



ENROLLMYTRIP

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

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 *



ACCESSING THE SYSTEM

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

The screenshot shows the Princeton University Central Authentication Service login interface. At the top is the Princeton University logo and the text "PRINCETON UNIVERSITY" and "Central Authentication Service". Below this are two input fields: "NetID*" and "Password:*". The password field has a dark blue button with an eye icon to toggle visibility. A dark blue "LOGIN" button is centered below the fields. A horizontal line separates the login area from the footer, which contains a link for "Change my Password or Get Help" and a small disclaimer paragraph.

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](#).



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

The screenshot displays the 'Trips' dashboard interface. At the top left, there is a Princeton University logo and a hamburger menu icon. The title 'Trips' is centered at the top, with a user profile icon on the right. Below the title bar, there is a '+ ADD NEW TRIP' button, a link to 'Copy forwarding email and start creating trips' with a circular icon, a search bar labeled 'Search (trip name or destination)', and a 'Status Show all' dropdown menu with a calendar icon. The main content area is divided into two sections: 'Upcoming Trips' and 'Past Trips'. The 'Upcoming Trips' section contains the text 'No current or upcoming trips exist'. The 'Past Trips' section is currently empty.

TRAVEL REGISTRATION WALKTHROUGH

GROUP TRAVEL ORGANIZER

Department or Program Staff, Faculty or Trip Leader

CREATING NEW TRIP

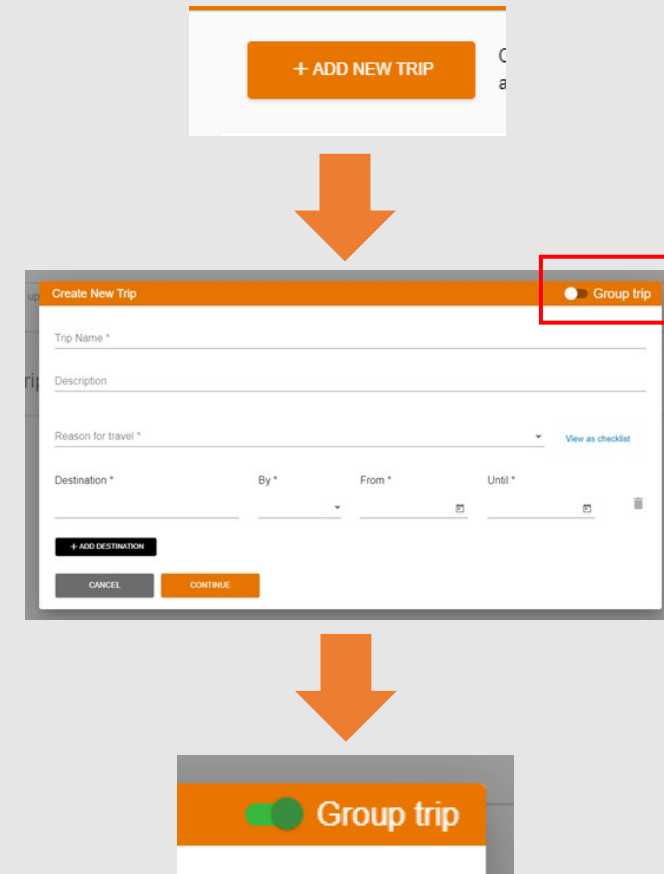
Click the “Add New Trip” button to create a new travel registration.

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.

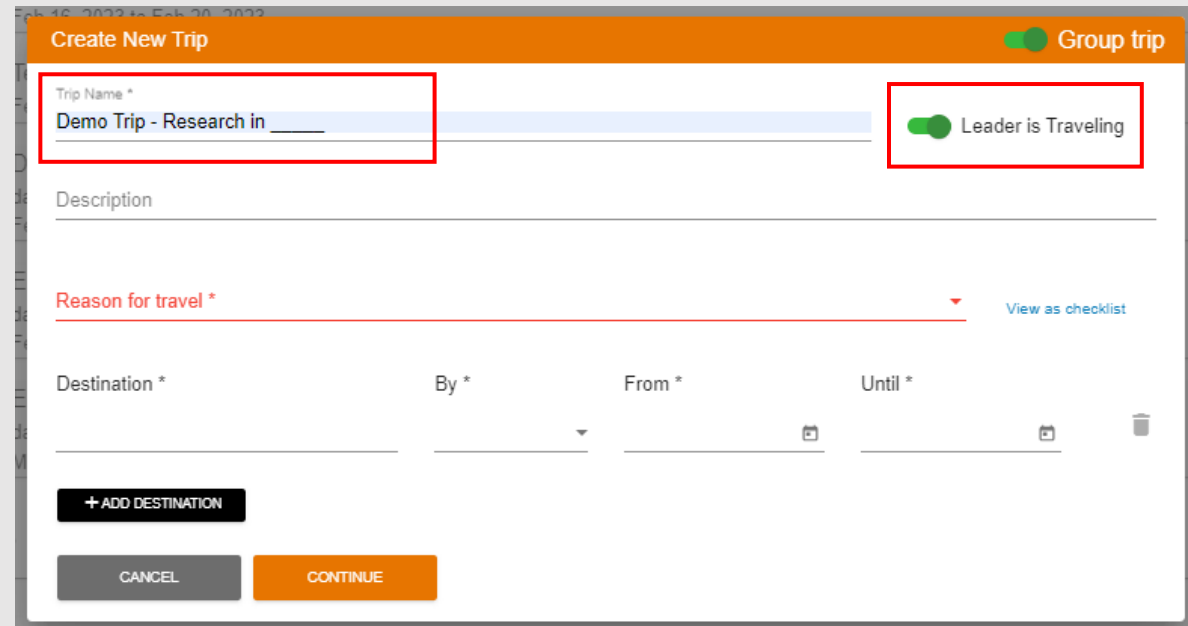


CREATING NEW TRIP

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.

