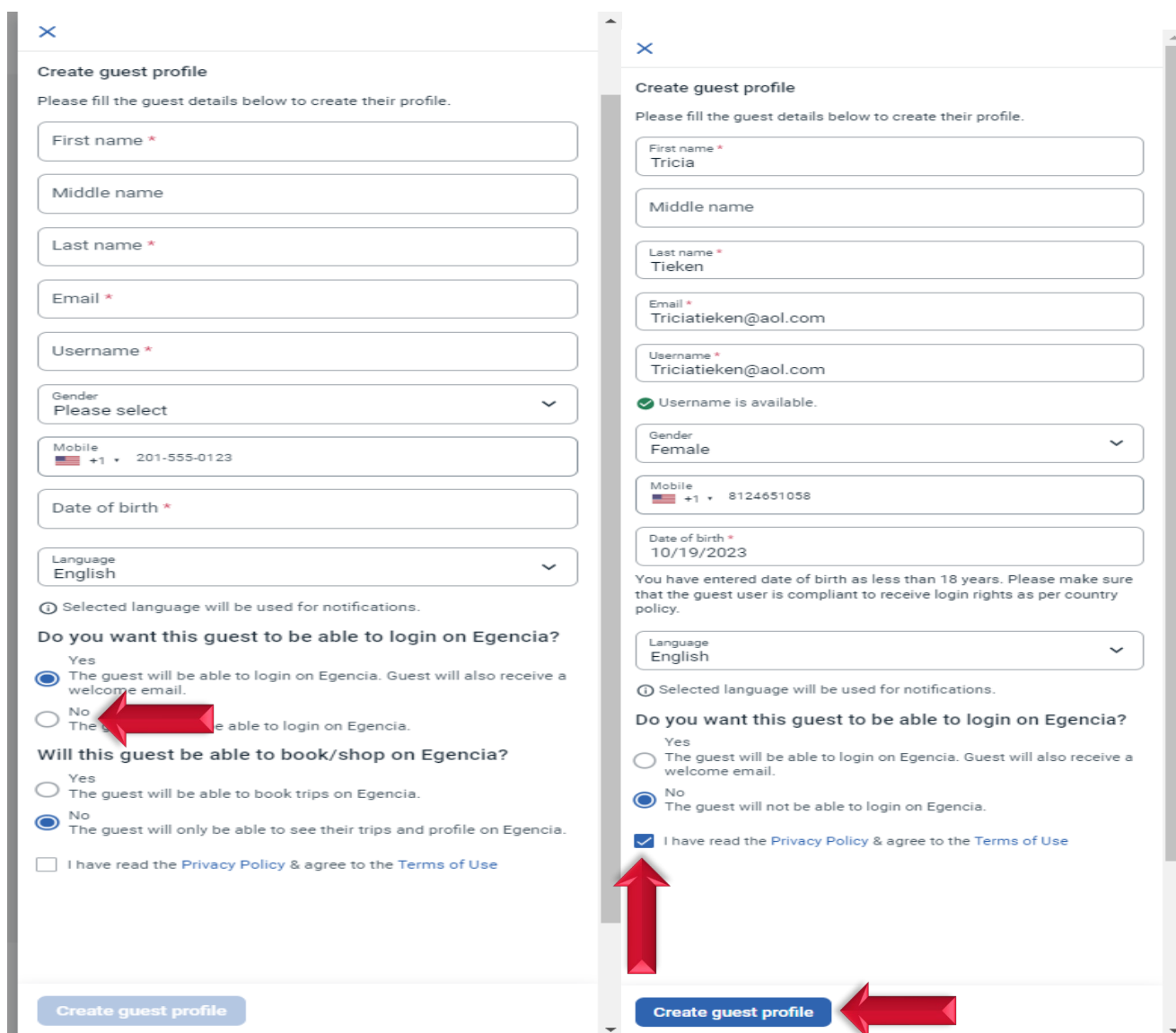
Click **No** for the first question at the bottom (Do you want this guest to be able to login on Egencia?).

- Note: The second question will disappear.

Then click the **I have read the Privacy Policy & agree to the Terms of Use**.

Click **Create guest profile**.

- Note: A message will appear briefly at the bottom of the screen that says, "Guest user created successfully".



Create guest profile

Please fill the guest details below to create their profile.

