Guest Applicant Instructions for BearsAbroad Travel Registration

This tutorial will walk you through the steps for a non-Baylor participant in a Baylor University international trip to log in, create a guest profile, and successfully register for a trip.

1. You will first receive a link to the page below.
   a. This page will have the title of the trip where the picture says “Truett in the Biblical Lands”
   b. Click the “Apply Now” button to register for the program

2. You will next see a page entitled “Security: User Identification Wizard: Step 1”
   a. If this is your first time logging in to BearsAbroad, please select the third option.
   b. If you have already received your credentials via email, please proceed to step 6 of this tutorial
      i. If you are having trouble logging in after receiving your login credentials via email, please request a new password by email the International Travel Coordinator in the Center for Global Engagement
3. After selecting “I am a new user…” , enter your name and email on the next screen and then click “Create Account”.

4. Next, you should go to your email and click the link provided to create your new password.
   a. You should be asked to set up security questions
5. Once you have set up your account in BearsAbroad, return to the original link you were provided to register for the correct program
   a. Click on the “Apply Now” button
6. Choose the 2nd option on the screen below ("I have login credentials to this site that I received by email")
   a. Log in using the credentials you received

7. Complete your trip registration
   a. This should include all pieces of the registration application including the two questionnaires and three release forms