



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.

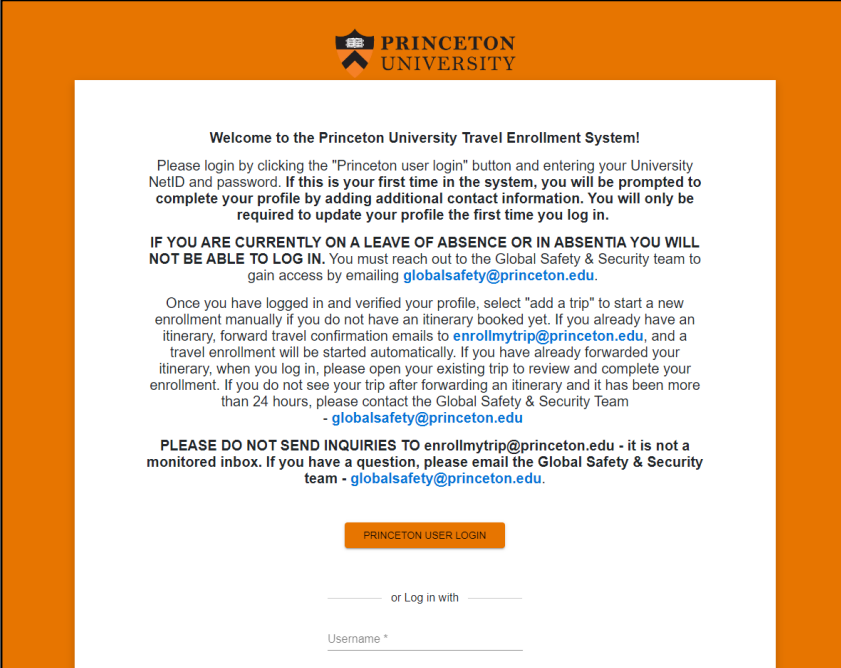
First-time users will need to confirm their profile when logging in. This is a one-time requirement, but information can be edited when needed.

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.

