

How to Log In to RESX

1	www.gwins.com/wustl
2	Enter your Member ID (provided by your Travel Manager) and Password .
3	Click Login

How to Change your Password

1	Log in to RESX.
2	From the RESX home page, click the Profile super tab, or click the Profile link in the main menu bar.
3	Click the Change Password link.
4	Enter your Current Password , your New Password , Verify New Password and click Save .

How to Assign your Travel Planners

1	Log in to RESX.
2	From the RESX home page, click the Profile super tab, or click the Profile link in the main menu bar.
3	Click the Travel Planners link.
4	Click Add New Travel Planner link.
5	Enter up to five Member IDs of individuals who may plan your travel and click Save .

How to Update your Travel Preferences

1	Log in to RESX.
2	From the RESX home page, click the Travel super tab.
3	Click the Travel Preferences tab, your Air, Car and Hotel Travel Preferences display.
4	Enter or update your travel preference information as it applies to the trip you are booking.

How to Book a Trip

1	Log in to RESX.
2	Click in the appropriate radio button for a Round Trip, One Way or Multiple Cities booking.
3	Enter the airport codes or city names for your travel.
4	Enter/Select the dates and time preferences for your travel.
5	Click in the checkbox to include a car and/or hotel in this trip. Note: Car and/or Hotel search criteria can be customized by un-checking the Based on Air Search Criteria box.
6	Click Search
7	Select desired flight options from the Priced Air Itineraries or Flight Schedules display

How to Book a Trip

8	Click Select next to desired car option.
9	Click Display Room Rates next to desired hotel.
10	Click Select next to desired room rate and room type.
12	Review your selected itinerary and click the Save Research or Purchase button.

How to Modify a Trip

1	Log in to RESX.
2	From the RESX home page, click the Travel super tab and click Trip List , or click the Travel link in the main menu bar and select Access a Trip .
3	Under the Pending Trips section, click the View link next to the trip you wish to display and modify.
4	Modify the necessary segments and click the Purchase button.

How to Modify Profile while booking

1	Click on the profile super tab.
2	In left window pane, click on what information you want to update.
3	Update information and click SAVE .
4	To get back to travel plans, click the travel super tab located in upper right hand corner.