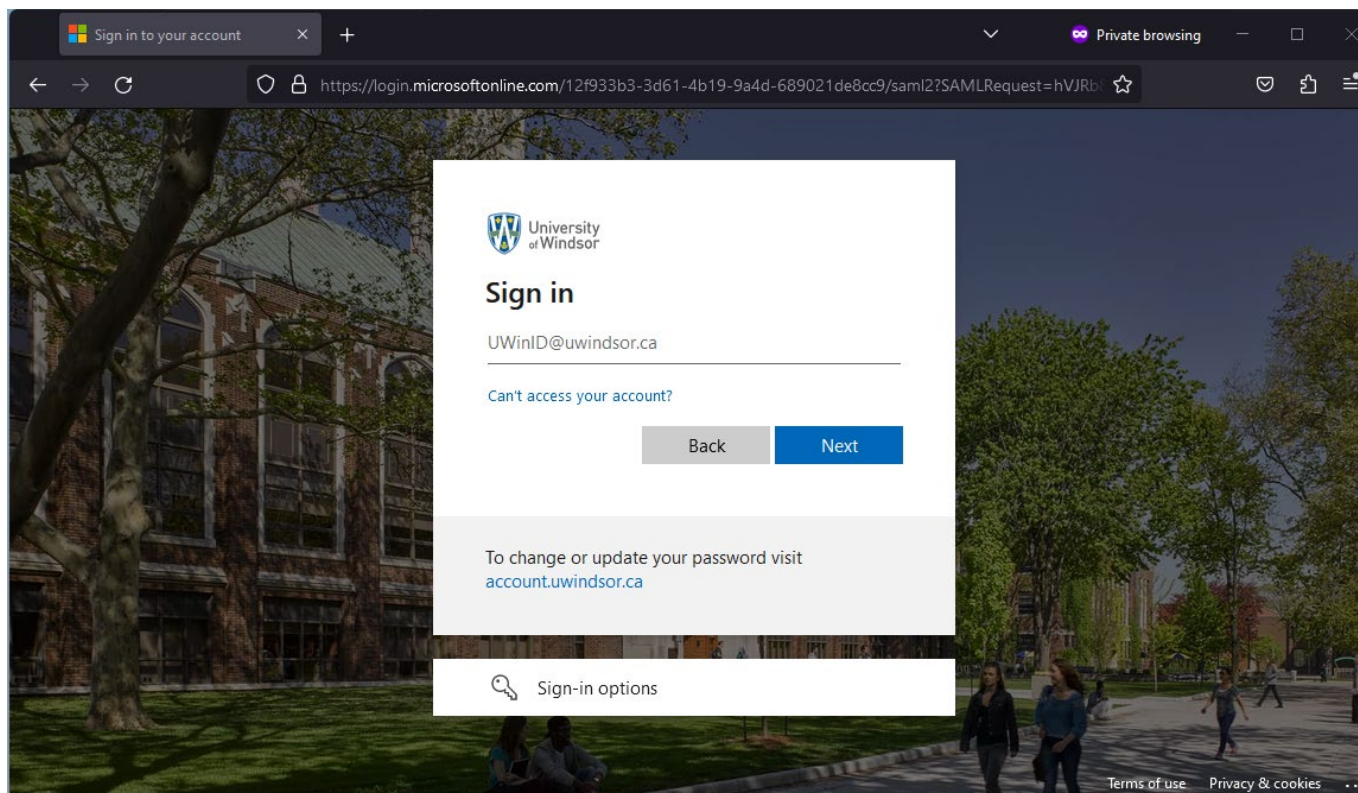


Egencia Log-in Instructions (UWindsor Employees)