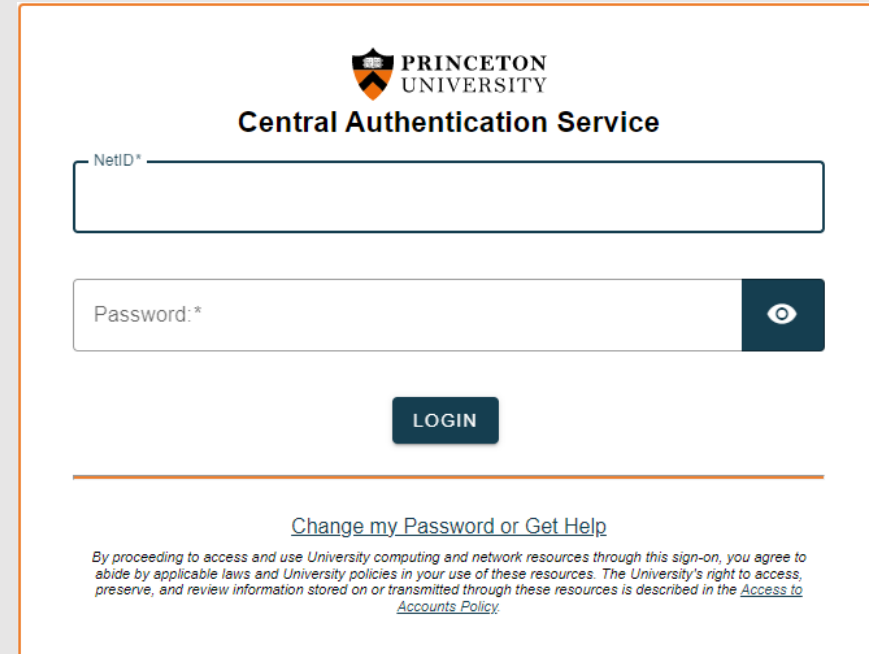
PRINCETON USER LOGIN


or Log in with

Username *

ACCESSING THE SYSTEM


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



 **PRINCETON
UNIVERSITY**

Central Authentication Service

NetID*

Password:* 

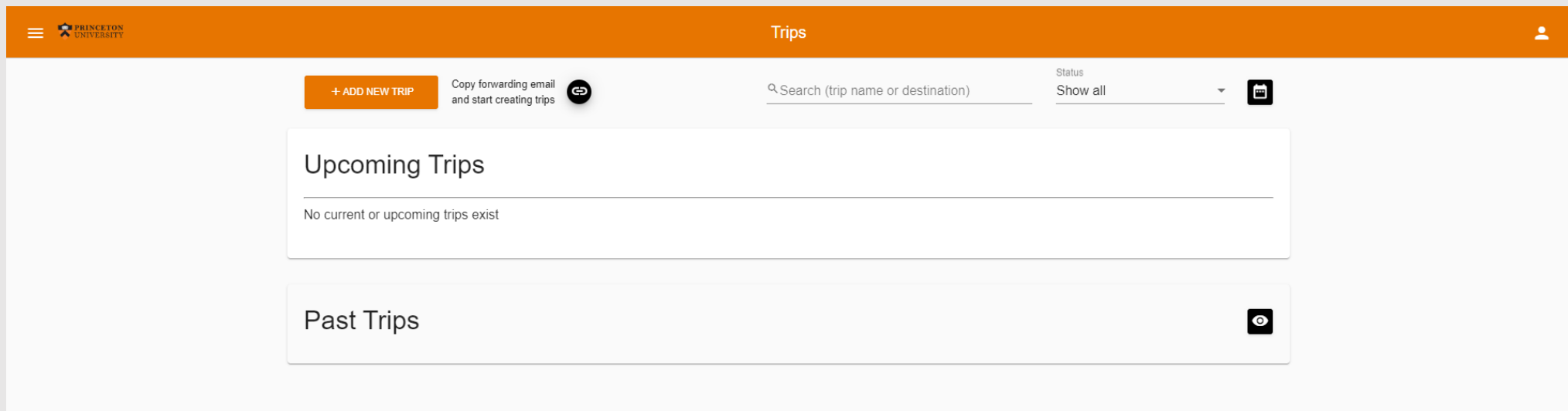
LOGIN

[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



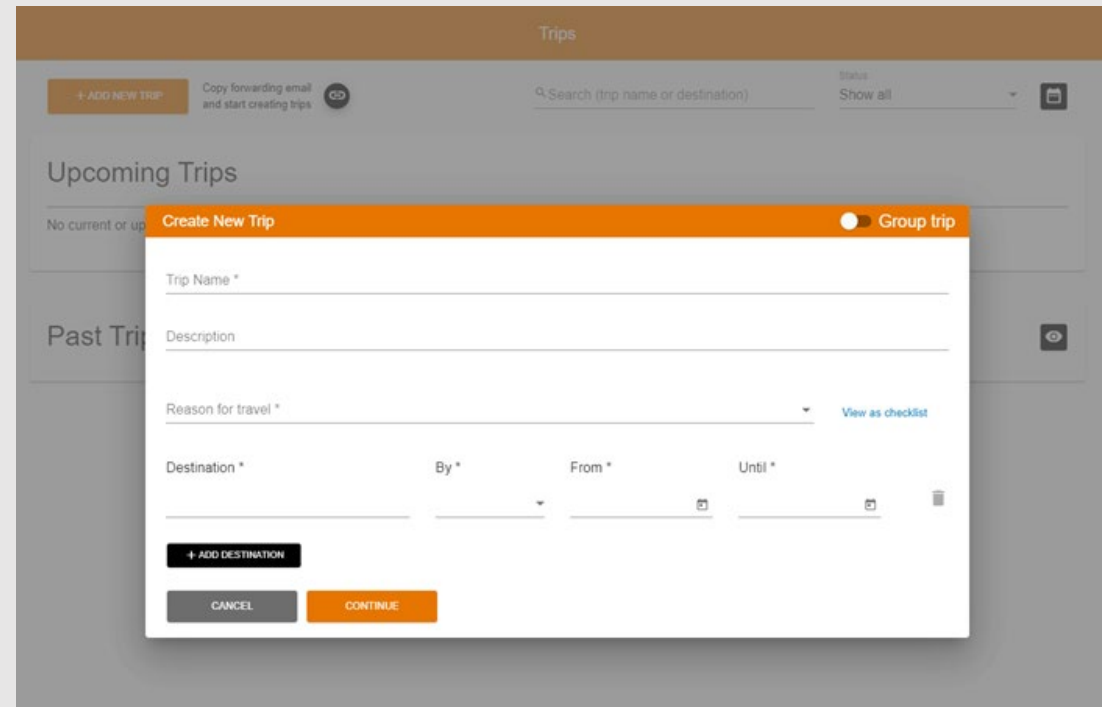
The screenshot shows the 'Trips' dashboard interface. At the top, there is an orange header bar with the Princeton University logo on the left, the word 'Trips' in the center, and a user profile icon on the right. Below the header, the main content area is white. On the left side of this area, there is an orange button labeled '+ ADD NEW TRIP'. To its right, there is a link 'Copy forwarding email and start creating trips' with a circular icon containing a right-pointing arrow. Further right is a search bar with the placeholder text 'Search (trip name or destination)'. To the right of the search bar is a 'Status' dropdown menu currently set to 'Show all', and a calendar icon. The main content area is divided into two sections: 'Upcoming Trips' and 'Past Trips'. The 'Upcoming Trips' section has a subtitle 'No current or upcoming trips exist'. The 'Past Trips' section is currently empty. A camera icon is visible in the bottom right corner of the 'Past Trips' section.

