ENROLL**MY**TRIP

TRAVEL REGISTRATION

WHY REGISTER TRAVEL?

- University policy conformance
  - Certain requirements for higher risk travel
  - Risk review and mitigation development
- GS&S better positioned to:
  - Provide support in advance of travel
  - Respond to support requests during travel
  - Allocate resources long-term
- Export Control compliance
- Receive information on resources available to travelers
- Long-term University resource planning

GS&S
GLOBAL SAFETY
& SECURITY

HOW CAN I REGISTER MY TRAVEL?

All University students, staff, and faculty can use the Enroll My Trip system (https://enrollmytrip.princeton.edu) to register their travel.

First-time users will need to confirm their profile when logging in. This is a one-time requirement, but information can be edited when needed.

Users will login using SSO just like when authenticating with other University systems.

ACCESSING THE SYSTEM

Access the Enroll My Trip system at
https://enrollmytrip.princeton.edu

Click the "**Princeton User Login**"
button

PRINCETON UNIVERSITY

Welcome to the Princeton University Travel Enrollment System!

Please login by clicking the "Princeton user login" button and entering your University NetID and password. **If this is your first time in the system, you will be prompted to complete your profile by adding additional contact information. You will only be required to update your profile the first time you log in.**

IF YOU ARE CURRENTLY ON A LEAVE OF ABSENCE OR IN ABSENTIA YOU WILL NOT BE ABLE TO LOG IN. You must reach out to the Global Safety & Security team to gain access by emailing **globalsafety@princeton.edu.**

Once you have logged in and verified your profile, select "add a trip" to start a new enrollment manually if you do not have an itinerary booked yet. If you already have an itinerary, forward travel confirmation emails to **enrollmytrip@princeton.edu**, and a travel enrollment will be started automatically. If you have already forwarded your itinerary, when you log in, please open your existing trip to review and complete your enrollment. If you do not see your trip after forwarding an itinerary and it has been more than 24 hours, please contact the Global Safety & Security Team - **globalsafety@princeton.edu**

PLEASE DO NOT SEND INQUIRIES TO enrollmytrip@princeton.edu - it is not a monitored inbox. If you have a question, please email the Global Safety & Security team - globalsafety@princeton.edu.

PRINCETON USER LOGIN

or Log in with

Username *

ENROLLMYTRIP
TRAVEL REGISTRATION

ACCESSING THE SYSTEM

You may be asked to authenticate using your NetID, just like when accessing other University systems

PRINCETON UNIVERSITY
Central Authentication Service

NetID*

Password:*

LOGIN

Change my Password or Get Help

By proceeding to access and use University computing and network resources through this sign-on, you agree to abide by applicable laws and University policies in your use of these resources. The University's right to access, preserve, and review information stored on or transmitted through these resources is described in the Access to Accounts Policy.

GS&S
GLOBAL SAFETY
& SECURITY

DASHBOARD

Once you're logged in, your dashboard will display trips that you've created or been added to as a participant as well as previous trips that you've registered

CREATING NEW TRIP

Click the "Add New Trip" button to create a new travel registration.

Click the "Group Trip" toggle button in the top right of the window.

This must be done at this stage. Trips cannot be later changed to "group" status.

If it is not there, you do not have system permissions to create group travel.

Email globalsafety@Princeton.edu and request group travel creation permissions.