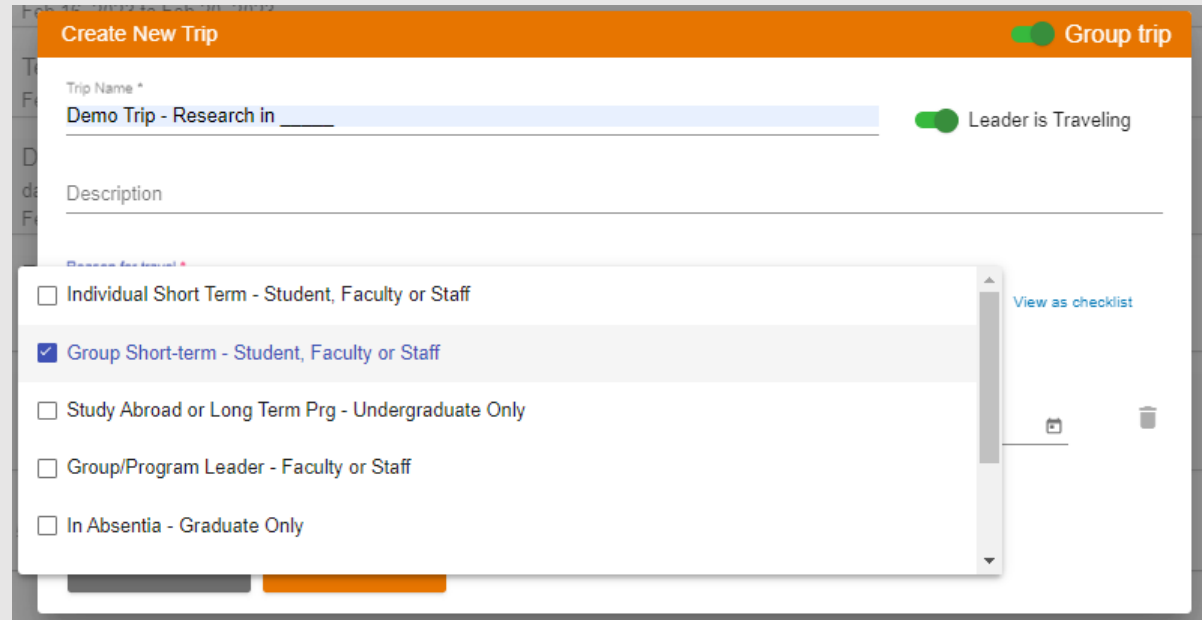


The screenshot shows the 'Create New Trip' form. The 'Trip Name' field is highlighted with a red box and contains the text 'Demo Trip - Research in ____'. The 'Leader is Traveling' toggle is also highlighted with a red box and is currently turned on. The form includes a 'Description' field, a 'Reason for travel' dropdown menu with a 'View as checklist' link, and a table for destinations with columns for 'Destination', 'By', 'From', and 'Until'. At the bottom, there are buttons for '+ ADD DESTINATION', 'CANCEL', and 'CONTINUE'.

CREATING NEW TRIP

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.



The screenshot shows the 'Create New Trip' form. At the top right, there is a toggle for 'Group trip' which is turned on. Below this, the 'Trip Name' field contains 'Demo Trip - Research in _____' and has a 'Leader is Traveling' toggle turned on. The 'Description' field is empty. A dropdown menu for 'Reason for travel' is open, showing the following options:

- Individual Short Term - Student, Faculty or Staff
- Group Short-term - Student, Faculty or Staff
- Study Abroad or Long Term Prg - Undergraduate Only
- Group/Program Leader - Faculty or Staff
- In Absentia - Graduate Only

There is a 'View as checklist' link on the right side of the dropdown menu.

