Accessing the Travel Authorization System

1) In your GoWMU, under the “All Links” option of “My Self Service”, select “Employee Self Service”

![My Self Service Interface]

2) On the log in screen, enter your Bronco Net ID and password and select “Sign In”.

![Sign In Screen]

3) If you are logging into the system for the very first time, you may receive an “Error 404-Not Found” error screen. **This is because there is an overnight process that needs to**
run in OIT that will give you full access to the system. If you log in the following morning you should be able to access the system.

a. Sometimes when you log in for the very first time you may be able to get into the system, however, because the OIT process has not yet run you will not be able to enter your employee ID to create any travel authorizations or experience the full functionality of the system. After you log in, immediately log out and wait until the morning to create an authorization.

4) On the home screen that follows, select the “WMU Travel Authorizations” tile that has the briefcase pictured. This will take you to the Travel Authorization system.