GS&S
GLOBAL SAFETY
& SECURITY
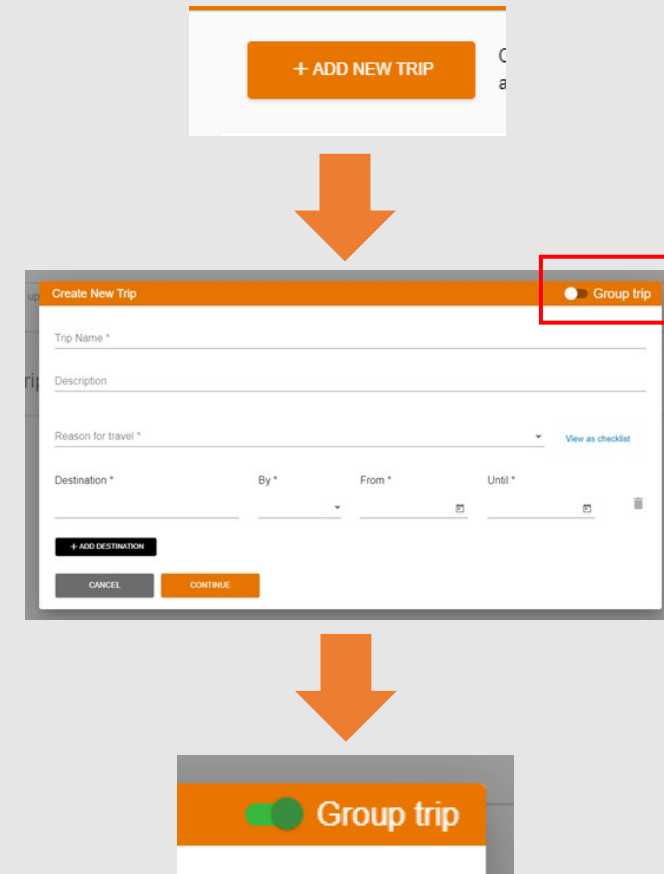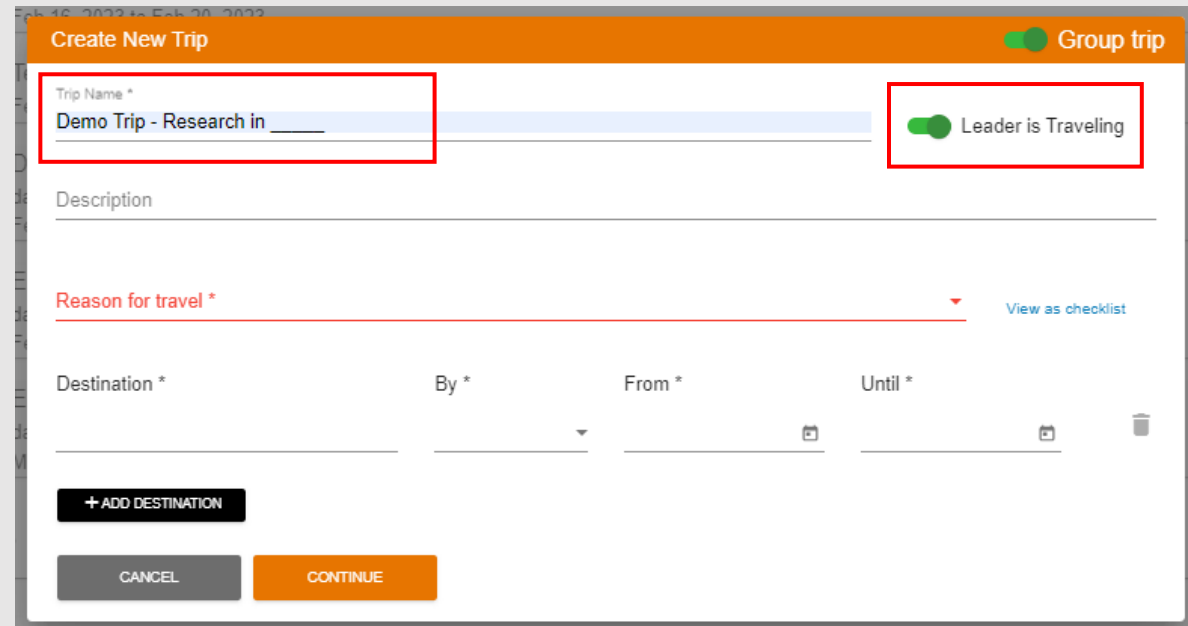
CREATING NEW TRIP

Complete the Trip Name field and the optional Description field.

The "Trip Name" field will allow you (and GS&S) to quickly differentiate between trips.