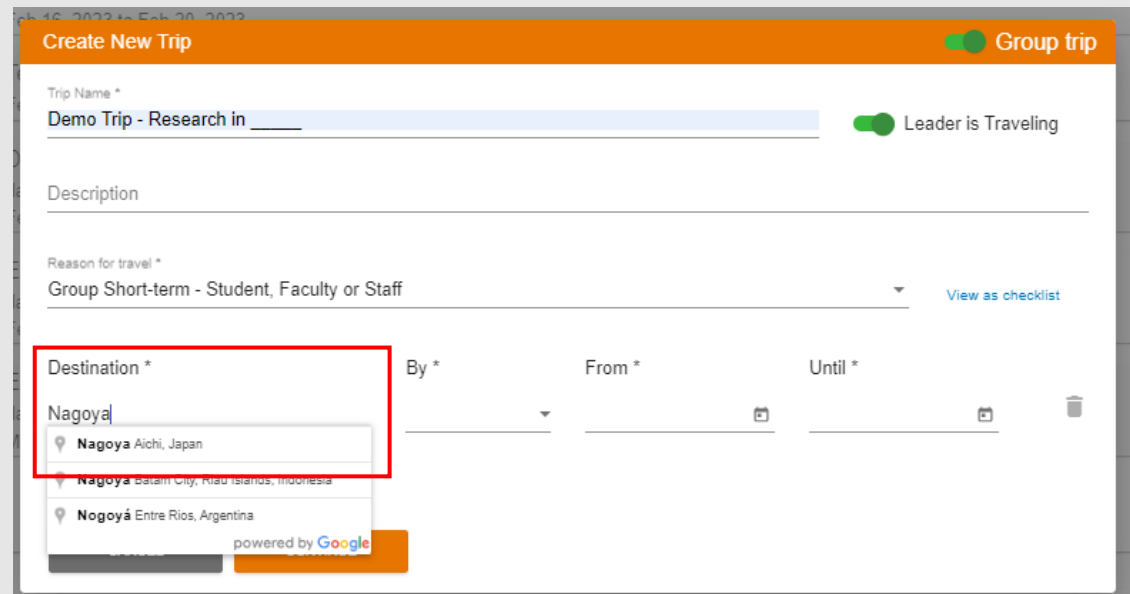
CREATING NEW TRIP

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.



The screenshot shows the 'Create New Trip' form with the following fields and options:

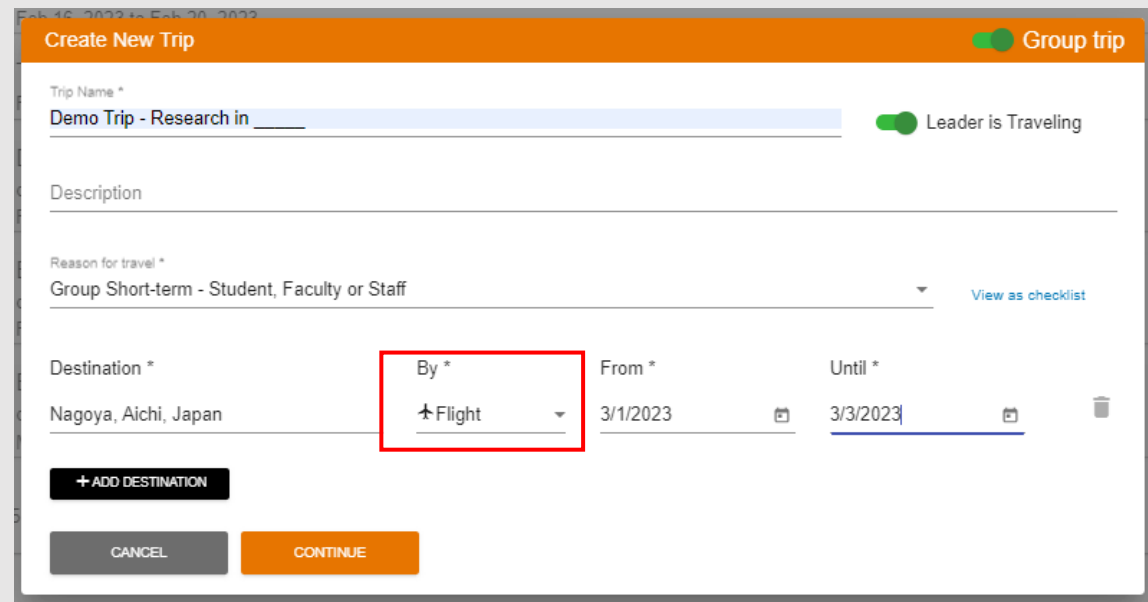
- Trip Name ***: Demo Trip - Research in _____
- Leader is Traveling**:
- Description**: _____
- Reason for travel ***: Group Short-term - Student, Faculty or Staff (with a dropdown arrow and a [View as checklist](#) link)
- Destination ***: Nagoya (highlighted with a red box). A dropdown menu is open showing:
 - Nagoya Aichi, Japan
 - Nagoya Batam City, Riau Islands, Indonesia
 - Nogoyá Entre Rios, Argentina
- By ***: _____
- From ***: _____
- Until ***: _____

powered by Google

CREATING NEW TRIP

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.



The screenshot shows the 'Create New Trip' form with the following fields and options:

