University of Miami Travel Portal Tip Sheet:
How to Sign-In to the Travel Portal for the First Time

To access the University of Miami Travel Portal, first-time visitors will need to fill out their Travel Profile form. Please follow the steps below. (Note: you will only be required to fill out this information once.)

Step 1: Visit the Travel Portal at miami.edu/travelportal.

Step 2: Sign in with your UM credentials.

Step 3: First time visitors of the Travel Portal will go directly into the Profile form to **Create a Travel Profile**. Your profile will be based on your WorkDay profile. Your username will be your CaneID email address.

To ensure your travel information is entered into each reservation successfully, your profile should have:

⇒ Letters and numbers only
⇒ No special characters (^%#@#$$%^+)
⇒ Contain only US state codes, ex. FL for Florida
⇒ Matching Frequent Traveler numbers to Traveler's name in profile, if applicable
⇒ Updated and valid passport and credit card information

Please fill out with all required fields and any other information you would like to include. It is recommended to include an emergency contact.

- **Step 3 (b):** if you are not automatically in the UM system, you will receive a message that says the portal can only be accessed by University of Miami employees/students. If you receive this message, please notify Travel Management at travel@miami.edu.

Step 4: Once the profile has been completed, your will be redirected to you will be redirected to the Profile Options page.

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Step 5: Open a new Internet browser session, and visit miami.edu/travelportal to log in. You should now be in the Travel Portal.

Tip: Make sure to include any reward programs or traveling information you may have to support your travels. If you do not have information for non-required fields when first filling out the form, you can always go back and edit your profile in the future.

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Last Updated: 10/20/22
First-Time-SignIn_TravelPortal2022-v1.docx