TRAVEL REGISTRATION WALKTHROUGH

INDIVIDUAL TRAVEL

CREATING NEW TRIP

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

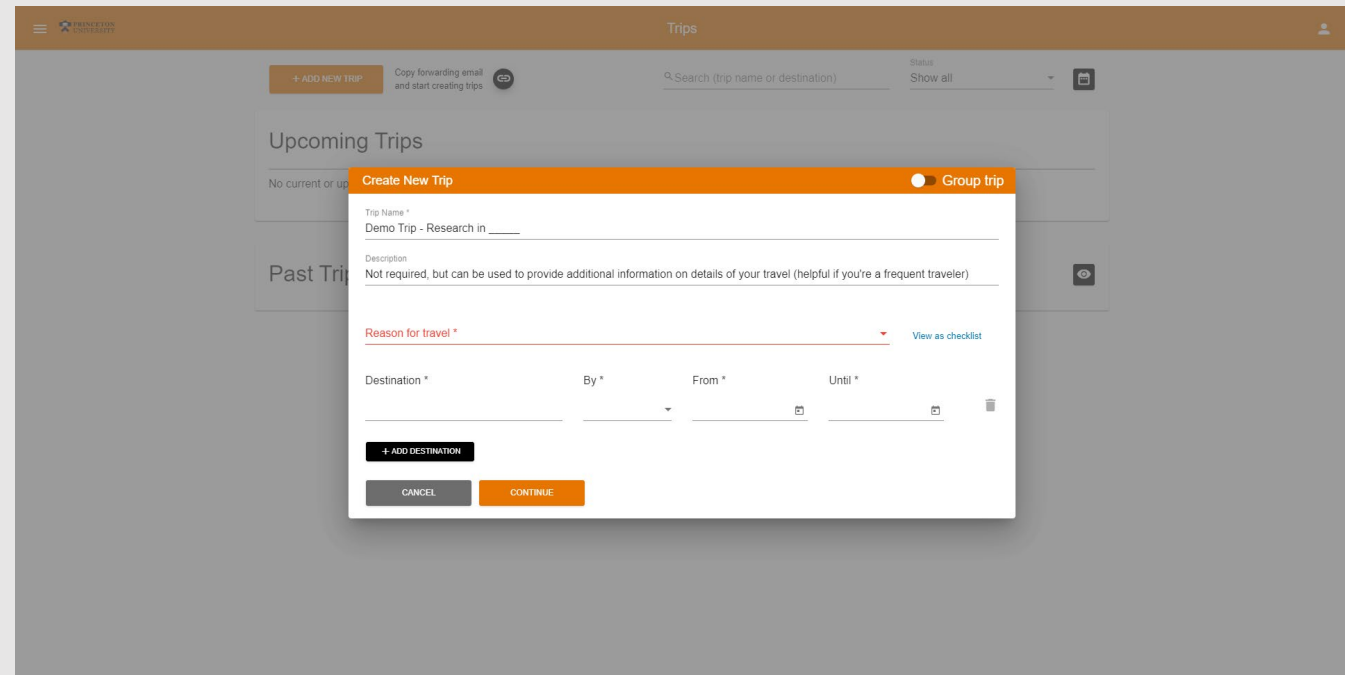


The screenshot displays the 'Trips' management interface. At the top, there's a header with a '+ ADD NEW TRIP' button, a link to 'Copy forwarding email and start creating trips', a search bar, and a 'Status' dropdown. The main content area is divided into 'Upcoming Trips' (showing 'No current or up') and 'Past Trips'. A 'Create New Trip' modal is open, featuring a 'Group trip' toggle. The form includes fields for 'Trip Name *', 'Description', 'Reason for travel *' (with a 'View as checklist' link), and a date range section with 'Destination *', 'By *', 'From *', and 'Until *' fields. A '+ ADD DESTINATION' button is located below the date range. At the bottom of the modal are 'CANCEL' and 'CONTINUE' buttons.

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.



The screenshot shows the 'Create New Trip' modal form. The form has an orange header bar with the title 'Create New Trip' and a toggle for 'Group trip'. The main form area is white and contains the following fields:

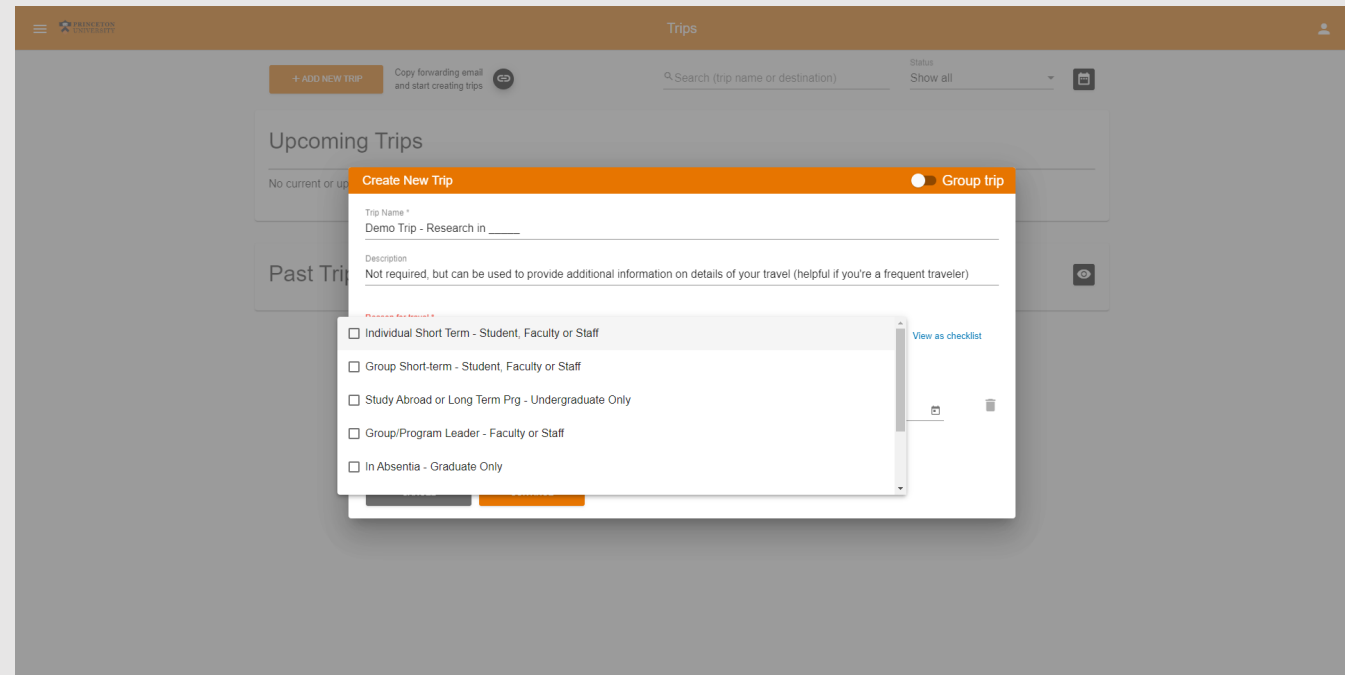
- Trip Name ***: A text input field with the placeholder text 'Demo Trip - Research in _____'.
- Description**: A text input field with the placeholder text 'Not required, but can be used to provide additional information on details of your travel (helpful if you're a frequent traveler)'.
- Reason for travel ***: A dropdown menu with a red error line below it. A link 'View as checklist' is visible to the right.
- Destination ***: A text input field.
- By ***: A dropdown menu.
- From ***: A text input field with a calendar icon to its right.
- Until ***: A text input field with a calendar icon to its right.