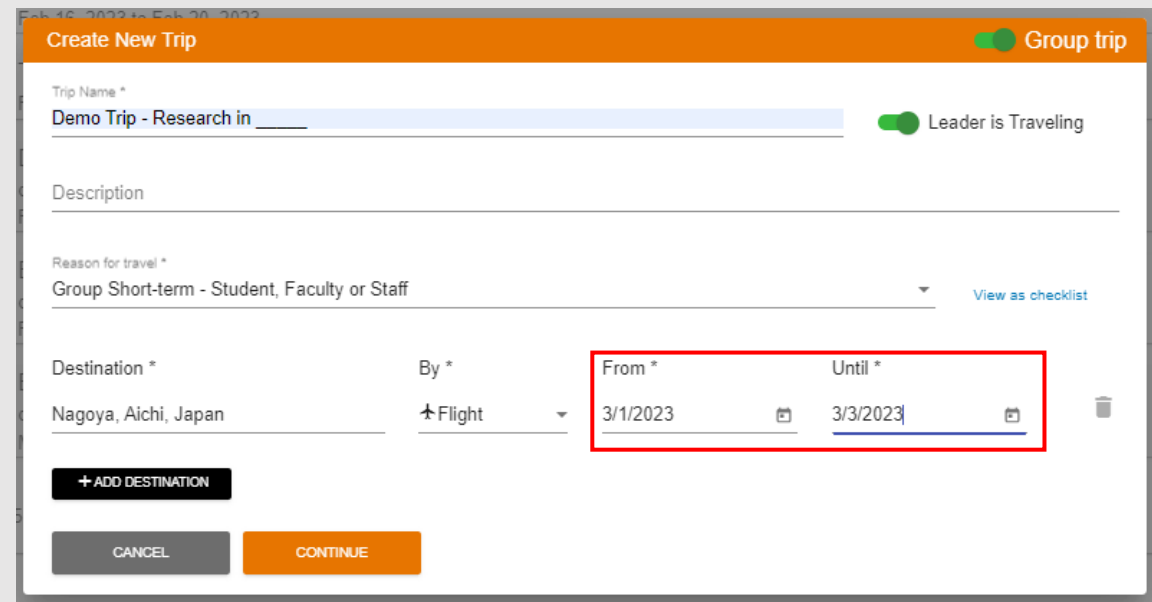
- Group trip:** Toggled on (green).
- Trip Name *:** Demo Trip - Research in _____
- Leader is Traveling:** Toggled on (green).
- Description:** Empty text field.
- Reason for travel *:** Group Short-term - Student, Faculty or Staff (dropdown menu). [View as checklist](#)
- Destination *:** Nagoya, Aichi, Japan
- By *:** Flight (dropdown menu, highlighted with a red box)
- From *:** 3/1/2023 (calendar icon)
- Until *:** 3/3/2023 (calendar icon)
- + ADD DESTINATION:** Button
- CANCEL:** Button
- CONTINUE:** Button

CREATING NEW TRIP

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.



Create New Trip Group trip

Trip Name *
Demo Trip - Research in _____ Leader is Traveling

Description

Reason for travel *
Group Short-term - Student, Faculty or Staff View as checklist

Destination * By * From * Until *
Nagoya, Aichi, Japan Flight 3/1/2023 3/3/2023

+ ADD DESTINATION

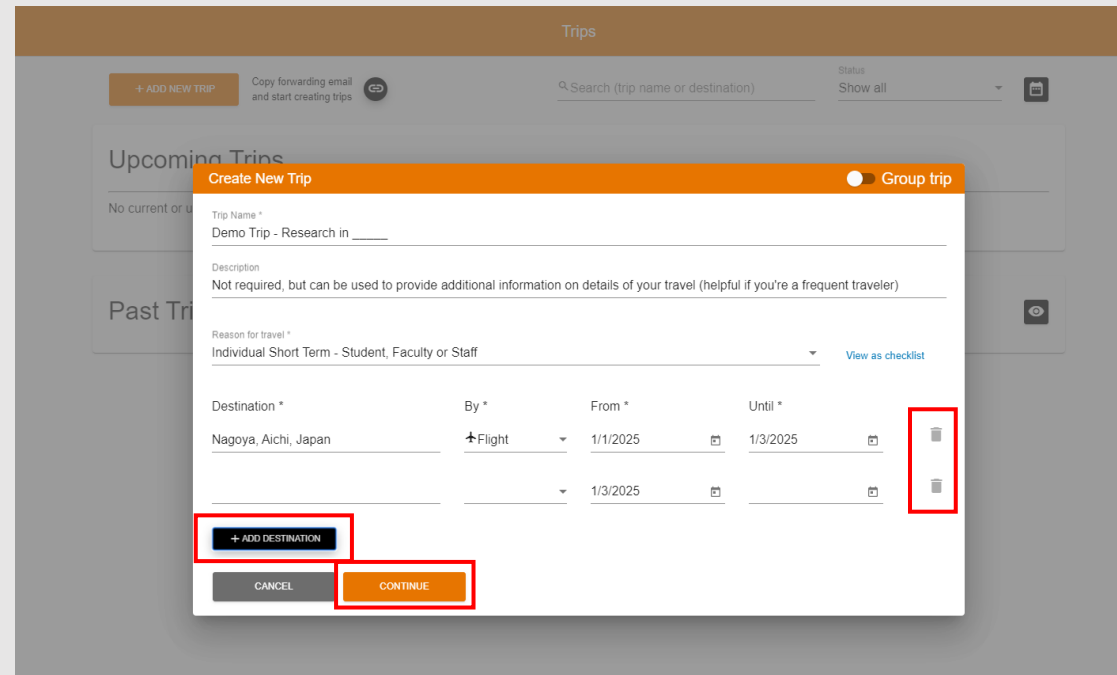
CANCEL **CONTINUE**

CREATING NEW TRIP

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.