First name *

Middle name

Last name *

Email *

Username *

Gender
Please select

Mobile
+1 201-555-0123

Date of birth *

Language
English

Selected language will be used for notifications.

Do you want this guest to be able to login on Egencia?

Yes
☒ The guest will be able to login on Egencia. Guest will also receive a welcome email.

No
☐ The guest will not be able to login on Egencia.

Will this guest be able to book/shop on Egencia?

Yes
☐ The guest will be able to book trips on Egencia.

No
☒ The guest will only be able to see their trips and profile on Egencia.

☐ I have read the [Privacy Policy](#) & agree to the [Terms of Use](#)

Create guest profile

Create guest profile

Please fill the guest details below to create their profile.

First name *
Tricia

Middle name

Last name *
Tieken

Email *
Triciatieken@aol.com

Username *
Triciatieken@aol.com

Username is available.

Gender
Female

Mobile
+1 8124651058

Date of birth *
10/19/2023

You have entered date of birth as less than 18 years. Please make sure that the guest user is compliant to receive login rights as per country policy.

Language
English

Selected language will be used for notifications.

Do you want this guest to be able to login on Egencia?

Yes
☐ The guest will be able to login on Egencia. Guest will also receive a welcome email.

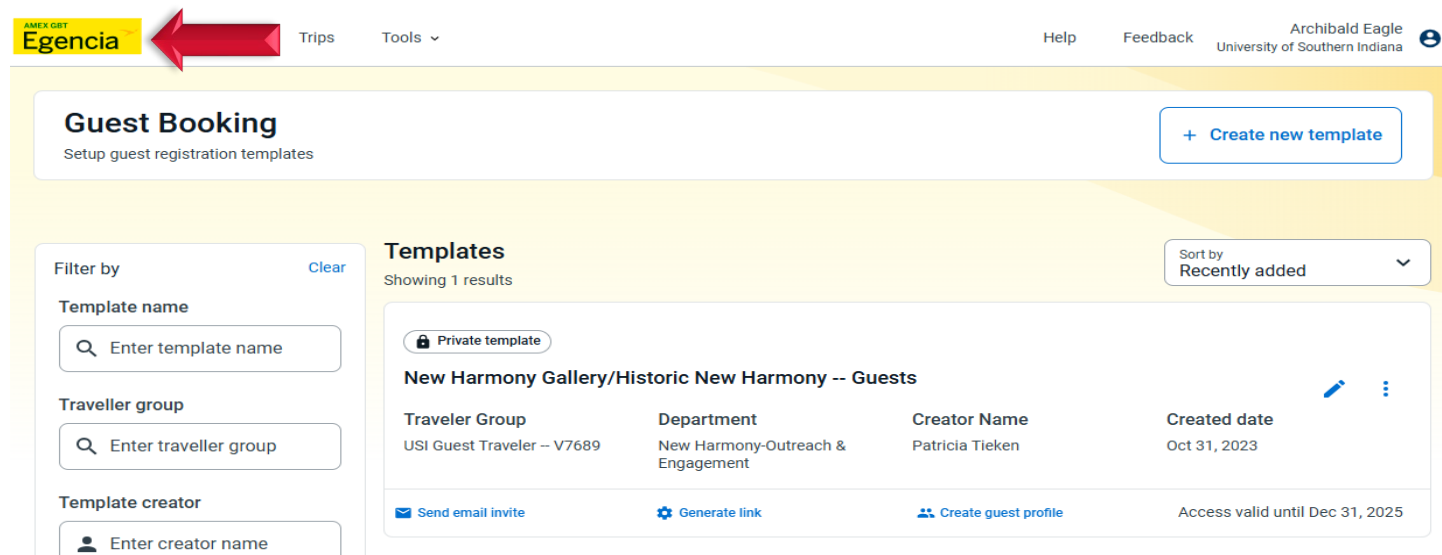
No
☒ The guest will not be able to login on Egencia.