At the bottom of the form, there is a '+ ADD DESTINATION' button, a 'CANCEL' button, and a 'CONTINUE' button.

CREATING NEW TRIP

Select the Reason for Travel. For most individual travelers, it will be “Individual Short Term” or “Study Abroad or Long Term.”

This can be changed later so just choose the best option as it relates to the travel being registered.



The screenshot displays the Princeton University 'Trips' registration interface. A 'Create New Trip' modal is open, featuring a toggle for 'Group trip' (currently set to 'Individual'). The form includes fields for 'Trip Name' (with the example 'Demo Trip - Research in _____') and 'Description' (with a note that it's not required but helpful for frequent travelers). Below these fields is a list of travel reasons with checkboxes:

- ☐ 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

A 'View as checklist' link is visible on the right side of the modal. The background shows the 'Trips' dashboard with sections for 'Upcoming Trips' and 'Past Trips'.

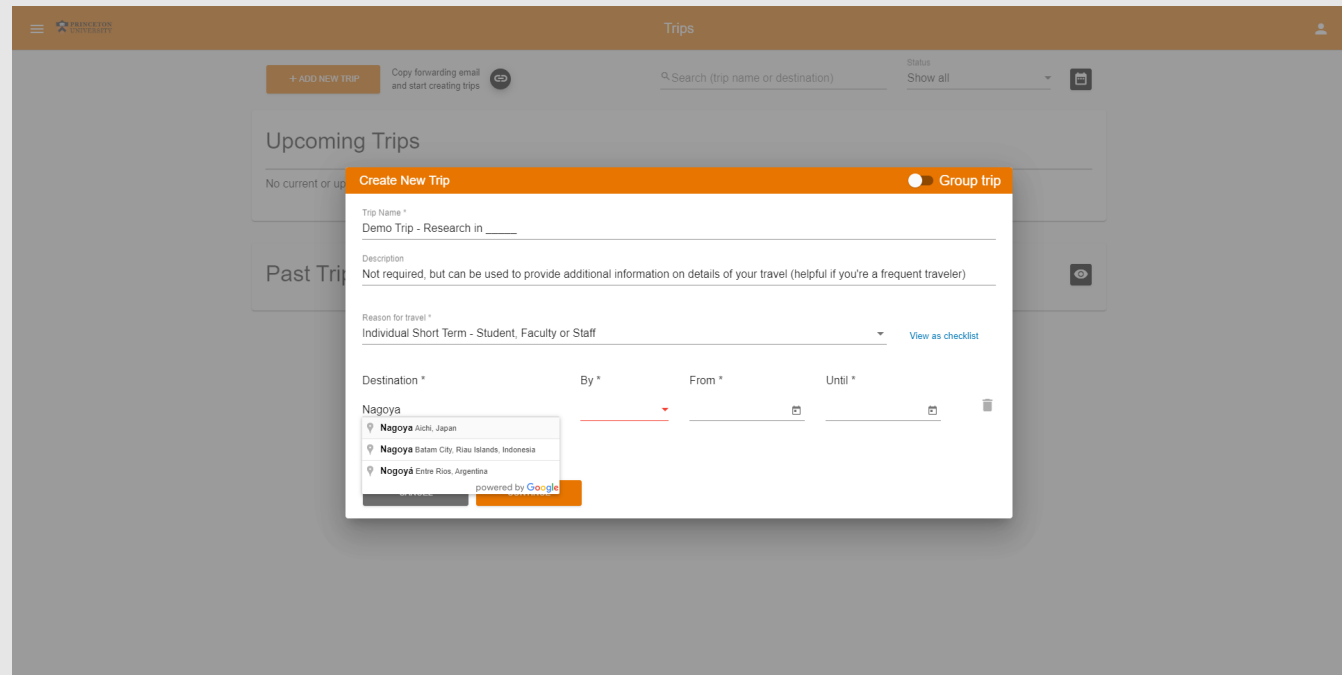
CREATING NEW TRIP

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' modal form in the ENROLLMYTRIP application. The form is titled 'Create New Trip' and has a toggle for 'Group trip'. It includes the following fields:

