

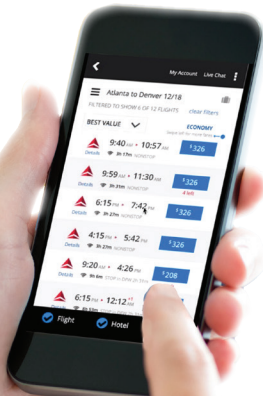
Drake University



Getting Started with Short's Travel Management

The Online Travel Portal provides travelers with instant access to travel information, itineraries, invoices, real time flight tracking, weather information, and online check-in.

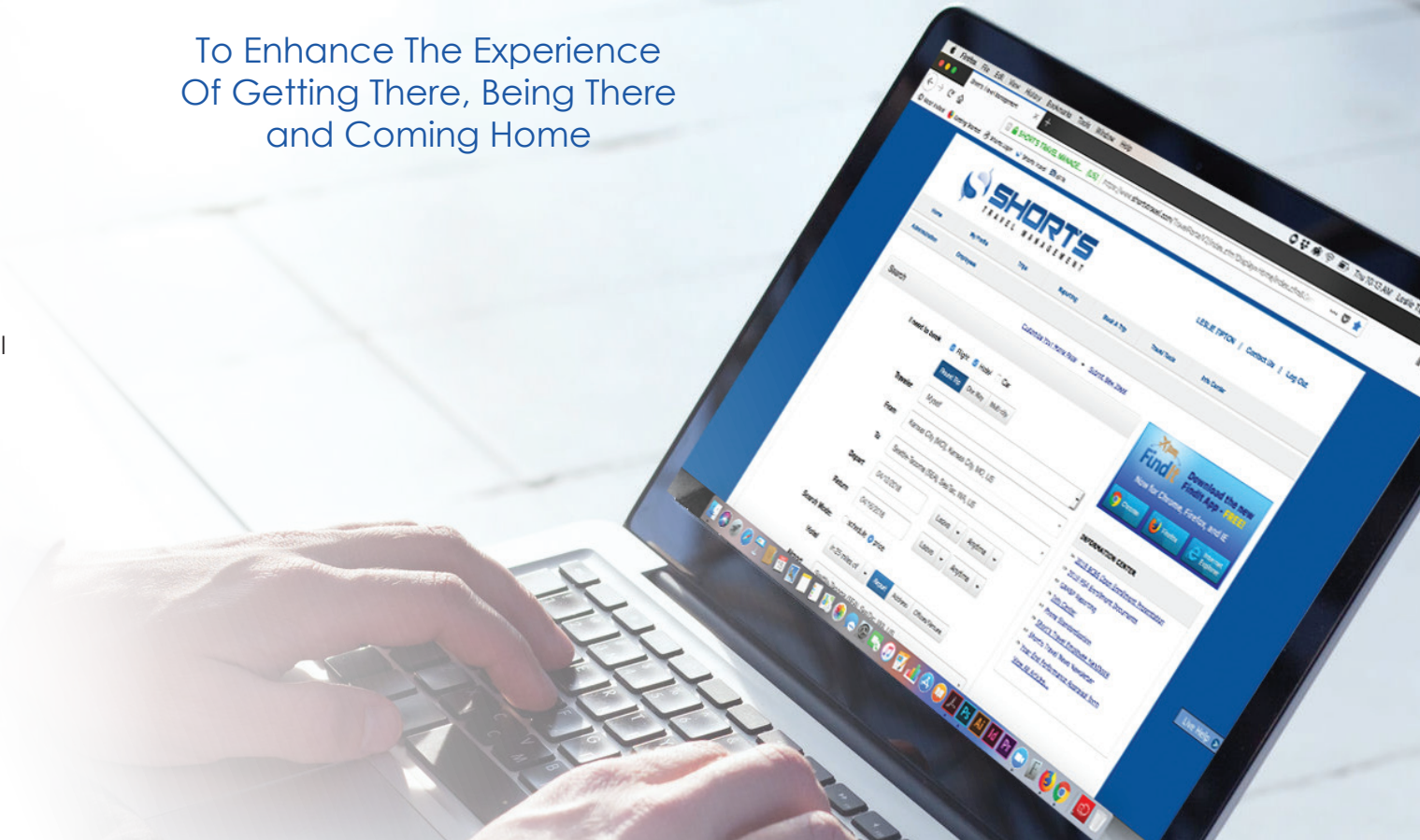
Itineraries can be downloaded to your Outlook calendar and viewed on your smartphone. Itineraries can be automatically sent by e-mail to specified recipients.



To Enhance The Experience
Of Getting There, Being There
and Coming Home

SHORT'S TRAVEL ONLINE (STO) PORTAL

Quick Reference Guide



Short's Travel Management

1203 West Ridgeway Avenue
Waterloo, Ia 50701
United States 800-678-7766

www.shortstravel.com



STEP 1



LOCATE THE APPROPRIATE PORTAL SITE

Drake University Academics
www.shortstravel.com/drake

- **Navigate to the above domain:** "Select New User"



LOG IN

Username

Password

Remember Me

LOG IN

[New User?](#) • [Forgot Username?](#) • [Forgot Password?](#)

Welcome to Short's Travel Management for Drake University! Please log-in above, or select 'new user' to create your profile.

If you are with sports or the athletic department, please click [HERE](#) to access that site instead

If you have any trouble logging in or registering, please email onlinesupport@shortstravel.com for assistance.

STEP 2



COMPLETE THE REQUEST FOR A PROFILE

For New Users Only

Enter the following information for any fields not already completed:

- Legal name
- Date of Birth
- Gender
- University Email Address
- User-name
- Password
- Department
- Contact Information
- Select "Agree" for the Acknowledgment

Once your request is submitted an introductory email will follow with additional instructions. Please note some user requests may require approval.

Create your profile at your earliest opportunity to allow time to complete before booking travel is needed.



DRAKE ACADEMICS NEW USER

- denotes required fields

Basic Information
Enter your name exactly as it appears on your government issued photo ID (driver's license, passport, etc.).

- First name

- Middle Name No Middle Name

- Last name

Suffix

Job title

- Birth Date (m/d/yyyy)

- Gender

- Email address

Login Information

- Username

- Password [Password Requirements](#)

- Confirm password

DRAKE ACADEMICS INFORMATION

- Drake University

- Department

Contact Information

- Country United States

- Business Phone Number (example 000-000-0000)

- Home Phone Number

- Wireless Phone Number

I Agree. By checking this box, I acknowledge that I have read and agree to Short's Travel Management's [User Agreement Policy](#). I also acknowledge that I am either a Drake Academics employee or I have received written approval to register at this site.

STEP 3



CONTACT THE AGENT TEAM FOR ALL TRAVEL ASSISTANCE

SHORT'S TRAVEL MANAGEMENT



BUSINESS HOURS
8:00AM - 5:00PM M-F CT



TOLL FREE NUMBER
877-263-2550



AFTER HOURS/ EMERGENCY
877-263-2550
answered 24/7 - fees will apply



ADDRESS
1203 W. Ridgeway Ave.
Waterloo, IA 50701



EMAIL
state@shortstravel.com
Group Hotel - STMSTAY@shortstravel.com

ONLINE SUPPORT/TECHNICAL ISSUES



BUSINESS HOURS
8:00AM - 5:00PM M-F CT



TOLL FREE NUMBER
844-329-1323



EMAIL
onlinesupport@shortstravel.com

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