

Requirements for Access to the eTravel System



Your Role in the eTravel System

| Courses & Forms | Traveler | Arranger | Payment Requestor | Approver |
|--|-------------|----------|-------------------|----------|
| Traveler Training | Recommended | | | |
| Travel Arranger Training | | Required | Required | |
| Travel Approver Training | | | | Required |
| Institutional Data Policy Training | | Required | Required | Required |
| System Access Request Form | | Required | Required | Required |

* All training courses listed above are available at <https://carmen.osu.edu>

1. Login (using your name.# and password)

2. To register for a course, refer to the banner along the top of the page and click on [Join](#).

Welcome Brutus Carmen ID - 12345678 Preferences | Homepage | Locker | Calendar | Profile | [Join](#)

3. A pop-up window will appear with JOIN instructions, click on JOIN... at the bottom of the page.

4. Select the applicable course (based on your role in the eTravel system) from the course offerings page.

5. Click [Register](#) at the Course Description page.

6. Complete the Registration Form page as prompted, and click [Submit](#)

7. Confirm course registration, and click [Finish](#)

8. At Registration Summary, click on course link to begin or done to view course in user's course listing.



*****REMINDER***** Access is contingent upon completion of the course and the mandatory quiz. Record of course completion is noted by the Course Complete box with red check mark.