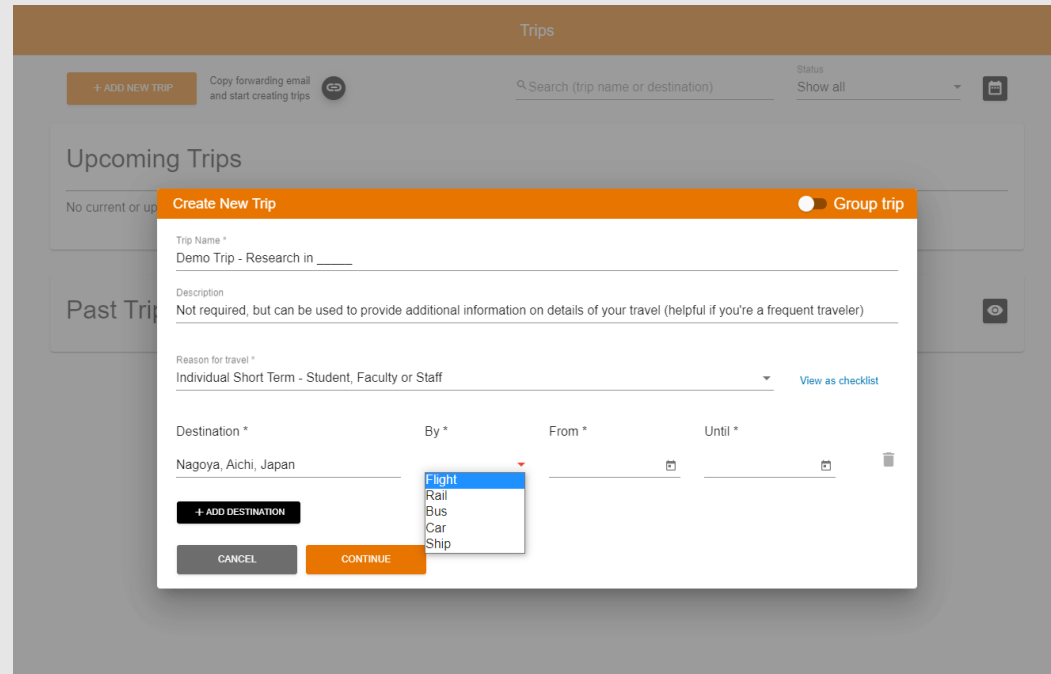
- Trip Name ***: A text input field with the placeholder 'Demo Trip - Research in _____'.
- Description**: A text input field with the placeholder 'Not required, but can be used to provide additional information on details of your travel (helpful if you're a frequent traveler)'.
- Reason for travel ***: A dropdown menu with the selected option 'Individual Short Term - Student, Faculty or Staff' and a link 'View as checklist'.
- Destination ***: A text input field with a dropdown menu showing suggestions: 'Nagoya', 'Nagoya Aichi, Japan', 'Nagoya Batam City, Riau Islands, Indonesia', and 'Nogoyá Entre Rios, Argentina'.
- By ***: A text input field.
- From ***: A text input field.
- Until ***: A text input field.

The form is powered by Google Maps, as indicated by the 'powered by Google' logo at the bottom.

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' modal form. The form includes the following fields and options:

