


Cliqbook Sign Up

Cliqbook is the online booking tool used by World Travel. To create your Cliqbook log in, please click on the link below or copy the link and paste into your browser. You will be directed to the below screen.

https://www.concursolutions.com/registration/register_form.asp?regcode=VillanovaUniversity



Welcome to Cliqbook!

Registering for your account is quick and easy. Please fill in the information requested below to continue.

Your account will be created under Villanova University. If this is incorrect, please contact World Travel online support at (800) 221-4730 or onlinehelp@worldtravelinc.com for the correct registration URL.

User Registration

Please fill out all fields. Your Cliqbook Log-in should be the same as email address .

Account Information

Cliqbook Login: ← Your Cliqbook login is a full email address

Password:

Verify Password:

Contact Information

Your Name and Airport Security: Please make certain that the first and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

First Name:

Middle Name:

Last Name: ← Your Name must match your photo identification used at the airport *exactly*.

Position/Title*:

Work Email Address:

Work Phone:

Home Phone*:

Home Address
no p.o. boxes please

Street Address 1:

Street Address 2:

City:

State, Province, Region:

Zip/Postal Code:

Configuration Settings

Time Zone:

Date Format:

*Optional

Please remember to review and update your travel profile before attempting to arrange travel. This can be done by clicking on **My Travel Profile** from the Travel Home page.

If you have any difficulties registering, please contact World Travel online support at 800-221-4730 or onlinehelp@worldtravelinc.com for assistance.

You will see the below confirmation screen that your account has been created.



Welcome to Cliqbook!

Please review the results of creating your Cliqbook account below.

Account created.

A Cliqbook account has been created for you.

Your login name is: **mary.morris@villanova.edu**

[Log in to your Cliqbook account.](#) ← Click here on the website to Log into Cliqbook

Please save your password in a safe place for future reference.

*You must now log into Cliqbook to complete your Travel Profile.

<https://www.concursolutions.com/default2.asp>

Please use the directions on the next page.

Travel Profile Set Up

Anyone booking travel must set up a Travel Profile. Your Travel Profile allows you to store frequent flyer numbers, credit card numbers, and preferences such as seating and airports. This tool allows World Travel to know your preferences when booking your travel and better serve you. Your Travel Profile also prevents you from having to enter information every time you book. All information is secured within Concur software.

To create your Travel Profile, please click on the link below or copy the link and paste into your browser to sign into Cliqbook. You will be directed to the below screen.

<https://www.concursolutions.com/default2.asp>

Welcome

Notice:
If you experience difficulty logging into the site, please click on the [Forgot your password?](#) link below.

Si vous éprouvez des difficultés à ouvrir une session dans ce site, veuillez cliquer sur le lien [Vous avez oublié votre mot de passe?](#) ci-dessous.

Login

Log in with your user name and password.

User Name

Password

Remember user name on this computer

[Forgot your user name?](#)
[Forgot your password?](#)
Passwords are case sensitive.

Click on the *blue* Profile tab as shown below.

Welcome, **William Never**

[Travel](#) [Profile](#) [Help](#) [Log Out](#)

[Home](#) [Trip Library](#) [Templates](#) [Policy](#) [Profile](#) [Tools](#)

Flight: Car Hotel Rail Flight Status

Round Trip One Way Multi-Segment

Departure City

Arrival City

Departure depart 9:00am ± 2

Return depart 5:00pm ± 2

Pick-up/Drop-off car at airport

Find a Hotel

Refundable only air fares

Class of service: Economy class

Search flights by: Drive Schedule

Welcome Villanova Travelers!!!

For Cliqbook Support Please call, ph: 800-221-4730
or Email: onlinehelp@worldtravelinc.com
Hours are Monday-Friday 8:00am-8:00pm Eastern Time
[Click Here for SWABIZ Instructions](#)
[Click Here to change your Cliqbook Password](#)
[Click Here to sign up for Vacation E-mail Specials and Travel Information](#)
[Click Here for the World Travel Industry Update](#)

Please complete all of the information on this page. You do not need to press 'save' after each section. Pressing save after the last section will save all of your information on the page.



Welcome, **Mary Katherine Morris**

[Travel](#) [Profile](#) [Help](#) [Log Out](#)

[Personal Information](#) [Change Password](#) [System Settings](#) [Travel Vacation Reassignment](#) [System E-Mail Settings](#)

My Profile

Your Information

- Personal Information
- Company Information
- Contact Information
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

Other Settings

- System Settings
- Change Password
- Privacy Statement
- System E-mail Settings
- Travel Vacation Reassignment

[Home Address](#) [Work Address](#) [Contact Info.](#) [Emergency Contact](#) [Travel Preferences](#) [Assistants](#) [Credit Cards](#)

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

[Change Picture](#)



Fields marked **[Required]** must be completed to save your profile.

Your Name and Airport Security: Please make certain that the first and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name	Middle Name	Nickname	Last Name	Suffix
	Mary	Katherine		Morris	

Company Information

Employee ID

← Leave this field blank.

Manager

Position/Title

Org. Unit/Division

Villanova Index **[Required]**

← This is the index you most frequently travel under. This is for reporting purposes and is *not* used for billing.

Save

Cancel

Work Address

[Go to top](#)

Company Name

Assigned Location

Street

Address same as assigned location

City

State, Province, Region

Zip/Postal Code