Trips

+ ADD NEW TRIP Copy forwarding email and start creating trips

Search (trip name or destination) Status Show all

Upcoming Trips

No current or upcoming trips

Past Trips

Create New Trip Group trip

Trip Name *
Demo Trip - Research in _____

Description
Not required, but can be used to provide additional information on details of your travel (helpful if you're a frequent traveler)

Reason for travel *
Individual Short Term - Student, Faculty or Staff [View as checklist](#)

| Destination * | By * | From * | Until * |
|----------------------|--------|----------|----------|
| Nagoya, Aichi, Japan | Flight | 1/1/2025 | 1/3/2025 |
| | | 1/3/2025 | |

+ ADD DESTINATION

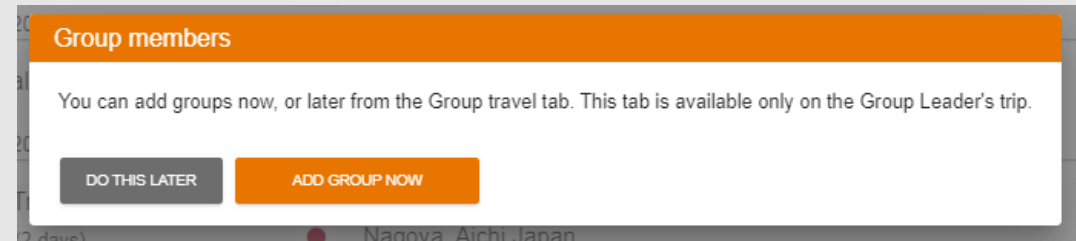
CANCEL CONTINUE

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.

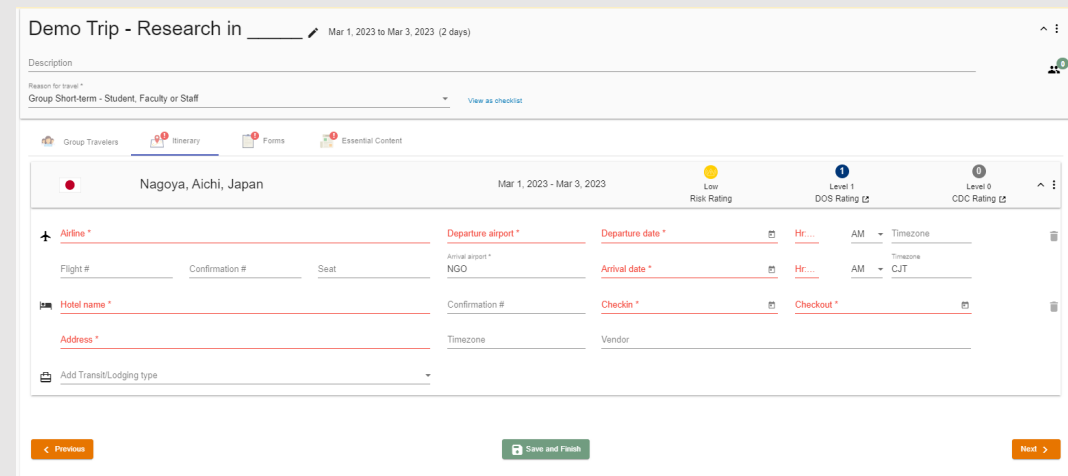


ITINERARY

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 as an additional destination.

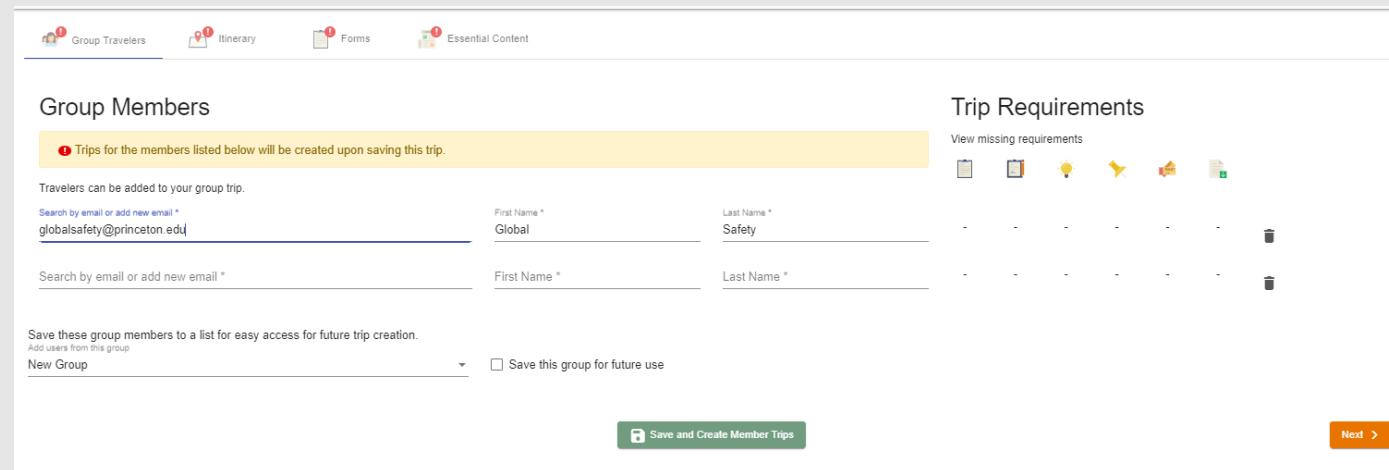


The screenshot shows the 'Itinerary' tab for a 'Demo Trip - Research in _____' from Mar 1, 2023 to Mar 3, 2023 (2 days). The destination is 'Nagoya, Aichi, Japan'. The risk rating is 'Low'. The interface includes tabs for 'Group Travelers', 'Itinerary', 'Forms', and 'Essential Content'. The 'Itinerary' tab is active, showing a table with columns for 'Airline', 'Departure airport', 'Departure date', 'Arrival airport', 'Arrival date', 'Hotel name', 'Checkin', and 'Checkout'. The table contains one entry for 'NGO' with 'AM' and 'CJT' timezones. There are 'Previous', 'Save and Finish', and 'Next' buttons at the bottom.