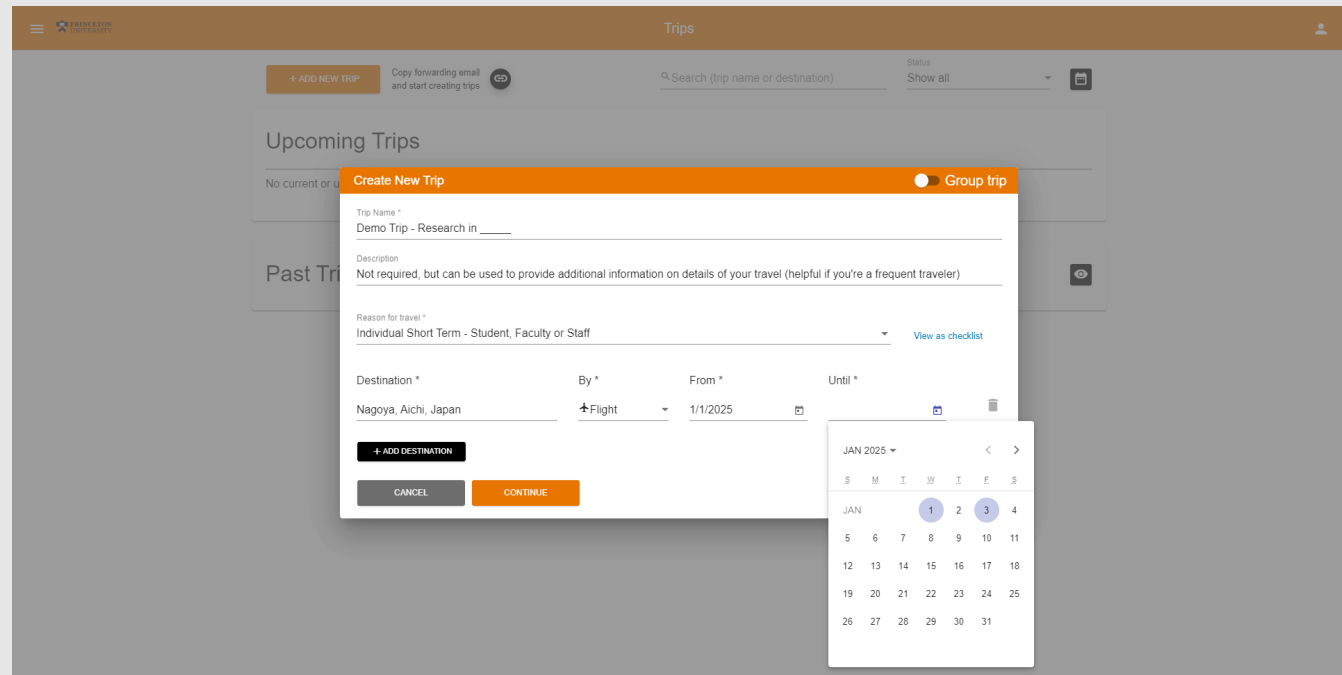
- Trip Name ***: Demo Trip - Research in _____
- Description**: Not required, but can be used to provide additional information on details of your travel (helpful if you're a frequent traveler)
- Reason for travel ***: Individual Short Term - Student, Faculty or Staff (with a dropdown arrow and a [View as checklist](#) link)
- Destination ***: Nagoya, Aichi, Japan (with a **+ ADD DESTINATION** button)
- By ***: A dropdown menu is open, showing options: Flight, Rail, Bus, Car, and Ship. 'Flight' is currently selected.
- From ***: _____
- Until ***: _____
- Buttons**: CANCEL and CONTINUE
- Group trip**: A toggle switch is currently turned off.

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.



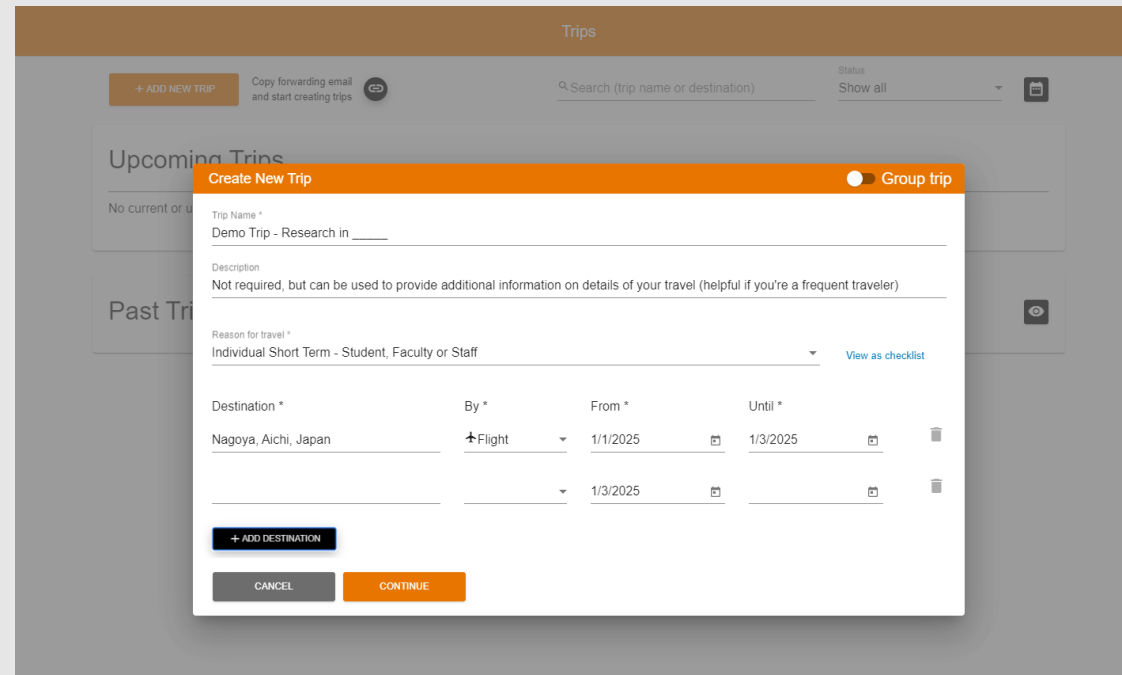
The screenshot displays the 'Create New Trip' form within a web application. The form is titled 'Create New Trip' and has a 'Group trip' toggle. It includes fields for 'Trip Name', 'Description', 'Reason for travel', 'Destination', 'By', 'From', and 'Until'. The 'From' date is set to 1/1/2025. A calendar widget is open for the 'Until' date, showing January 2025 with the 1st and 3rd highlighted. The background shows a 'Trips' dashboard with 'Upcoming Trips' and 'Past Trips' sections.

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.



The screenshot shows the 'Create New Trip' modal form. At the top, there's a toggle for 'Group trip' which is currently turned off. The form fields include:

- Trip Name ***: A text input field containing 'Demo Trip - Research in _____'.
- Description**: A text input field with the placeholder '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 ***: A dropdown menu currently showing 'Individual Short Term - Student, Faculty or Staff' with a 'View as checklist' link.
- Destination ***: A text input field containing 'Nagoya, Aichi, Japan'.
- By ***: A dropdown menu showing 'Flight'.
- From ***: A date input field showing '1/1/2025'.
- Until ***: A date input field showing '1/3/2025'.

