

LSU Travel Portal and Portrait Self Registration Instructions:

1. Log into <https://sbt.carlsonwagonlit.com/register>
2. Complete mandatory information:
 - Client Identifier** – StateofLA (case sensitive)
 - Company Name** – LSU
LSU Athletics (BR campus Athletics department only)
 - Password** – travel (must be lowercase)
3. You will be directed to another web page that requires additional information:
 - Prefix (Mr, Mrs, Ms, Dr, etc)
 - First Name – should match EXACTLY as displayed on drivers' license or passport
 - Middle Name – should be included as displayed on drivers' license or passport
 - Last Name – should match EXACTLY as displayed on drivers' license or passport
 - Gender – required for DHS travel initiative
 - Employee ID – should be LSU + employee's LSUID (ex: LSU891111111)
 - Email address – the email address to which the URL, User PIN, and password should be sent to complete profile.
4. You will receive 2 emails. One will contain the URL and temporary password; the other will contain the User PIN.
5. Click on the URL; add the User PIN and temporary password. You will then be directed to select a new, secure password.
6. The website will then open to the LSU Travel Portal -
<https://sbt.carlsonwagonlit.com/thetravelersite?StateofLA>
 - Click on Update Your Profile Now to add complete elements of your travel information. Please click on each link across the top or the left side of the page to add information for each category:
 - Information can be added by clicking on ADD and then the Edit buttons. (Edit looks like a pencil and paper.)
 - Click on Submit Changes on left side of page, located under "Traveler Profile Update Status" after all links have been completed.

If you will be making reservations for other travelers:

- Build your profile first then build the other travelers' profiles.
- Under the Communications link in other travelers profiles, click on Add Travel Arranger. Enter your last name and select your name from a drop down box of possible similar names. Place a check mark in the Primary Arranger box.

Once the profiles have been completed, you can click on the "X" in the upper right corner to return to the Portal. (<https://sbt.carlsonwagonlit.com/thetravelersite?StateofLA>)

For technical assistance during the self-registration process, please contact the CWT Help Desk at 1-800-333-4740 (Select option 3 for Pin & Password reset, or option 4 for Assistance with Portal and Portrait) or the Travel office at 225-578-1550.