"Leader" refers to the person that can access the group trip registration and monitor/edit as needed (i.e. you, when creating a group travel registration). Toggle based on the condition.
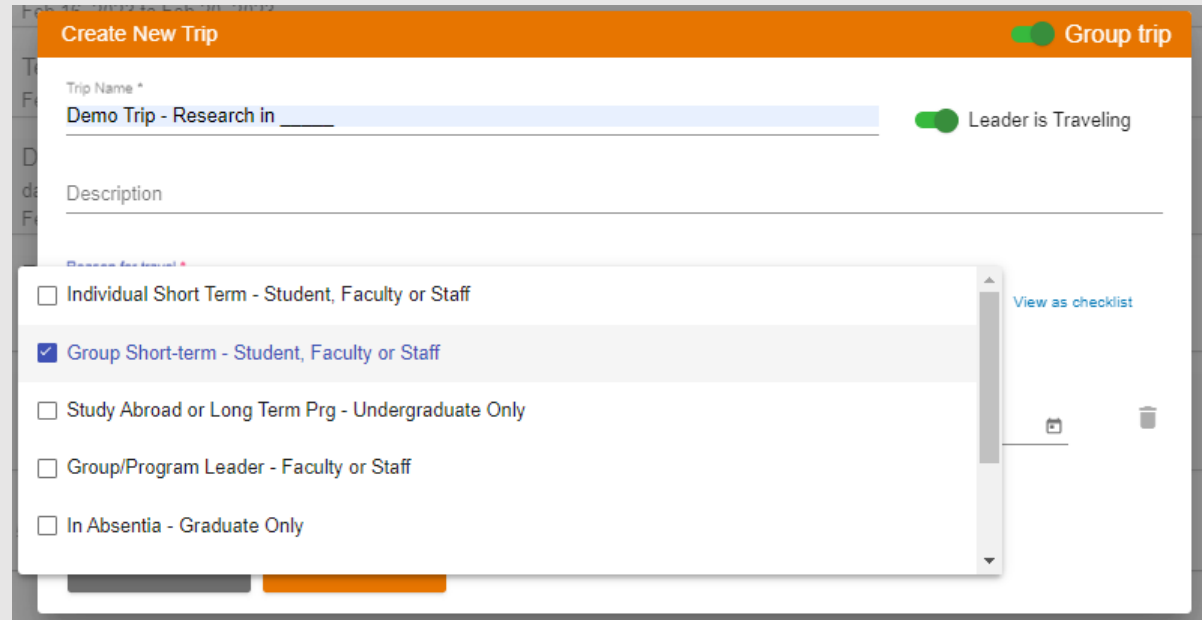
GS&S
GLOBAL SAFETY
& SECURITY

Select the Reason for Travel. We recommend using "Group Short-term" as other options related to group travel may be removed to reduce confusion.

This can be changed later so just choose the best option as it relates to the travel being registered.
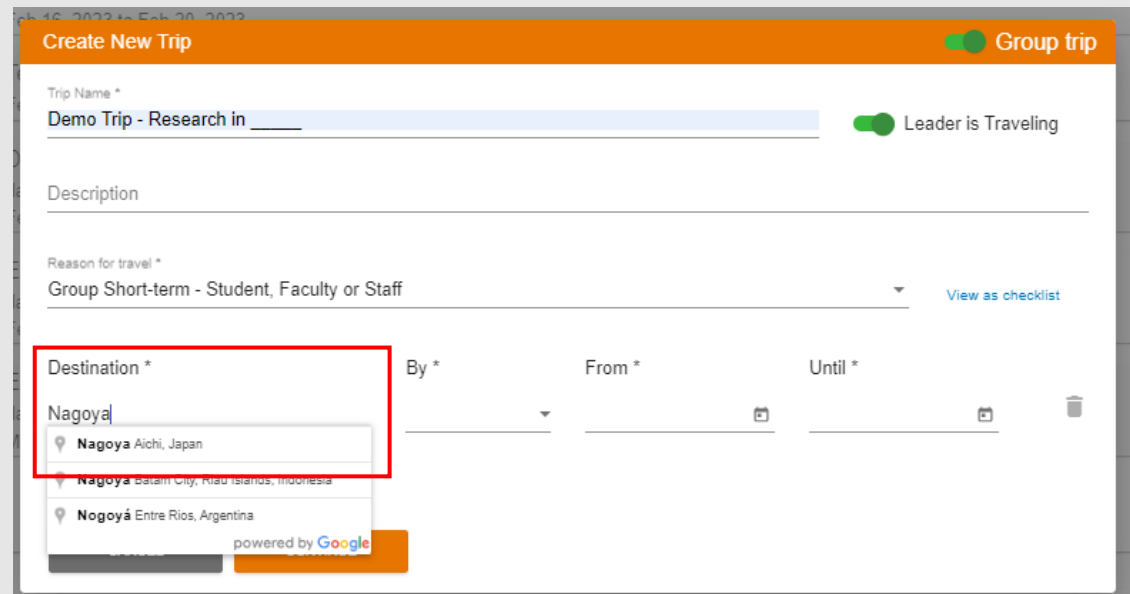
Enter your Destination(s).

