



Business Travel Guide

Travel Leaders provides **two options** for booking travel. A dedicated team of agents for full service reservations, and through Compass, the online booking tool. Travelers should register an account online and create a travel profile. Once completed, travelers have the option to book a reservation online or call an agent directly. *Contact details and profile creation instructions are described below.*

Travel Leaders Contact Information

Travel Leaders Business Travel Center:

460 Waverly Road, Holland, Michigan 49423
Hours of Operation: 7:00am – 7:00pm CST Monday-Friday

Dedicated Toll Free Number for Minnesota State Colleges and Universities: 800-215-2762

Travel Leaders After Hours Emergency Travel Center is available for assistance outside of normal business hours.

After-Hours Toll Free Number: 800-215-2762

Dedicated Travel Portal

Travel Leaders has developed a **Corporate Travel Portal for Minnesota State Colleges and Universities**. This is a 'one-stop shopping page' for all travel related information. <https://compass.travelleaders.com/>

Note: To establish an account and login for using the Travel Portal, click here for the: [Compass Travel Portal Overview](#)

Features of the Portal Include:

- Contact details for reservations and online technical support
- Travel Industry Information, including travel planning resources
- FAQ and Resources dedicated to Minnesota State Colleges and Universities reference materials

Vacation Travel for Employees

Travel Leaders Vacation Club

As an added benefit to the Minnesota State Colleges and Universities, Travel Leaders offers all employees and students the opportunity to take advantage of **Exclusive Vacation Specials**. Visit our web-site for more information:

www.vacationclubattravelleaders.com

Compass Travel Profile and Online Booking

FIRST TIME USERS



- 1) To create an online account and traveler profile, employees that travel for business or book travel for others should go to the compass online booking tool: <https://msumoorhead-travel.Reardencommerce.com>
- 2) From the site login page, click the link **Create a New Account**. *(Do not enter a user name or password from this login page).*
- 3) Enter all required fields on this page. Including: your first and last name as it appears on your photo ID and your University email address. Create a unique user name (email address recommended), and a unique password. Click **Create an Account**.
- 4) Upon Creating a New Account, you will receive an **Activation E-mail** with Login Instructions. Click the **Link** from the email, and begin the Activation Process. Complete the registration process by entering the requested profile information, making note of required fields and **Save** entered information. *(for more information relating to the activation e-mail process, refer to page 2)*
- 5) Before booking travel, choose the **Profile** link on the top right side of the home page and complete all areas of the profile, including: credit card information and notifications. *(for a detailed overview of how to complete your travel profile refer to page 3)*
- 6) Use your unique user name and password created during the activation process when returning to this site.
- 7) **Save the address as a favorites for easy access to the online booking tool site:**
<https://msumoorhead-travel.reardencommerce.com>

eCommerce Online Support Team

For navigational assistance or questions about using the Compass travel portal and online booking tool:

E-mail: ecommerce@travelleaders.com

Phone: 866-502-1926

Assistance Available: 7:00am – 7:00pm CST (Mon.-Fri.)

Getting Started with the Compass Online Booking Tool:

After Accessing the Compass, Online Booking Tool and **Creating a New Account**, you will receive an **Activation E-mail** with Login Instructions. (see example e-mail below)

From: Travel Leaders Online Booking Tool Compass for MSU Moorhead [ecommerce@travellers.com]
 To: Gemmer, Linda
 Cc:
 Subject: Create your online account and travel profile

Compass
 BY TRAVEL LEADERS®

MINNESOTA STATE UNIVERSITY
moorhead

Travel Leaders Welcomes MSU Moorhead to Compass powered by Rearden Commerce

Click the GET STARTED NOW link below to create your unique password and complete the requested profile information. Required information is marked by an asterisk. For questions regarding the completion of your profile or the use of the online booking tool, please contact the eCommerce Support Desk at 866-502-1926 or via email at ecommerce@travellers.com.

Agent Assistance with travel bookings is available at 800-215-2762.

Get started now ←

After completing the first steps of the activation process you will be directed to the home page, please be sure to click on the PROFILE link at the top right side of this page and complete the additional profile information; including credit card information, notifications, and travel preferences.

Please make note or save as a favorite the URL address for the MSU Moorhead Compass LOG IN page.
<https://msumoorhead-travel.reardencommerce.com>. Go to this page each time you want to log in and book travel. Your Username and password are unique, created by you. Travel Leaders recommends an email address as a Username.

You can also create an account for the Minnesota State Colleges and Universities Travel Portal, offering information about the new Travel Program and Travel Planning tools. Go to <http://compass.travellers.com>. eCommerce can assist with questions about a log for this travel portal.

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Activation E-mail

Click on the Link to begin Activation Process

Click the link **Get Started Now** to begin the Activation Process.

