

# Guest Applicant Instructions for BearsAbroad Travel Registration

This tutorial will walk you through the steps for a non-Baylor participant in a Baylor University international trip to log in, create a guest profile, and successfully register for a trip.

1. You will first receive a link to the page below.
  - a. This page will have the title of the trip where the picture says “Truett in the Biblical Lands”
  - b. Click the “Apply Now” button to register for the program

The screenshot shows a web page for 'Programs : Brochure'. On the left is a navigation menu with links like 'Baylor Study Abroad Home', 'Glennis McCrary Goodrich Scholarship', and 'Announcements'. The main content area is titled 'Truett in the Biblical Lands (Travel Registration Program)'. At the top right of this area are buttons for 'List All', 'Simple Search', and 'Advanced Search'. Below the title are icons for print, save, and share. Two green buttons are visible: 'Apply Now' (circled in red) and 'Ask a Question'. At the bottom of the page, there are also 'Apply Now' and 'Ask a Question' buttons.

2. You will next see a page entitled “Security: User Identification Wizard: Step 1”
  - a. If this is your first time logging in to BearsAbroad, please select the third option.
  - b. If you have **already received** your credentials via email, please proceed to step 6 of this tutorial
    - i. If you are having trouble logging in after receiving your login credentials via email, please request a new password by email the International Travel Coordinator in the Center for Global Engagement

Baylor Study Abroad Home
Glennis McCrary Goodrich Scholarship
Current and Past Participants
Contact information
<b>**LOGIN TROUBLE?*</b>
<b>Announcements</b>
Check out the new location of the Baylor Study Abroad Office! The Center for Global Engagement has moved to suite H.160 in the newly remodeled Hankamer Academic Center. <a href="#">[View Details]</a>

## Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. x

Please indicate how you will be logging in. All Baylor faculty, staff, and students should choose the first option.

I have a Baylor username and password.  
 I have login credentials to this site that I received by email.  
 I am a new user. Please email me login credentials.

3. After selecting “I am a new user...”, enter your name and email on the next screen and then click “Create Account”.

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## Security : Login (new user)

To create an account, please fill in the form provided below. x

**New User Form:**

**First Name:**   
**Middle Name:**   
**Last Name:**   
**Email:**

**NOTE:** An email will be sent to you with your login and password information.

4. Next, you should go to your email and click the link provided to create your new password.
  - a. You should be asked to set up security questions
5. Once you have set up your account in BearsAbroad, return to the original link you were provided to register for the correct program
  - a. Click on the “Apply Now” button

6. Choose the 2<sup>nd</sup> option on the screen below (“I have login credentials to this site that I received by email”)
  - a. Log in using the credentials you received

<p>Baylor Study Abroad Home</p> <p>Glennis McCrary Goodrich Scholarship</p> <p>Current and Past Participants</p> <p>Contact information</p> <p><b>**LOGIN TROUBLE?*</b></p> <p><b>Announcements</b></p> <p>Check out the new location of the Baylor Study Abroad Office!</p> <p>The Center for Global Engagement has moved to suite H.160 in the newly remodeled Hankamer Academic Center. <a href="#">[View Details]</a></p>	<h2>Security : User Identification Wizard: Step 1</h2> <p>In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. <span>✕</span></p> <p>Please indicate how you will be logging in. All Baylor faculty, staff, and students should choose the first option.</p> <p><input type="radio"/> I have a Baylor username and password.</p> <p><input type="radio"/> I have login credentials to this site that I received by email.</p> <p><input type="radio"/> I am a new user. Please email me login credentials.</p> <p><input type="submit" value="Submit"/></p>
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7. Complete your trip registration
  - a. This should include all pieces of the registration application including the two questionnaires and three release forms