

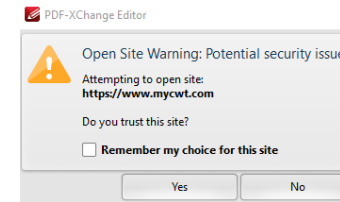


Activate and update a  
**CERN** traveller account

# MyCWT - sign up

1- <https://www.mycwt.com/>

→ Click **Yes** if this warning appears



2- click **Traveler login** > **Sign up** > use your **CERN** email address

3- Confirm your account by clicking on the link received via email

**ACTIVATE ACCOUNT**

4- Create your account password

# MyCWT - update profile

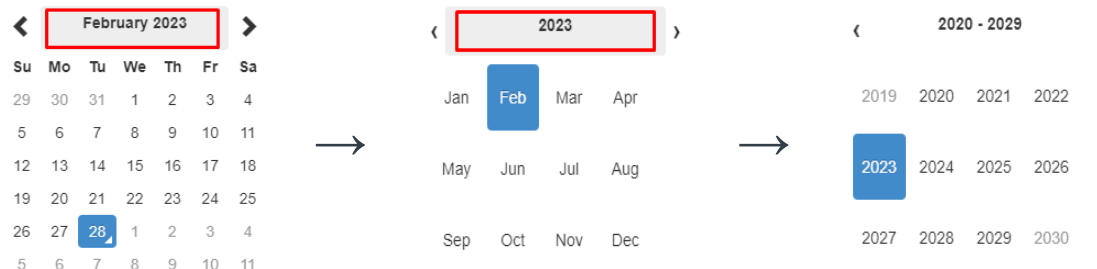
- 1- Log in **Traveler login** > your **CERN** email address
- 2- click **My profile** > **Edit travel profile**
- 3- Update all relevant fields: date of birth, phone, citizenship, passport..

→ Fields marked with **xxxx** are already filled but hidden to respect data privacy.

Birth date (mm/dd/yyyy)

xxxxxxxx

→ The birth date can easily be updated by clicking on the year using the calendar button.



# MyCWT - update profile

4- Frequent flyer / Guest cards can be updated in this section

The screenshot shows a user profile page for Benjamin Loublier. On the left, a 'Traveller Profile Update Status' table lists various sections: Traveller Details, Communication, Payment/Reporting, Air, Car, Hotel, and Rail. The 'Air' section is highlighted with a red box, and a red arrow points from it to a 'Submit Changes' button. The main content area is titled 'Air' and contains sections for 'Frequent Flyer', 'Air Preferences', and 'Corporate Discount'. The 'Frequent Flyer' section has an 'Add' button and a 'Reset' button. There are 'Logout' and 'Submit Changes' buttons in the top right, and another 'Submit Changes' button at the bottom right of the main content area.

Traveller Profile Update Status	
Traveller Details	Unchanged
Communication	Unchanged
Payment/Reporting	Unchanged
<b>Air</b>	Unchanged
Car	Unchanged
Hotel	Unchanged
Rail	Unchanged

**Submit Changes**

## Air

Logout

**Submit Changes**

Frequent Flyer

**Add** **Reset**

Air Preferences

Corporate Discount

**Submit Changes**

5- click **Submit changes** every time a section is updated

CWT