

Secure Flight Program required information includes **Traveler's Name** matching exactly the traveler's government issued identification that is used to check in for flights, **Date of Birth**, and **Gender**.

Existing Traveler Profiles should be **updated** prior to **July 1, 2010** and must be done prior to making your next airline reservation.

For MSU travelers who already book travel through MSU's Preferred Travel Agencies, Passageways Travel and Tower Travel Management, please follow the procedures outlined below:

1. Access the Passageways Travel online reservation system (ResX) website:
<http://www.msutrans.com>.
2. In the ResX login area, enter your company name, Member ID, and Password.
 - a. Company Name: **msu**
 - b. Member ID is your: **First and Last Name without spaces**.
 - c. Password: Upon initial login, leave the password field blank.You will be prompted to enter a unique password during your first session to insure the security of your account.
3. Click on the **Login** button. This will take you to the online booking engine created exclusively for Michigan State University travelers.
4. From the Welcome Page, choose "Click here to enter Michigan State University's online Reservation Center."
5. Choose "Profile Information" – and from the pull-down options, choose "Personal Information".
6. Scroll down to the "Secure Flight Requirements" section and complete **Your Name, Date of Birth**, and **Gender** as they appear on your government issued identification.
7. Once your update is complete, choose the "Save" button on the right (top or bottom of the Personal Information page).
8. Logout

MSU Travelers and Travel Arrangers who do not have direct bill profiles may complete the Direct Bill Authorization form found at:

<http://ctrl.msu.edu/Download/forms/ex70k.pdf>. The application has been updated to conform to the Secure Flight Program. Traveler's name matching exactly government issued identification, date of birth, and gender are required fields for all MSU business travelers.

Profile updates will be communicated to both Passageways Travel and Tower Travel Management.

For further information about the Secure Flight Program, please visit http://www.tsa.gov/what_we_do/layers/secureflight/index.shtm