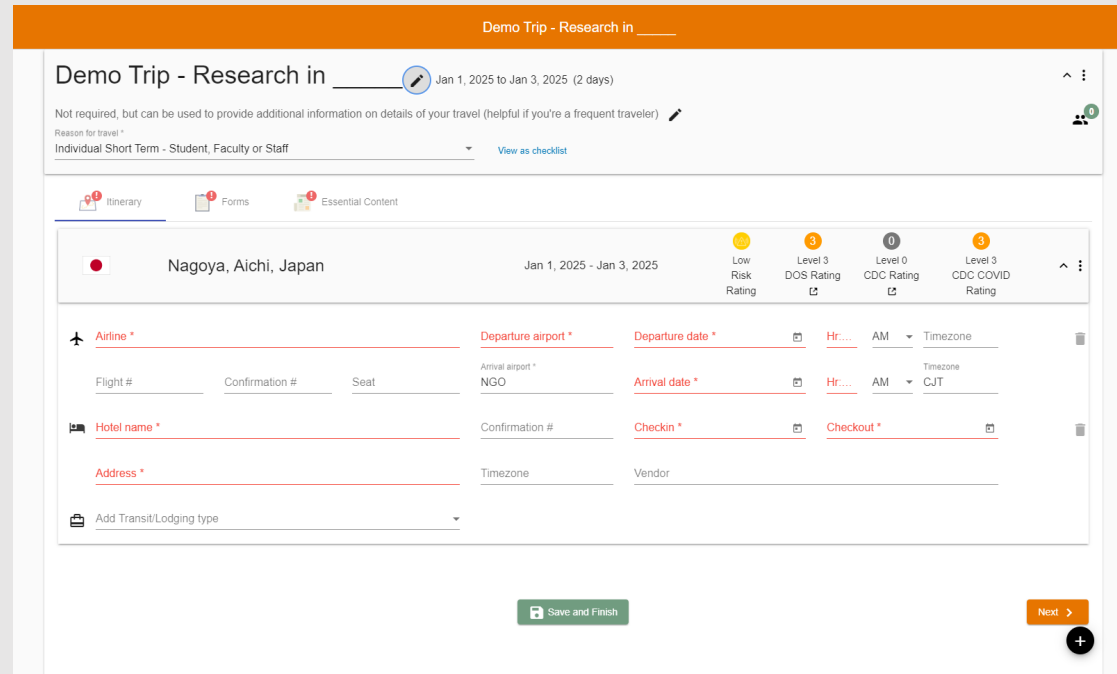
Below these fields, there is a '+ ADD DESTINATION' button. At the bottom of the modal, there are 'CANCEL' and 'CONTINUE' buttons. The background shows a blurred view of the 'Trips' page with sections for 'Upcoming Trips' and 'Past Trips'.

REGISTRATION SHELL

Once the trip registration shell has been created, you'll see this screen.

This is your actual registration, including all required fields to complete and relevant information for your review/awareness.

The “Itinerary” tab is the first of three tabs with required actions. Complete all required fields.

