2 Easy Steps to Complete your Registration:

**Step 1:**
Send an e-mail with the following information to b.grant@neu.edu and asked to be enrolled in ShuttlePro.

Name (First and Last, Middle is optional)
Full Address (can be either work or home)
Phone (can be either work or home but indicate which it is)
Dividend Miles #

When you are enrolled, you will receive a notification e-mail with your username and password. You will then be able to setup your own profile so you can ticket at the Shuttle kiosk using Northeastern’s negotiated discount.

**Step 2:**
In order to be fully registered in ShuttlePro, you will need to sign in to ShuttlePro, answer the security questions and enter the credit card information for the card you travel with. Once that is complete, you will be fully registered and able to utilize the US Airways Shuttle Kiosk and receive Northeastern pricing.

Log in to your account at [https://shuttlepro.usairways.com](https://shuttlepro.usairways.com)

User name: this will be your e-mail address

Password: this will be the word “password” (you can change it once you log in)

Once you successfully log into your Shuttle Pro Account:

- Set your three security questions
- Change your password
- Add a credit card (for recognition at the kiosk) to your profile

** Alternative credit cards may be used for purchase; however, you must have a valid credit card in your profile for recognition at the kiosk

NOTE: If you experience any problems registering for ShuttlePro, email [shuttleaccounts@usairways.com](mailto:shuttleaccounts@usairways.com)