

# CAMPUS MOBILE APP

A step-by-step guide to register for the app and begin receiving itineraries on your mobile device.

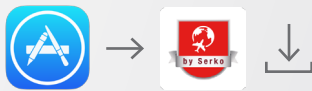


## Access your itinerary and flight status notifications on your mobile device via the Campus Mobile app.



### 1 Register on your device.

- i In order to use the Mobile App to view your Campus Travel itineraries, you first need to download the App from the relevant App store and register on your device. Click on the App Store button on your device and search for Campus Travel's 'by Serko' App.
- ii Download the Campus Mobile app 'by Serko' from the App store relevant to your device. The app icon to look for in the app store is shown below.
- iii The process to download the app from your app store is the same on an iPad as it is on your mobile phone. Click on the App Store button and search for 'Campus Travel by Serko'. An example of the iPhone App Store icon is below.



### 2 Open the App from the icon on your device once the download completes.

If you don't already have log in details, click on 'Can't log in?' at bottom of screen.

### 3 To receive a one-time log in passcode:

Once the white pop-up screen shows, enter your email into the email field to receive your new passcode. Press submit.

### 4 Passcode email notification.

You will receive another white pop up message that says, 'We have emailed you a new one-time use passcode to log into Campus Mobile with. If this doesn't arrive shortly please contact your travel administrator to reset your password for you.

Click OK.

### 5 Please check for an email from Campus Travel Online with the subject line Password Reset Verification.

### 6 Try logging into the app again.

Add your email address. Then in the password field add the passcode sent by Campus Travel Online (Serko) to your email.

### 7 Create new password

You will be asked to create a new password. Confirm this and then click save.

### 8 Additional points

- The Campus Mobile App (by Serko) is designed to be used by the traveller and not the Travel Booker.
- The email address and details when logging in for the first time must be the traveller's (or user's) details.
- Once logged in there is no need to log out of the app.