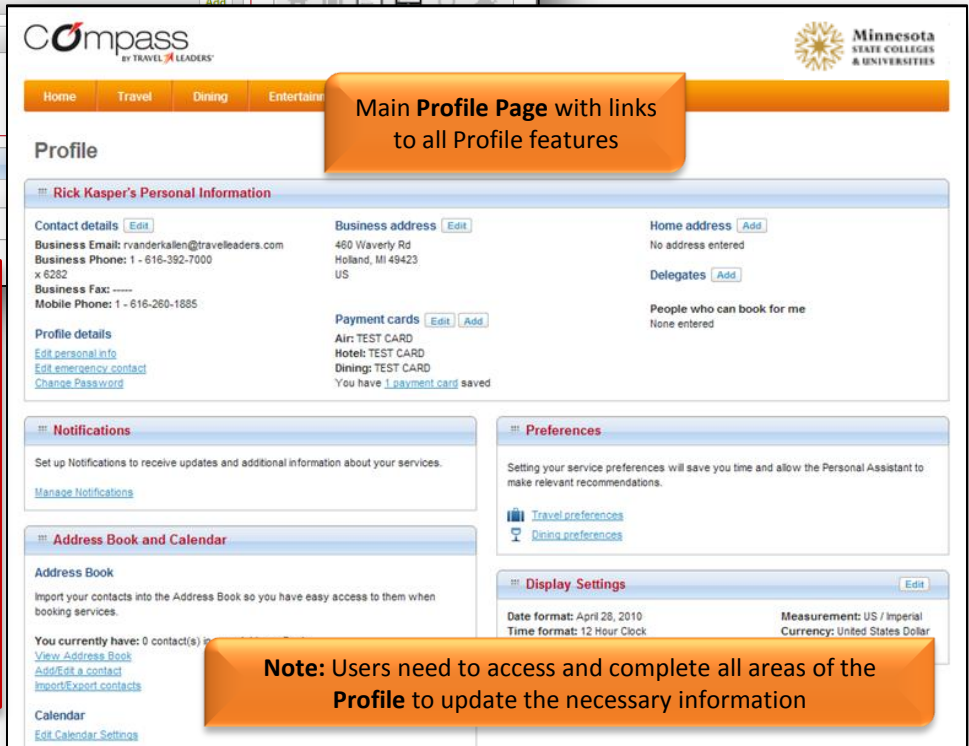
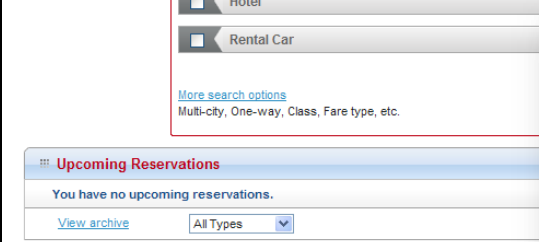
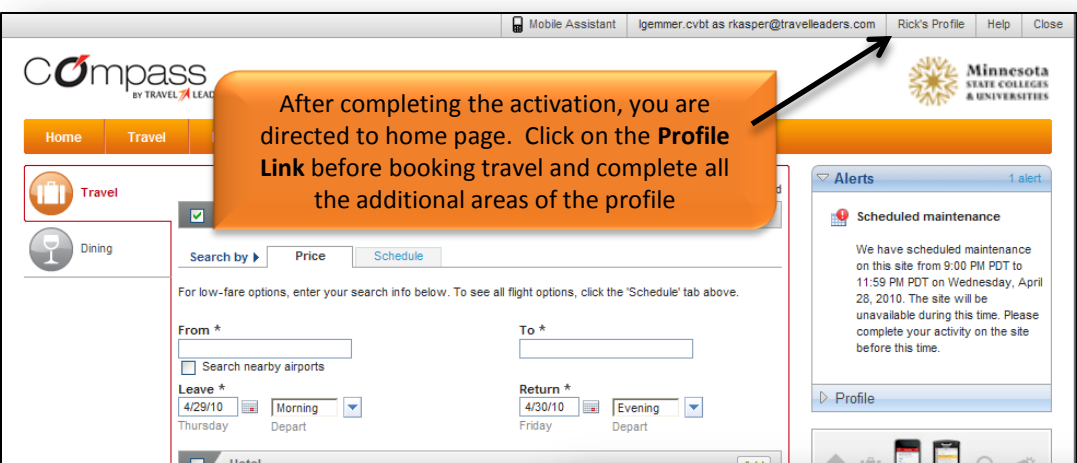
Complete the Registration process by entering the requested profile information, making note of required fields marked by an asterisk * and **Save** all entered Information.

Completing your Travel Profile through the Compass Online Booking Tool:

Once you have registered your Compass account, before booking travel choose the **profile link** on the top right side of the Compass home page and complete all areas of the profile, including: credit card information, travel preferences and notifications.

***Note:** Completion of a traveler profile is required before booking travel online. Contacting a Travel Leaders Agent for reservations does not require a traveler profile, however, you will be asked to provide all personal information at the time of booking. If you plan to book travel for others online, you must also complete a profile through the online booking tool.

If you need assistance with completing your profile, contact **Travel Leaders eCommerce Support Team** at: **866-502-1926**, or ecommerce@travelleaders.com



For a complete instruction guide detailing how to activate your account, complete your travel profile and book online through the Compass online booking tool, refer to: [Compass Online Booking Training](#)

This document is also available on the portal in Travel Planning and online booking site under Company Resources

Note: Users need to access and complete all areas of the **Profile** to update the necessary information