You can add more later.

When entering destinations, **consider where you will be staying overnight.**

Day trips and transit stops should not be added as separate destinations.

Choose the primary transport method for getting to your destination(s).

This creates a corresponding field in the travel registration and can be changed or have other means of transport added.

Choose your dates.

When you depart (for example, from EWR), that's your "From" date, even if the date changes before transport arrival.

Your departure from destination is your "Until" date.
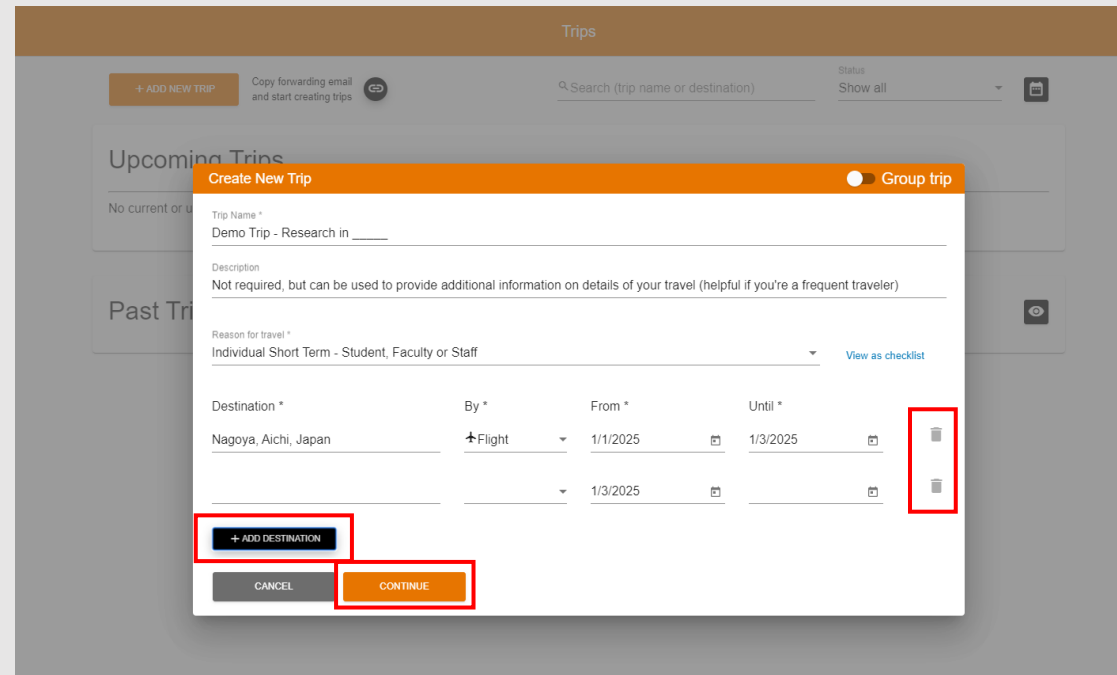
Adding in an additional destination will add another row of fields to complete

You can remove a destination row by clicking the corresponding trash can icon.