☒ I have read the [Privacy Policy](#) & agree to the [Terms of Use](#)

Create guest profile

Step 7

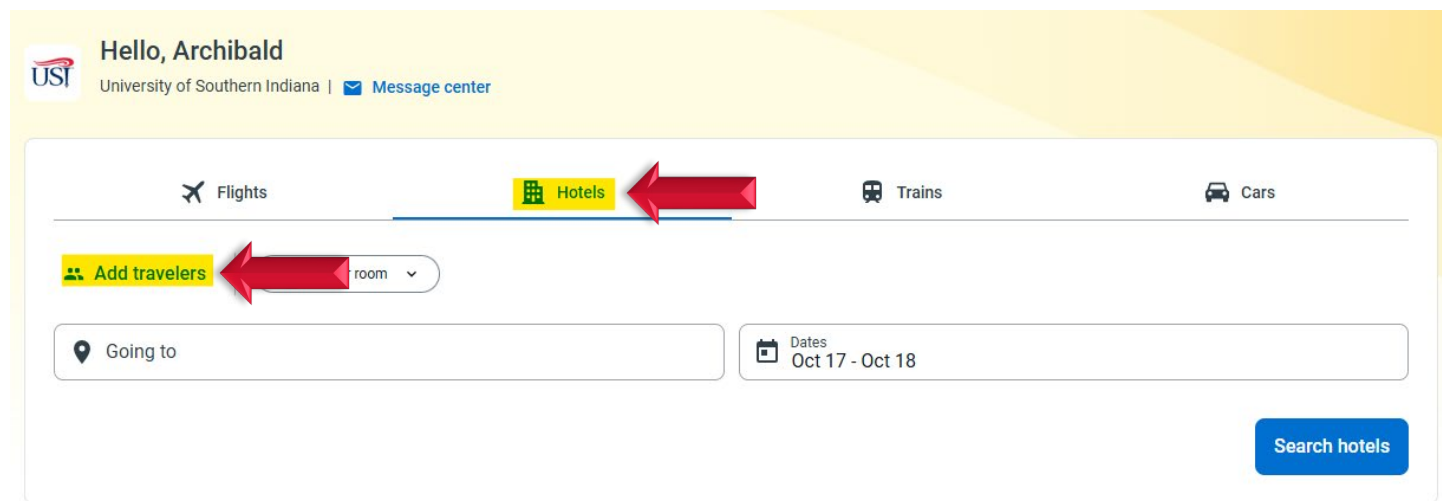
Click on the **Egencia logo** (top left corner) to go back to the home page.



The screenshot shows the Egencia Guest Booking interface. At the top left, the Egencia logo is highlighted with a red arrow. The page title is "Guest Booking" with the subtitle "Setup guest registration templates". A button "+ Create new template" is in the top right. On the left, there are filter sections for "Template name", "Traveller group", and "Template creator". The main area shows a list of templates under the heading "Templates" with "Showing 1 results". The first template is "New Harmony Gallery/Historic New Harmony -- Guests", marked as a "Private template". It lists details: Traveler Group (USI Guest Traveler -- V7689), Department (New Harmony-Outreach & Engagement), Creator Name (Patricia Tiekens), and Created date (Oct 31, 2023). Below the details are links for "Send email invite", "Generate link", and "Create guest profile". The access validity is "Access valid until Dec 31, 2025".

