Quick Guide  Access to CWT’s travel portal

Your travel profile must be activated before you can get access to CWT’s travel portal. Hence, complete the profile registration process during which you define your password and your personal security question.

1. Enter https://portal.carlsonwagonlit.com in your browser

Choose the relevant language in the drop-down menu in the top right corner of the front page:

![Language Selection](image)

2. Enter your email address under “Register” and choose “Tilmeld”

**NB!** For a transitional period, many AU employees will have more than one email address – but it is important that you enter the email address specified in your welcoming email as a confirmation will be sent to this email address in step 3 of the registration procedure.

![Registration Form](image)

3. You will receive an email containing guidelines for your further registration

4. Click the link in the confirmation email (or enter the address in your browser) and enter the temporary pin code and access code – also found in the confirmation email.
5. Confirm your email address by clicking “Fortsæt”

6. Define a new password and two personal security questions. The personal security questions are used if you forget your password.

7. Registration is now completed and you can access CWT’s travel portal using your defined access information. CWT’s travel portal is found here:  https://portal.carlsonwagonlit.com