Click "Continue" to create the trip registration shell.
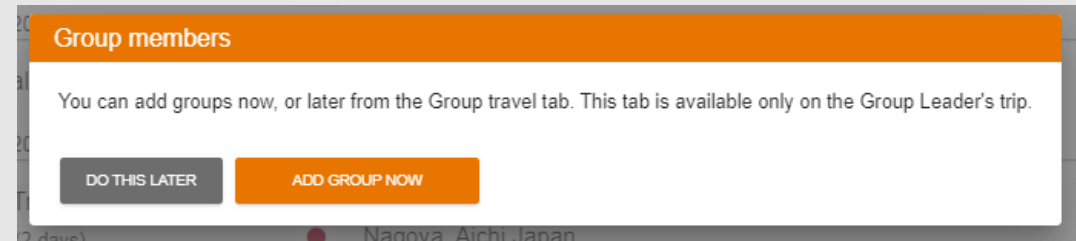
ADDING TRAVELERS

When you click "continue" button, you'll be asked if you want to add your group travelers now or later.

You can do either, but we suggest adding them later after completing your Itinerary information (you can apply itinerary details to all travelers once you add them).
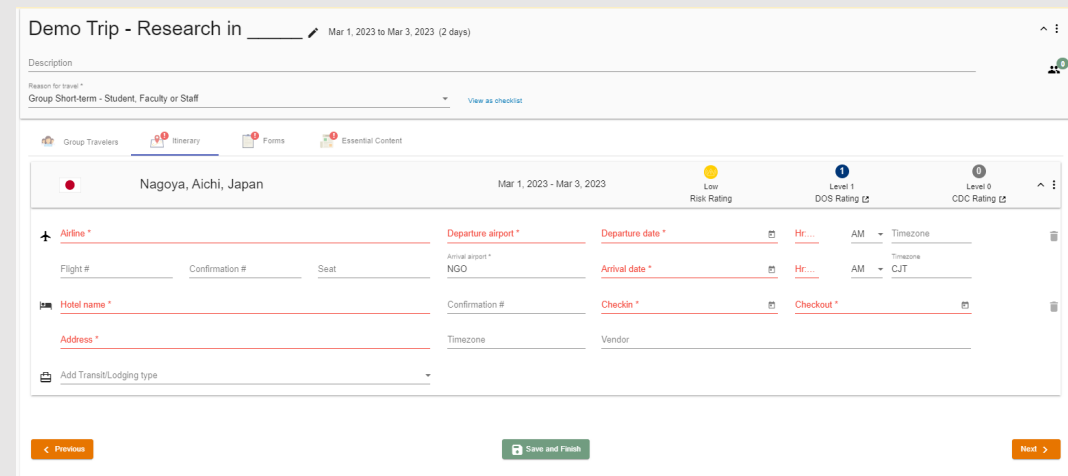
We'll come back to this.

Group members

You can add groups now, or later from the Group travel tab. This tab is available only on the Group Leader's trip.

DO THIS LATER   ADD GROUP NOW

Nagoya, Aichi,Japan

GS&S
GLOBAL SAFETY
& SECURITY

ITINERARY

You'll then be redirected to your travel registration shell that's now been created.

This is the Itinerary tab. Complete all required fields. Only transport and lodging is required – daytrip itinerary not required.

