



University Student Travel Self-Registration

Follow these steps to gain access to the UNE Travel Hub and submit Pre-Trip Approval requests.

1. Go to: <https://app.fcmtravel.com/login/self-registration>
2. Click, 'Create account'.
3. Enter UNE's unique Code: **1HCI-UNE** and select "Continue".
4. Complete your name details exactly as per your passport (if you do not have a passport, enter your name details exactly as per your driver's license or government issued identification).
5. Under the "Employee ID" field enter your student number.
6. Under "Travel Type" select "Student".
7. Once all relevant fields have been completed select "Send".
8. You will then receive a prompt advising that an email has been sent to your student email address. This email will advise on how to set up your password. For security reasons, the link in the email will expire after 15 minutes. (If you do not receive the verification email, check your spam folder, or restart the process).
9. Return to <https://app.fcmtravel.com> and login using your student email address and newly created password.
10. Once logged in, you will have access to the UNE Travel Platform allowing you to manage your profile and access other travel related tools, including being able to submit Pre-Trip Approval requests to gain approval to travel.
11. Once you gain approval to travel you can then return to the Pre-Trip Approval tool and make a choice on how to book your travel. Domestic travel booking gives the choice to "BOOK ONLINE" using the SAVI online booking tool. If the "BOOK ONLINE" option does not appear, you can select the "SEND TO FCM" option to have an FCM travel consultant, make the booking on your behalf.

"SEND TO FCM" should only be selected for domestic travel where the online booking tool does not provide the booking options required or for trip requests with multiple travellers.