Step 8

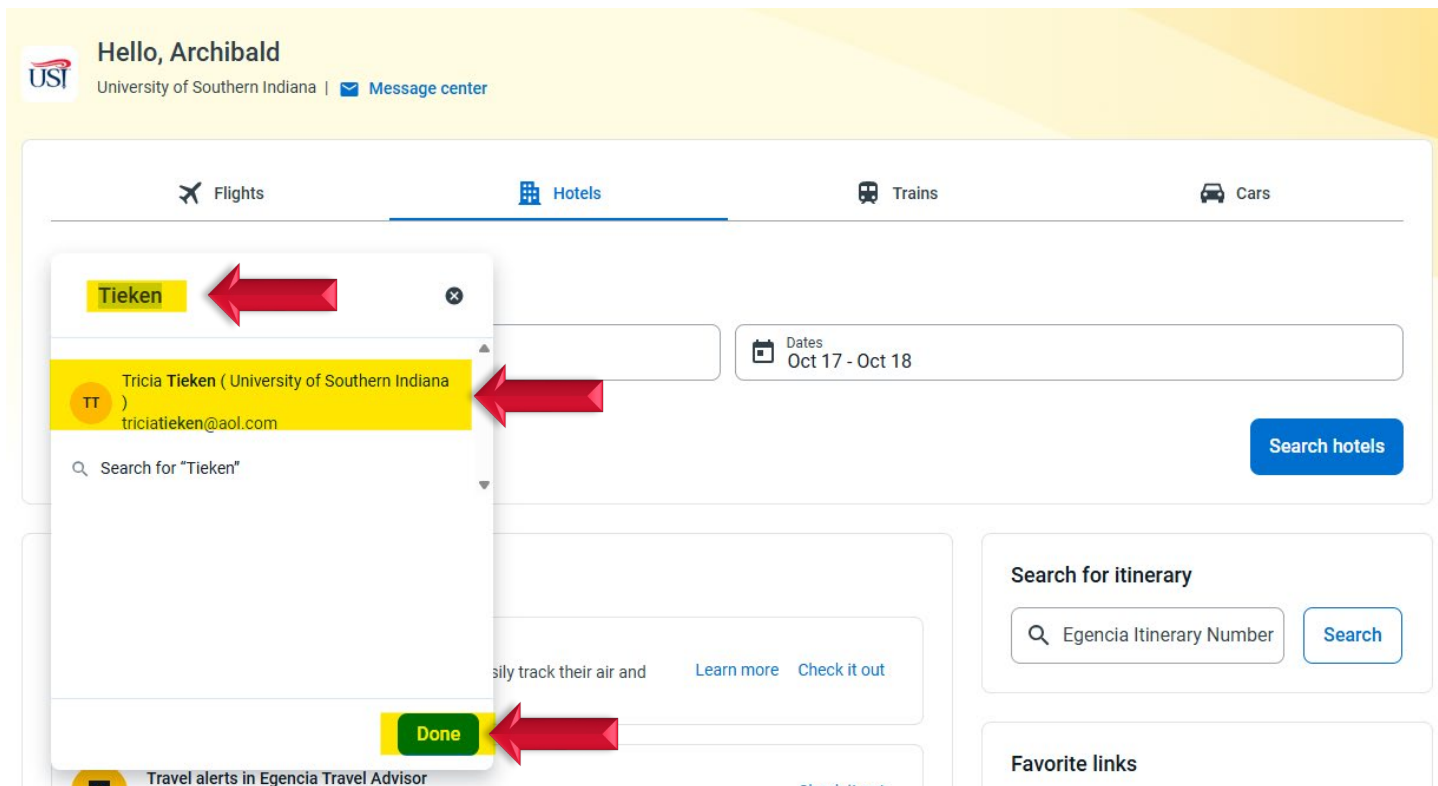
On the homepage, find and click the **Hotels** tab, and then click the link **Add travelers**.



The screenshot shows the Egencia homepage. At the top, it says "Hello, Archibald" and "University of Southern Indiana | Message center". Below this is a navigation bar with tabs for "Flights", "Hotels", "Trains", and "Cars". The "Hotels" tab is highlighted with a red arrow. Below the tabs, there is a section for booking. It includes a link "Add travelers" (highlighted with a red arrow), a "room" dropdown menu, a "Going to" field, a "Dates" field set to "Oct 17 - Oct 18", and a "Search hotels" button.

Step 9

Next, type the guest's name in the box, select it from the drop-down menu, and click **Done**.



Hello, Archibald
University of Southern Indiana | [Message center](#)

Flights Hotels Trains Cars

Tieken

Tricia Tieken (University of Southern Indiana)
triciatieken@aol.com

Search for "Tieken"