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.



The screenshot shows the 'Group Travelers' tab in a web application. At the top, there are navigation tabs: 'Group Travelers' (selected), 'Itinerary', 'Forms', and 'Essential Content'. Below the navigation, the main content area is divided into two sections: 'Group Members' and 'Trip Requirements'.

Group Members

Trips for the members listed below will be created upon saving this trip.

Travelers can be added to your group trip.

Search by email or add new email *
globalsafety@princeton.edu

| Search by email or add new email * | First Name * | Last Name * |
|------------------------------------|--------------|-------------|
| globalsafety@princeton.edu | Global | Safety |
| Search by email or add new email * | First Name * | Last Name * |

Save these group members to a list for easy access for future trip creation.
Add users from this group
New Group Save this group for future use

Trip Requirements

View missing requirements

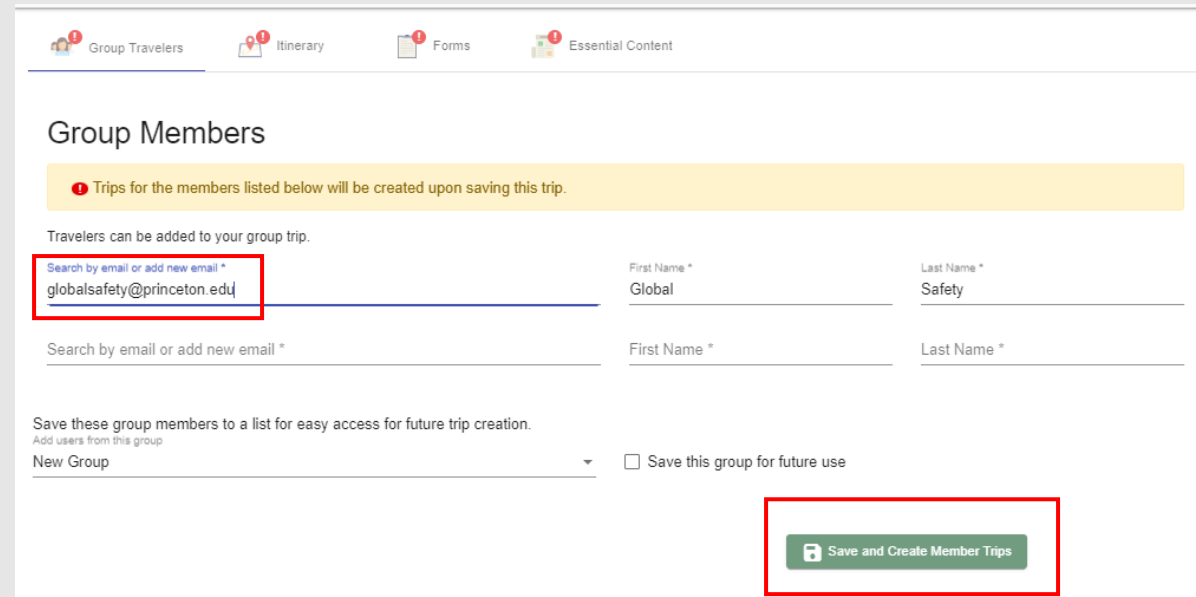
| View missing requirements | View missing requirements | View missing requirements | View missing requirements | View missing requirements | View missing requirements | View missing requirements |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| - | - | - | - | - | - | - |
| - | - | - | - | - | - | - |

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.