If flying into Osaka and then taking a train to Nagoya to stay overnight, these would both be input in relation to Nagoya as a destination. Travel from Nagoya to Tokyo, with Tokyo being the next overnight destination, would then be input in relation to Tokyo <u>as an additional destination.</u>
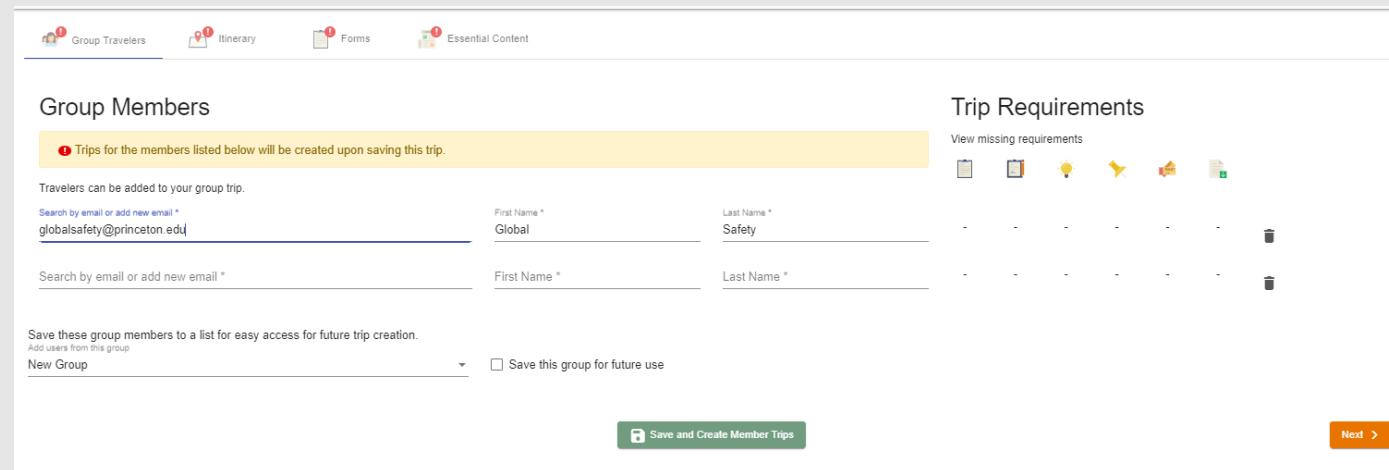
YOU CAN APPLY ITINERARY INFORMATION TO ALL TRAVELER'S REGISTRATIONS WHEN YOU EDIT/SAVE INFORMATION ON THE ITINERARY TAB OR YOU CAN HAVE THEM INDEPENDENTLY INPUT INFORMATION (IF THEY ALL HAVE DIFFERENT TRAVEL PLANS)

GROUP TRAVELERS

This is the Group Travelers tab. You can add or remove travelers and monitor their progress on completing forms/digital signatures/itinerary information.

GROUP TRAVELERS

Add group travelers by NetID. The system should automatically populate the traveler's name fields once selected.

Once you have added everyone, you need to "Save and Create"

This may take a few minutes if you have a number of travelers. The trip will "lock" to prevent editing while these trips are created for each traveler.
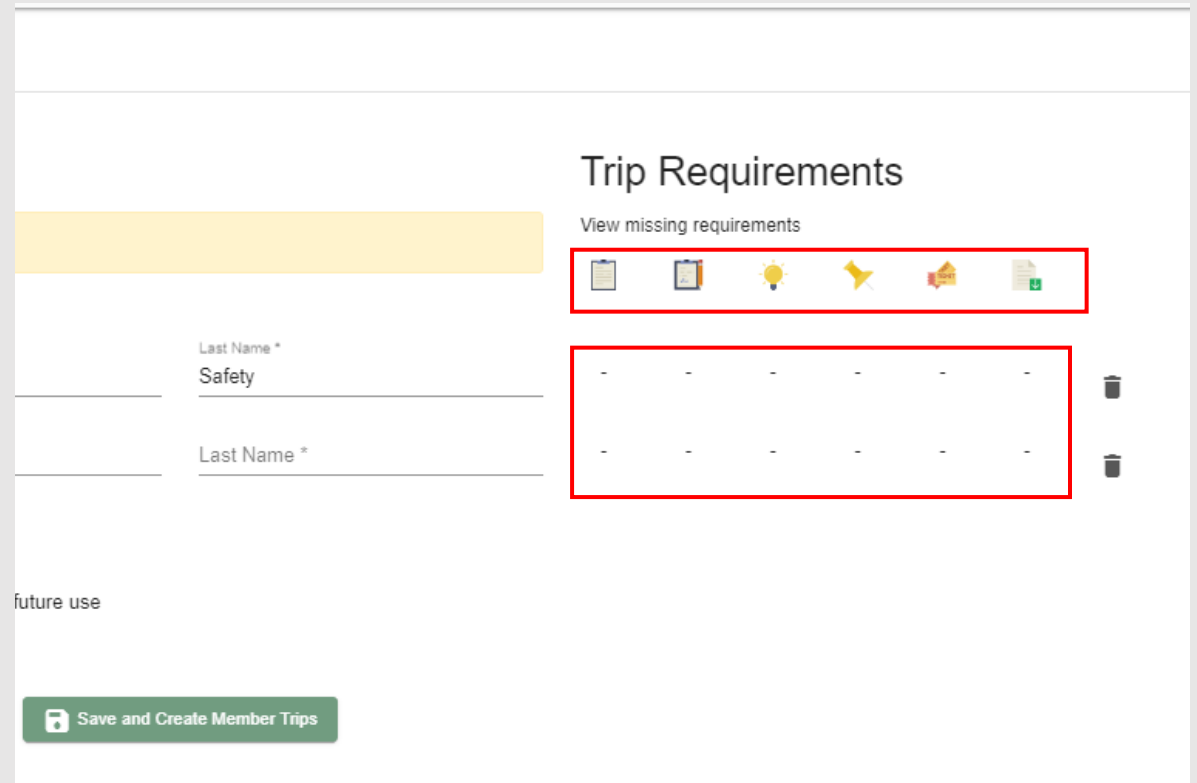
GROUP TRAVELERS