Done

Dates
Oct 17 - Oct 18

Search hotels

Search for itinerary

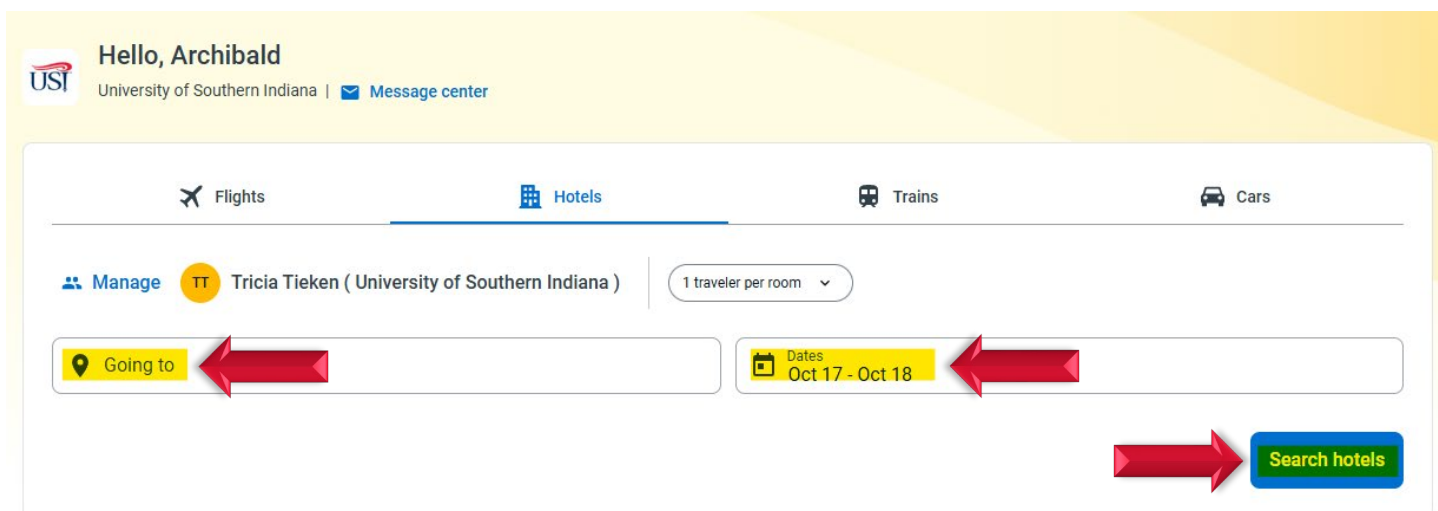
Egencia Itinerary Number Search

Favorite links

Step 10

Fill in the following fields and then click **Search hotels**.

- Click in the **Going to** box, type the name of the city where the guest will be staying, and select it.
- Enter the start and end dates.



Hello, Archibald
University of Southern Indiana | [Message center](#)

Flights Hotels Trains Cars

Manage Tricia Tieken (University of Southern Indiana) 1 traveler per room

Going to

Dates
Oct 17 - Oct 18

Search hotels

Step 11

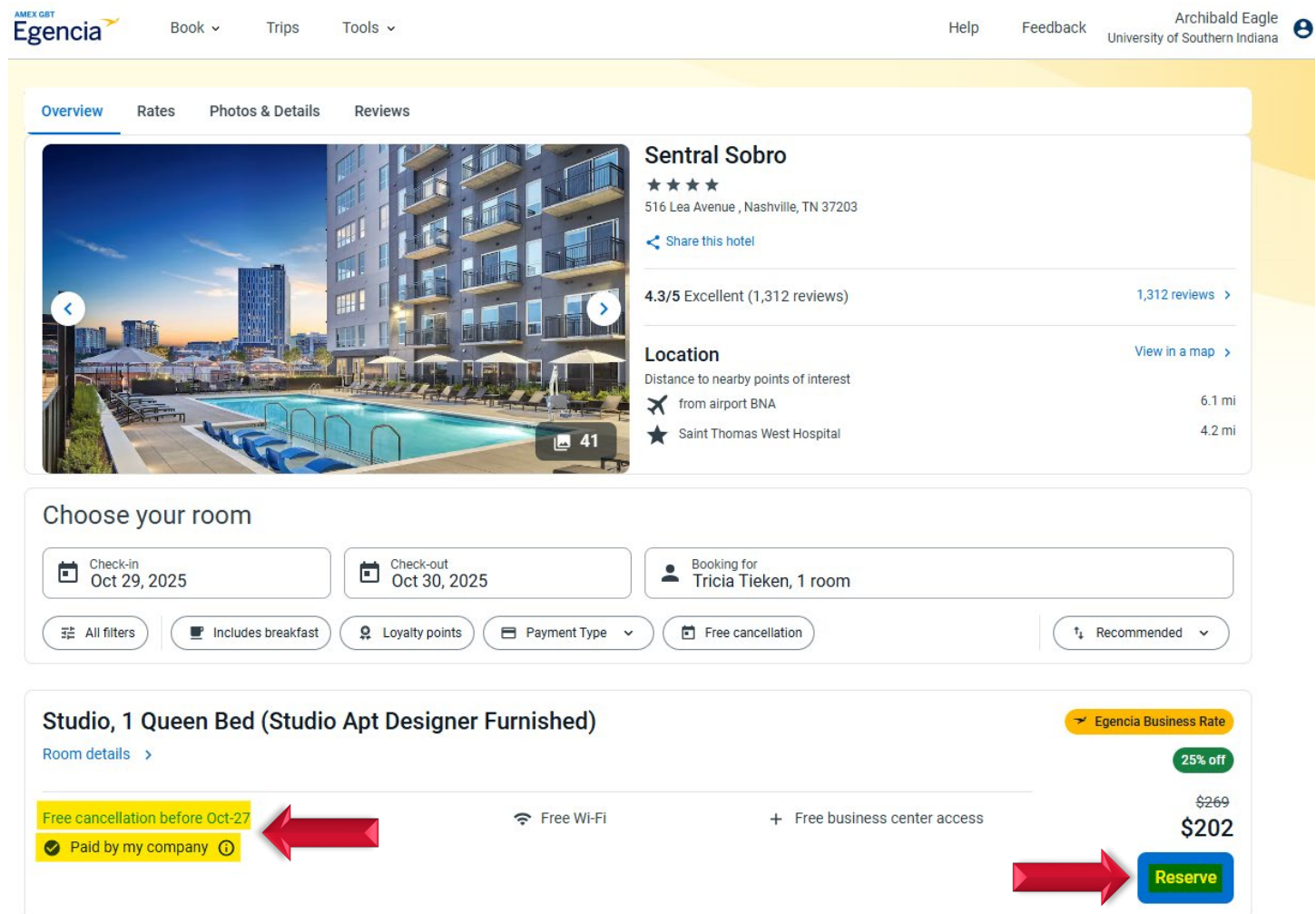
On the left-hand side, you will see a list of hotels from which you can choose.