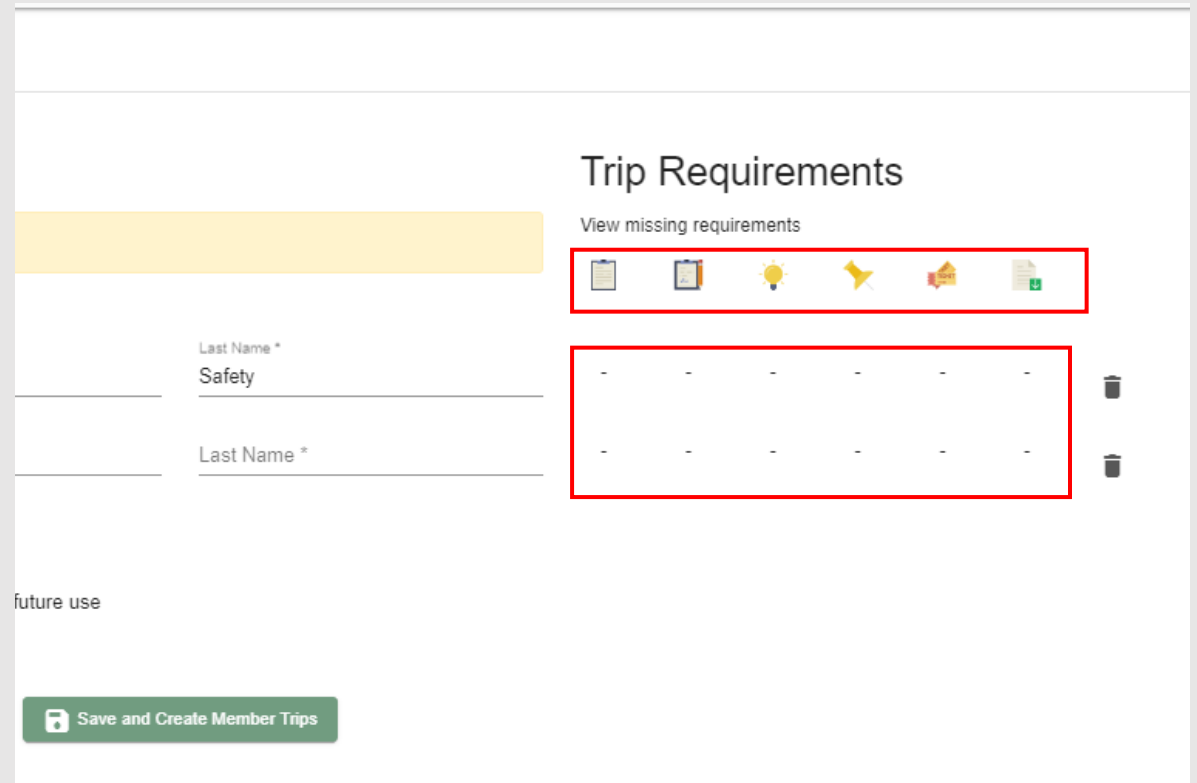
The screenshot shows the 'Group Travelers' page in the ENROLLMYTRIP system. The page has a navigation bar with 'Group Travelers', 'Itinerary', 'Forms', and 'Essential Content'. Below the navigation bar, there is a 'Group Members' section. A yellow banner at the top of this section states: 'Trips for the members listed below will be created upon saving this trip.' Below this, a message says 'Travelers can be added to your group trip.' There are two rows of input fields. The first row has a search field containing 'globalsafety@princeton.edu', a 'First Name *' field with 'Global', and a 'Last Name *' field with 'Safety'. The second row has empty search, first name, and last name fields. Below the input fields, there is a section for saving the group: 'Save these group members to a list for easy access for future trip creation.' It includes a dropdown menu for 'Add users from this group' set to 'New Group' and a checkbox for 'Save this group for future use'. A green button labeled 'Save and Create Member Trips' is highlighted with a red box.

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

| | Itinerary | Forms | Digital Signature | Other | Other | Other | |
|-----------------------|-----------|-------|-------------------|-------|-------|-------|----|
| Last Name * Safety | - | - | - | - | - | - | 🗑️ |
| Last Name * | - | - | - | - | - | - | 🗑️ |

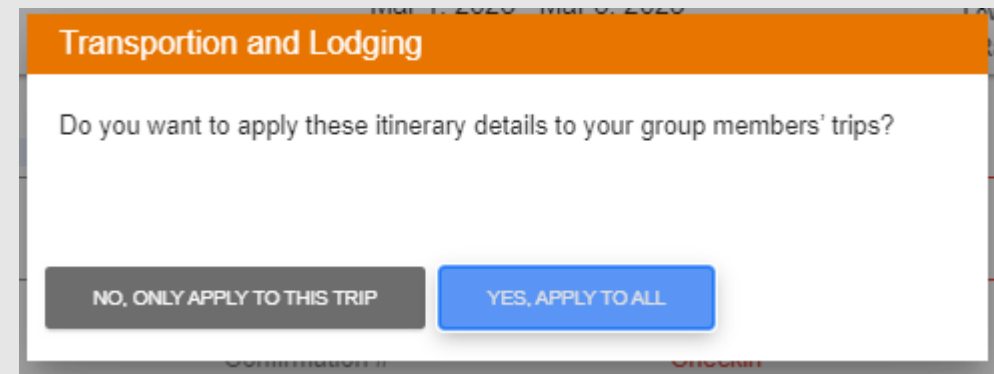
future use

[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?

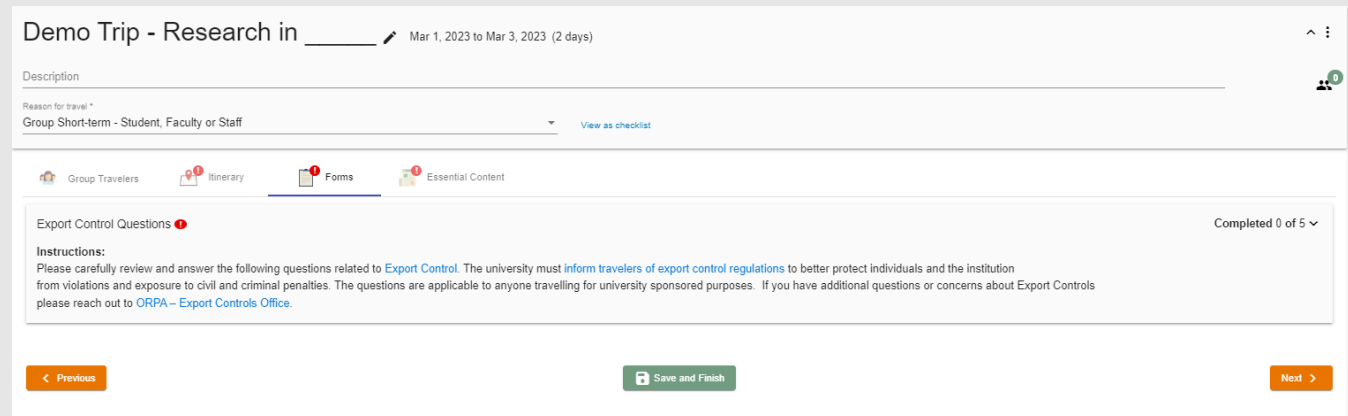
NO, ONLY APPLY TO THIS TRIP YES, APPLY TO ALL

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.



