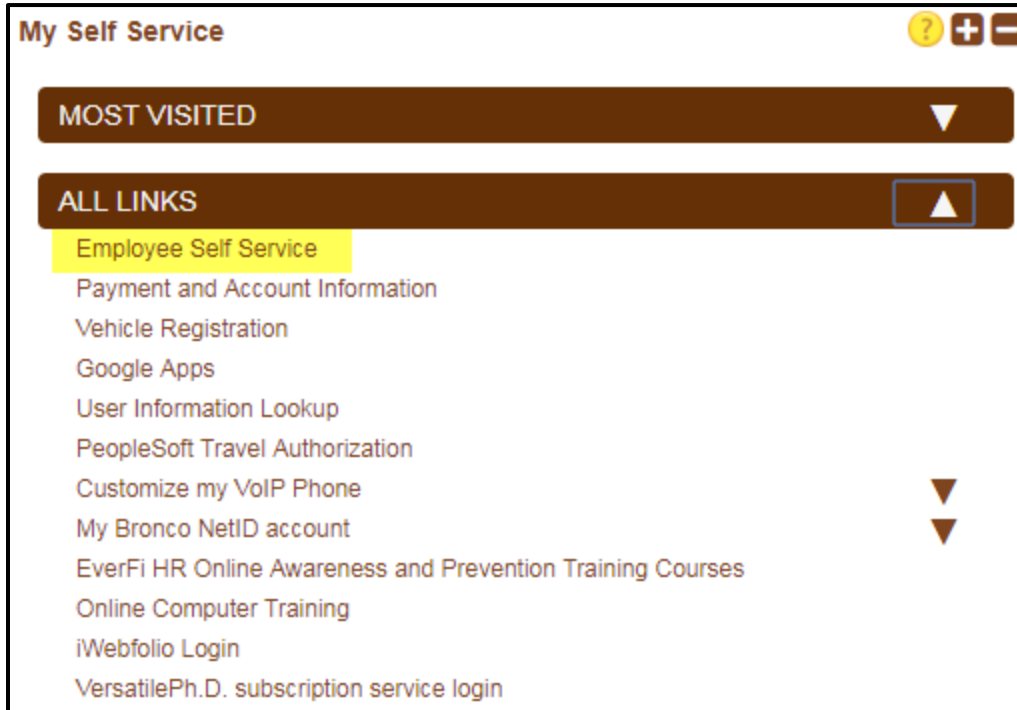


# Accessing the Travel Authorization System

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



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



- 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.

#### Error 404--Not Found

From RFC 2068 *Hypertext Transfer Protocol -- HTTP/1.1*:

##### 10.4.5 404 Not Found

The server has not found anything matching the Request-URI. No indication is given of whether the condition is temporary or permanent.

If the server does not wish to make this information available to the client, the status code 403 (Forbidden) can be used instead. The 410 (Gone) status code SHOULD be used if the server knows, through some internally configurable mechanism, that an old resource is permanently unavailable and has no forwarding address.

- 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.