- Note: Along the top are parameters you can use to refine what hotels appear.
- Note: For safety purposes, take into consideration the rating and the location of the hotel.

After you have selected the hotel, a new screen will appear, bringing up the hotel and allowing you to choose a room.

Choose a hotel room with the following parameters, and click **Reserve**:

- Paid by my company (this means that Travel Procurement's credit card will pay for the reservation).
- Has a favorable cancellation policy (i.e., the reservation can be canceled up to a day or two before the check-in date).



The screenshot shows the Egencia website interface. At the top, there's a navigation bar with 'Book', 'Trips', and 'Tools' dropdowns, along with 'Help', 'Feedback', and a user profile for 'Archibald Eagle'. The main content area displays the 'Sentral Sobro' hotel page. It features a large image of the hotel and pool, a 4.3/5 star rating from 1,312 reviews, and a location section showing distances to BNA airport (6.1 mi) and Saint Thomas West Hospital (4.2 mi). Below this, the 'Choose your room' section is visible, with filters for 'Check-in Oct 29, 2025', 'Check-out Oct 30, 2025', and 'Booking for Tricia Tieken, 1 room'. A specific room, 'Studio, 1 Queen Bed (Studio Apt Designer Furnished)', is highlighted. This room has a 'Free cancellation before Oct-27' policy, 'Paid by my company' option, 'Free Wi-Fi', and 'Free business center access'. The price is shown as \$269 with a 25% off discount, resulting in a final price of \$202. A red arrow points to the 'Paid by my company' filter, and another red arrow points to the 'Reserve' button.

Step 12

Review the Hotel summary page to make sure the dates and guest information look correct. Scroll down until you see the **Approval required** section and select **Patricia Tieken** as the approver.

Approval required

This trip requires approval before booking

The booking will be attempted automatically after the approval is granted. There are chances of price increase and inventory being sold out during the time that the approval request is pending.

SELECT YOUR APPROVERS *



Patricia Tieken
patieken@usi.edu

Susanne Stanley
sstanley@usi.edu

250

Step 13

Scroll down until you see the **Your notifications** section. Uncheck the **Traveler E-mail** box and the box next to the guest's email address under the **Sync and time zone tips** section, and then click **Send approval request**.

Your notifications

Traveler E-mail (changes to this field will not be reflected in the traveller profile) *

Email
triciatieken@aol.com

☐

Arranger E-mail (Optional)

Email
Travel.USI@usi.edu

☒

Other recipients (Optional)

Email
sstanley@usi.edu; patieken@usi.edu; cwellmeier@usi.edu

☒

Calendar sync keeps your calendar coordinated with your travel schedule

[Sync and time zone tips](#)

☐

Send to triciatieken@aol.com

Total
\$281.63

[Save for later](#)

[Send approval request](#)