The "Trip Requirements" side of the page shows pending items for your travelers. Each column tracks a different type of information.

Typically we're looking at itinerary, forms, and digital signature completion.

"-" denotes no pending workflow items.

Trip Requirements

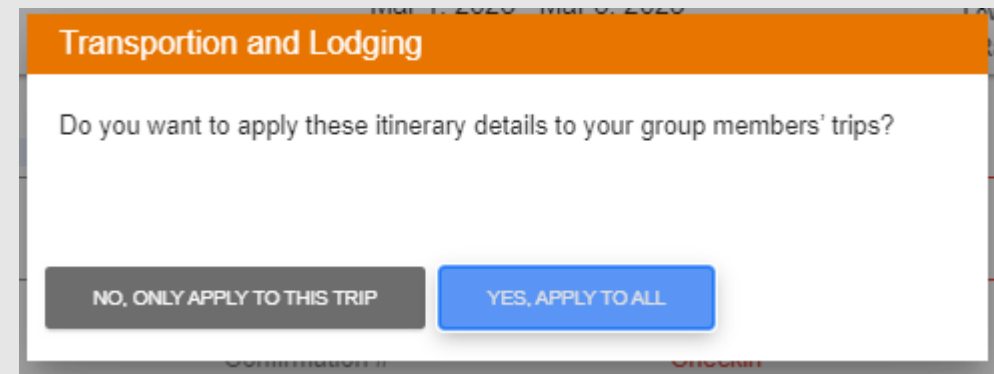View missing requirements

Last Name *
Safety

Last Name *

future use

Save and Create Member Trips

GROUP TRAVELERS

After adding travelers and clicking the "Save and Create Member Trips" button, if you've previously entered Itinerary information, you'll be asked if you want to apply this information to all traveler's itineraries.

If travelers have slight variations, they can change the details later.

Transportion and Lodging

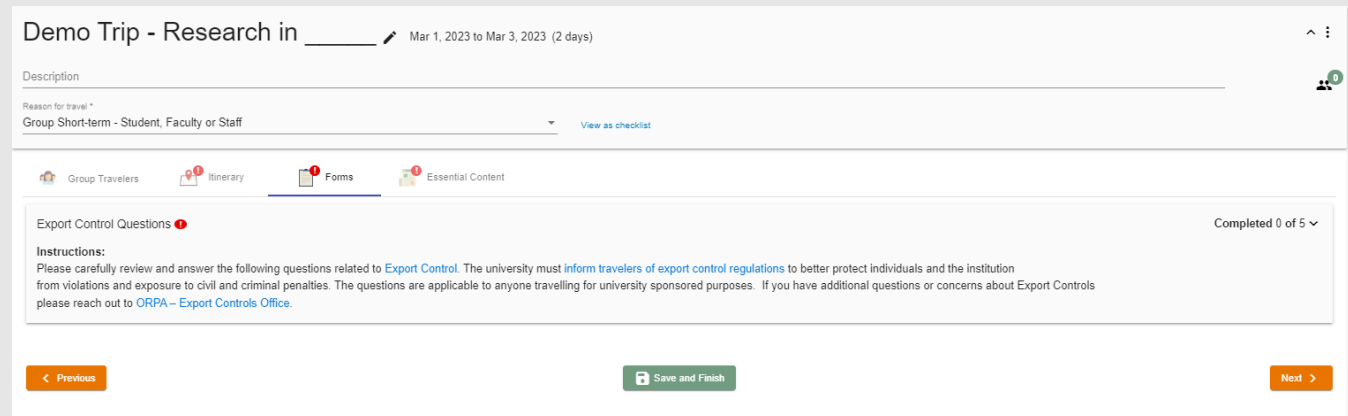Do you want to apply these itinerary details to your group members' trips?

