

New User Login

Once you have been registered on the site, you will receive a welcome email containing your Username. This email will instruct you to go to the ETD homepage, then click the "Forgot/Change Password" link to setup your password using your Username. (Your username is your Bates email address)

Please ensure to check your junk/spam folder in case the email has been sent there

Click the login icon at the top right-hand corner of the ETD homepage page.



Then click the **Forgot/Change your password** link on the following.

A screenshot of the Enterprise Travel Direct sign-in page. The top navigation bar is green with the 'enterprise' and 'National' logos. Below the bar, there is a 'Cancel' link. The main content area has a white background. It features a 'Sign in with your username' heading, 'Username' and 'Password' input fields, and a 'Forgot/Change your password?' link which is highlighted with a yellow box. At the bottom is a green 'Sign in' button and a link for 'Forgot your username?'.

Then enter your Username and click **Continue** on the following page.



Cancel

Username

Continue

Then verify your email address and click **Send verification code** on the following page to receive your verification code via email.

Please ensure to check your junk/spam folder in case the email has been sent there



Cancel

Verification required. Please click Send Verification Code button.

Verified Email Address

Send verification code

Enter your verification code, then click **Verify code** on the following page.



Cancel

Verification code has been sent to your inbox. Please copy it to the input box below.

Verified Email Address

Verification code

Verification code

Verify code

Send new code

The following page is displayed if you've entered the correct verification code. Now click to **Continue**.



Cancel

E-mail address verified. You can now continue.

Verified Email Address

f*****@bates.edu

Continue

The following page will be displayed to allow you enter and confirm your new password. Then click **Continue** to proceed to the ETD homepage.



Cancel

New Password

New Password

Confirm New Password

Confirm New Password

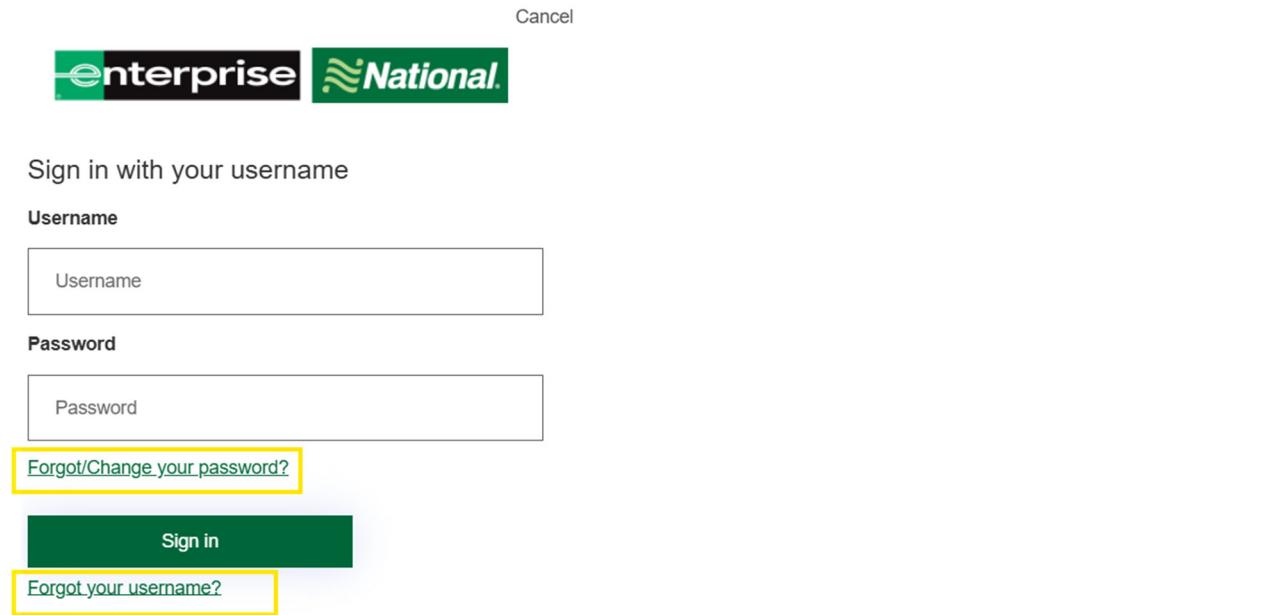
Continue

Your ETD user account is now setup and ready for use.

How do I find my ETD login Username and/or reset my password?

You can use the following links shown on ETD login page if you have forgotten your Username and/or need to reset your forgotten password.

Cancel



Sign in with your username

Username

Password

[Forgot/Change your password?](#)

[Sign in](#)

[Forgot your username?](#)

- **Forgot/Change your Password**
 - You will be asked for your Username. From here you will be prompted to receive a verification code via email. Upon confirming, you will be able to change your password.
- **Forgot your Username**
 - You will be asked for your email address, and you will be emailed your Username for any accounts that you hold on the system.