

FACULTY & STAFF INTERNATIONAL TRAVEL REGISTRY

INSTRUCTIONS FOR ACCESSING TRAVELER DATA

These instructions are only for NAU employees authorized to access this information.

1. Log in [here](#). If you cannot log in close all browser windows, reopen one, and try again. If that doesn't work email your employee ID# to eric.deschamps@nau.edu.
2. Click on Applicant Admin, Advanced Search, check Application Parameters, and click next.
3. Select the appropriate Application Cycle (not application term). The only application cycles in use for the travel registry are fall, spring, summer, and winter. Select one of these with the appropriate year.
4. Select Faculty Travel Registry in Program Groups. Click Next.
4. Your search results will appear.
 - To look at information for an individual registration click on the link next to their name. The Profile and Questionnaires tabs will contain useful information. The Profile tab contains personal information pulled from Peoplesoft.
 - To look at information for multiple registrations you can export the data by choosing Full Export from the Options drop-down menu. Select Application Data. You will have to scroll far to the right in the spreadsheet to find the answers to the "NAU – Faculty Travel Registry" questionnaire.