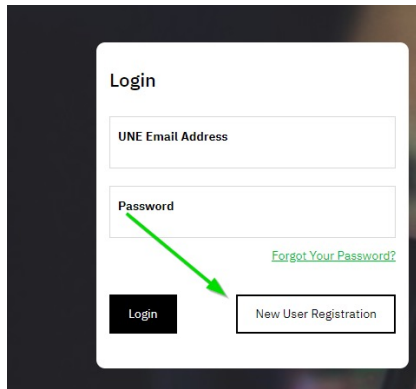


# University Student Travel Self-Registration

Follow these steps to get access to the FCM Hub and submit an approval request for travel.

1. Go to: <https://hub.fcm.travel/UNE>
2. Click 'New User Registration'



3. In the 'Company Code' field use the confidential code: **1HCI-UNE**
4. In the 'Your Primary Work Email Address' use your **UNE student email address** Only email addresses with the domain @myune.edu.au will be accepted in this field
5. Complete your name details exactly as per your passport (if you don't have a passport enter your name details exactly as per your driver's licence or government issued identification)
6. In the 'Your Company Employee ID' field please put your **UNE student number**
7. Click 'Next'
8. Continue to complete the remaining fields as prompted
9. In the 'Travel Type' field only select 'Student'
10. Once all fields have been completed correctly click 'Save & Exit'
11. You will be sent an email to your student email address to set up a new password. Follow the instructions to create a new password.
12. Return to <https://hub.fcm.travel/UNE> and login using your email address and newly created password. Once logged in you will have access to the FCM Hub to manage your profile and access other tools and systems related to travel.
  - a. The FCM Hub has plenty of training materials to guide you
  - b. From the FCM Hub you can access the FCM Pre-Trip Approval tool to submit a request for approval to travel.
  - c. Once your request to travel has been approved you can return into the FCM Pre-Trip Approve tool and make a choice on how to book your travel. Domestic requests give the choice to 'book online' using the fantastic Savi online booking tool. If the 'book online' option does not appear you can contact the FCM travel team for help with your booking