NO, ONLY APPLY TO THIS TRIP   YES, APPLY TO ALL

GS&S
GLOBAL SAFETY
& SECURITY

FORMS

Travel Organizers may see "Forms" and "Essential Content" information even if they are not traveling.

This is so Travel Organizers have an understanding of what is in the system and what their travelers might also be seeing (when questions are asked, etc.)

We encourage completion of the fields so the system can show a "completed" status.

GS&S
GLOBAL SAFETY
& SECURITY

ESSENTIAL CONTENT

The "Essential Content" tab provides information on policies and resources to travelers and captures digital signature acknowledgements.

If travel requires a Certification or Exception, there's a file upload field where the completed form can be uploaded. Travel organizers should provide this to all travelers.

CAT A locations (i.e. lower risk) will not have this field.

GS&S
GLOBAL SAFETY
& SECURITY

COMPLETED REGISTRATION

Once all required fields have been completed, you will no longer see the red exclamation icon on the tabs or any red font/asterisks in required fields.

This means you have completed all required steps and your registration is completed.

You should separately receive an automated email message confirming completion.

GS&S
GLOBAL SAFETY
& SECURITY
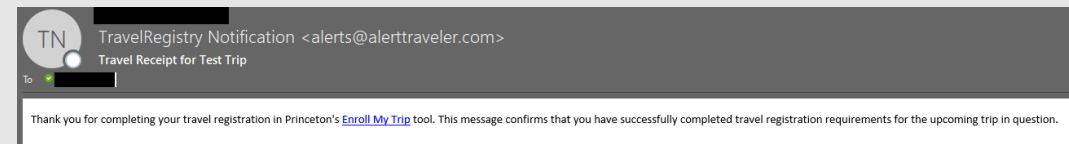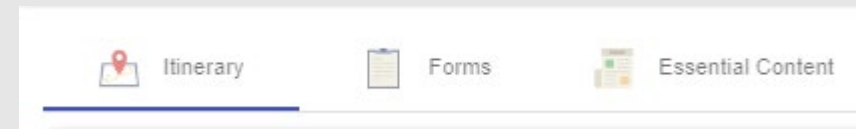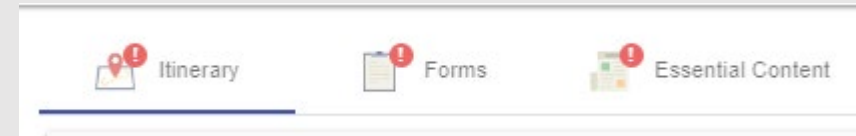
SAFE FUNDING

99% of issues with SAFE funding are related to the three issues below. Check these issues before writing GS&S. We do not manage SAFE or fund disbursement.

1) Student answered "no" to the question in the Forms tab related to SAFE funding. This field is conditional and requires a "yes" answer to display additional SAFE-related fields.

2) Incorrect entry of SAFE Project ID in the relevant field(s) of the travel registration. This frequently occurs and is a student error that needs to be corrected.

3) Travel registration occurred after travel was completed. This means no workflow was deployed and SAFE doesn't see the registration. This does not conform with University policy.

GS&S
GLOBAL SAFETY
& SECURITY

ENROLLMYTRIP
TRAVEL REGISTRATION

ADDITIONAL QUESTIONS?

Review current Permitted Travel Policy and certification/exception requirements at
https://international.princeton.edu/permissible-travel-guidelines

Review destination guidance, including Destination Risk Reports, at
https://international.princeton.edu/global-support-resources/destination-guidance

Contact GS&S at globalsafety@princeton.edu

GS&S
GLOBAL SAFETY
& SECURITY