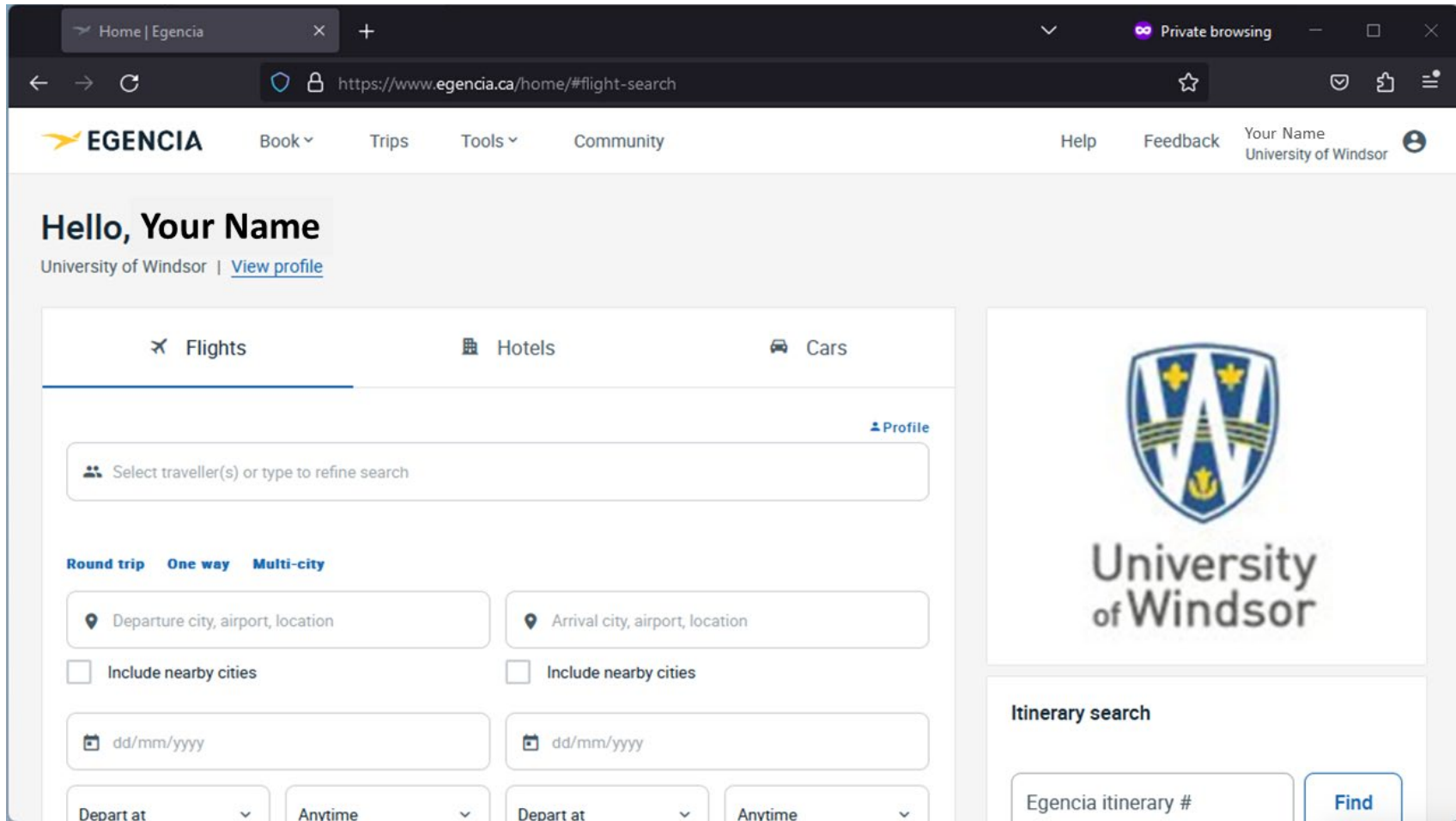
Note: Not all employees have Egencia accounts already set up. Login success via the below steps depends on you having an Egencia account. Please attempt the below steps and email travel@uwindsor.ca should you experience issues or have questions as to your account status.

1. Navigate to uwindsor.egencia.ca. Single Sign-on (SSO) functionality has been integrated; thus, if you're already logged into your UWindsor account on your device or browser, this single step may be sufficient for a successful login. If you see the Egencia screen displayed in step #3, there is no need for you to read these instructions further.

However, it is also possible that you will be automatically re-directed to our UWindsor Microsoft account login page (see below).



2. If the above screen presents itself, please login as you normally would, inputting your UWinID@uwindsor.ca email address (NOT your vanity email address). Multi-Factor Authentication may be required.
3. If successfully logged in, your Egencia landing page should display as below. If you see this screen, no additional login actions are required - happy booking and safe travels!



Please email travel@uwindsor.ca should you experience any login issues or have questions as to your account status.

Note: If unsuccessful, you may see the following screen:



There was an issue with your request

Single Sign-on failed because no active Egenzia travel account with a Single Sign-on ID [REDACTED]@uwindsor.ca was found

Contact your IT helpdesk/ Travel Manager for assistance.



[Egenzia.com](#)

[Privacy](#)

[Cookie policy](#)

[Egenzia promise](#)

[Egenzia LLC Terms of use](#)

[Mobile app](#)

Again, please email travel@uwindsor.ca should you experience login issues or have questions as to your account status.