Demo Trip - Research in _____ Mar 1, 2023 to Mar 3, 2023 (2 days)

Description

Reason for travel *
Group Short-term - Student, Faculty or Staff [View as checklist](#)

Group Travelers Itinerary **Forms** Essential Content

Export Control Questions Completed 0 of 5

Instructions:
Please carefully review and answer the following questions related to [Export Control](#). The university must [inform travelers of export control regulations](#) to better protect individuals and the institution from violations and exposure to civil and criminal penalties. The questions are applicable to anyone travelling for university sponsored purposes. If you have additional questions or concerns about Export Controls please reach out to [ORPA – Export Controls Office](#).

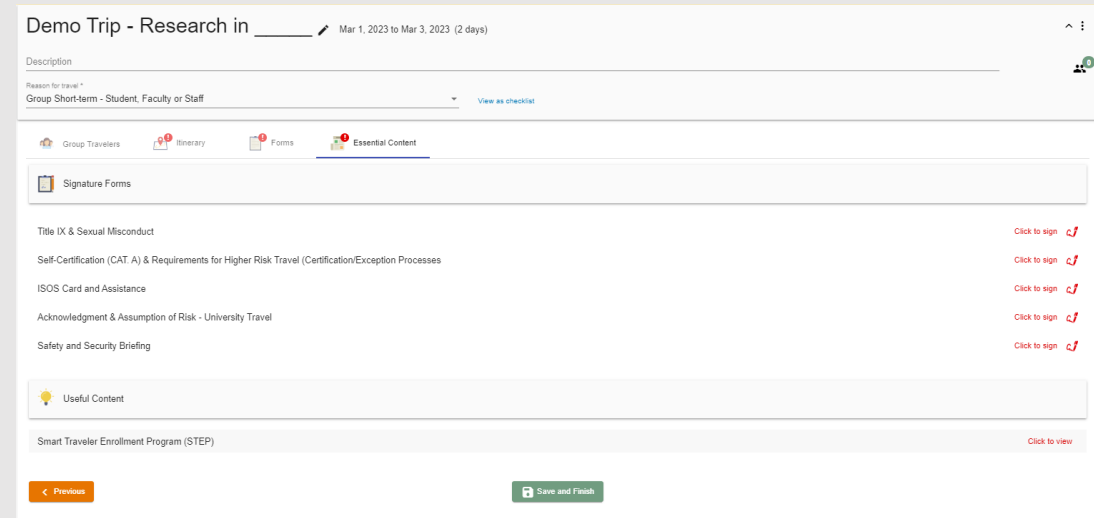
[Previous](#) [Save and Finish](#) [Next](#)

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.



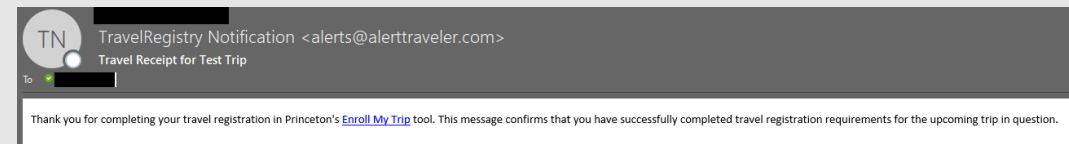
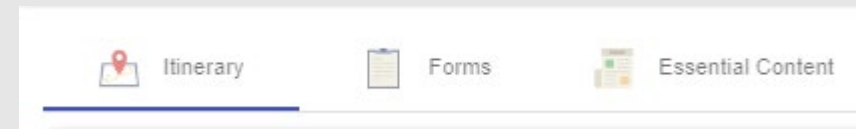
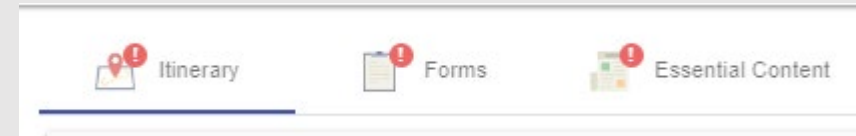
The screenshot shows a web interface for a travel registration system. The title is "Demo Trip - Research in _____" with a date range of "Mar 1, 2023 to Mar 3, 2023 (2 days)". Below the title, there is a "Description" field and a "Reason for travel" dropdown menu set to "Group Short-term - Student, Faculty or Staff". A "View as checklist" link is visible. The main content area has a navigation bar with tabs for "Group Travelers", "Itinerary", "Forms", and "Essential Content". Under the "Essential Content" tab, there is a "Signature Forms" section with a list of items: "Title IX & Sexual Misconduct", "Self-Certification (CAT A) & Requirements for Higher Risk Travel (Certification/Exception Processes)", "ISOS Card and Assistance", "Acknowledgment & Assumption of Risk - University Travel", and "Safety and Security Briefing". Each item has a "Click to sign" link with a red checkmark icon. Below this is a "Useful Content" section with a "Smart Traveler Enrollment Program (STEP)" link and a "Click to view" link. At the bottom, there are "Previous" and "Save and Finish" buttons.

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.



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.

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



ENROLLMYTRIP

TRAVEL REGISTRATION