

The ECU Travel Portal

Save the following URL into your favourites:

www.ecu.orbitworldtravel.com

Accessing the Travel Portal

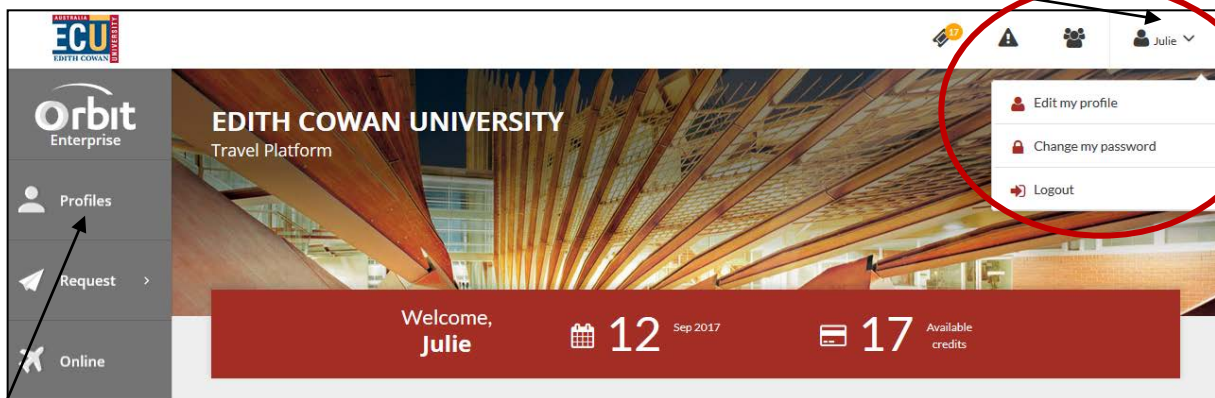
Note: if you do not have a traveller profile or access to the travel portal, please contact your School/Centre Officer.

Go to: www.ecu.orbitworldtravel.com

Login details: your work email address: e.g. j.smith@ecu.edu.au

Password: For your first login – hit **“forgot password”** You will be emailed your password which you can change once on the site.

Your name will appear here, click the drop down to change your password.



Click Profiles. Profiles houses your Traveller Profile and is where you create a new Traveller Profile

Traveller Profiles

How to check a Traveller Profile:

- Once in the ECU Travel Portal, go to Profiles.
- Search your name and hit the edit symbol or click on your name, both will take you into your Traveller Profile.
- Update your details and hit save – ensure you check the main details page as these are the details used in your booking.

How to create a Traveller Profile:

- When in Profiles, click “Add Traveller”
- Follow the prompts, ensuring you have completed the mandatory fields.
- Hit Save. A Traveller profile will not save unless you have completed the mandatory fields on the main screen.
- Ensure Credit Card details have been saved to the profile.

To create a Traveller Profile – click here. Follow the mandatory prompts and save.