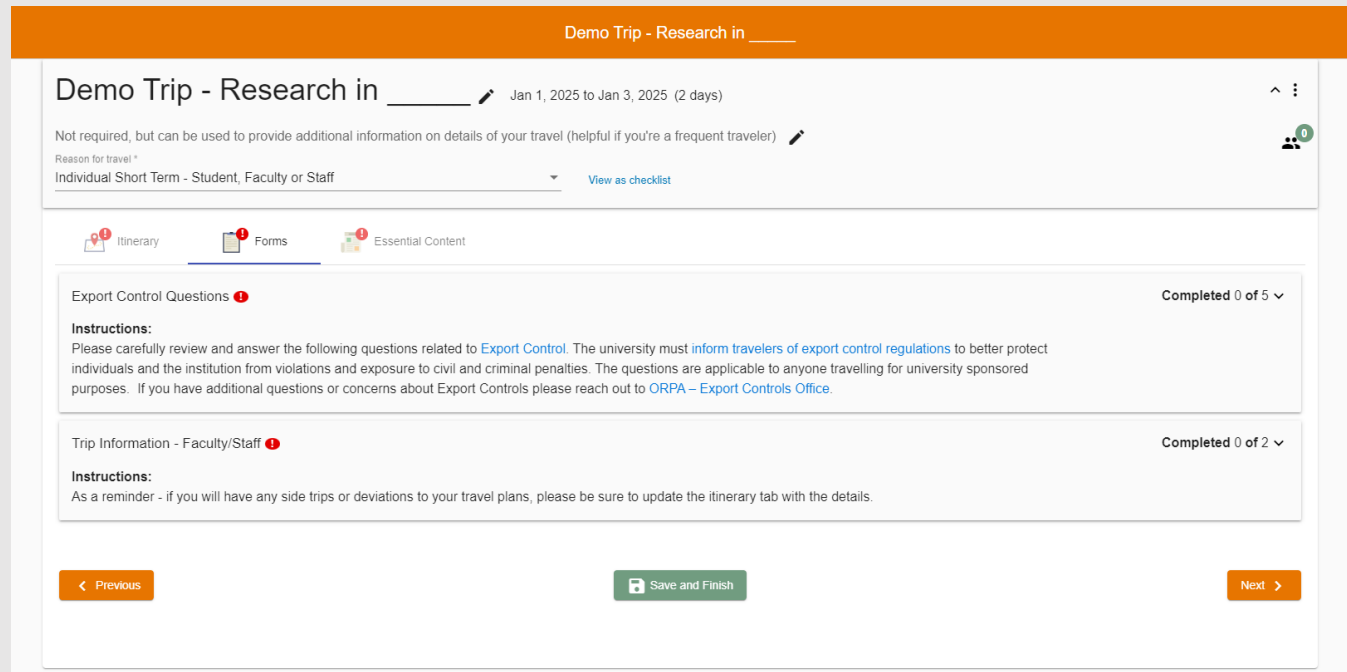


The screenshot displays the "Demo Trip - Research in" registration shell. The header bar is orange and contains the text "Demo Trip - Research in". Below the header, the trip details are shown: "Demo Trip - Research in" with a location pin icon, "Jan 1, 2025 to Jan 3, 2025 (2 days)", and a note: "Not required, but can be used to provide additional information on details of your travel (helpful if you're a frequent traveler)". The "Reason for travel" dropdown is set to "Individual Short Term - Student, Faculty or Staff", and there is a "View as checklist" link. Below this, there are three tabs: "Itinerary" (selected), "Forms", and "Essential Content". The "Itinerary" tab shows the destination "Nagoya, Aichi, Japan" and the dates "Jan 1, 2025 - Jan 3, 2025". To the right of the destination and dates are four risk rating icons: "Low Risk Rating" (yellow), "Level 3 DOS Rating" (orange), "Level 0 CDC Rating" (grey), and "Level 3 CDC COVID Rating" (orange). Below the risk ratings, there are several input fields for flight and hotel information. The flight section includes fields for "Airline", "Departure airport", "Departure date", "Arrival airport", "Arrival date", "Flight #", "Confirmation #", "Seat", "Timezone", and "Vendor". The hotel section includes fields for "Hotel name", "Confirmation #", "Checkin", "Checkout", "Address", "Timezone", and "Vendor". At the bottom right, there is a "Save and Finish" button and a "Next" button with a plus icon.

FORMS

The “Forms” tab is the second of three tabs with required actions. This tab captures Export Control and Trip Information for travelers.

If you’re a student, you’ll have a different set of “Trip Information” questions and will also have a question set related to SAFE funding.



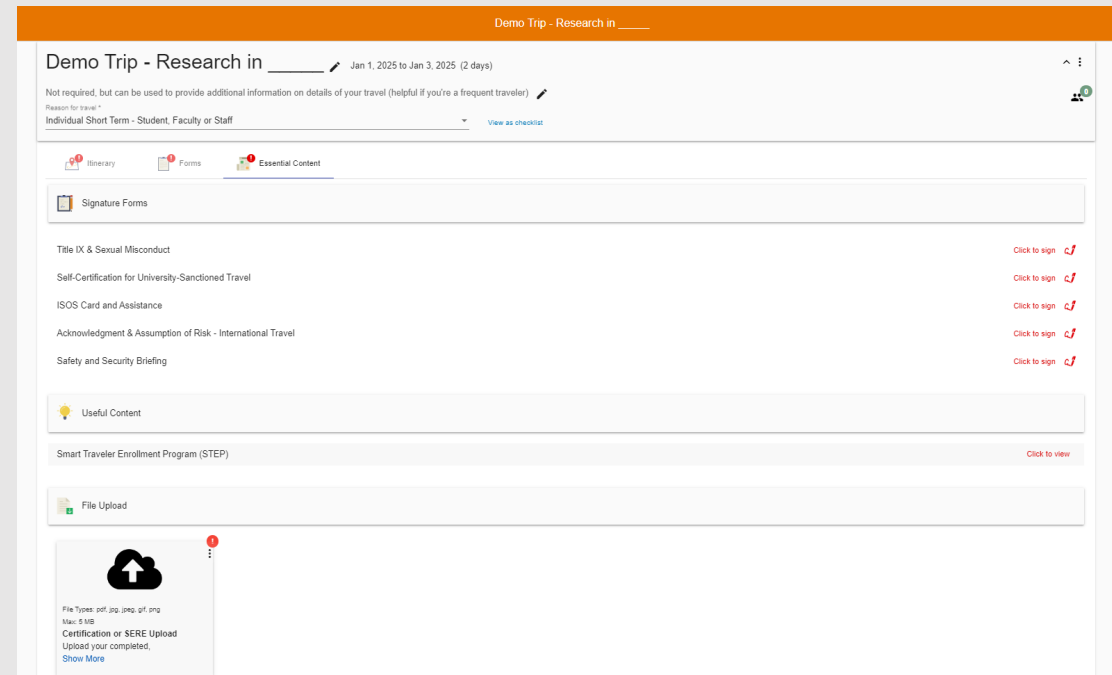
The screenshot displays the 'Forms' tab within the 'Demo Trip - Research in _____' interface. The header bar is orange and contains the trip title. Below the header, the trip details are shown: 'Demo Trip - Research in _____' with a date range of 'Jan 1, 2025 to Jan 3, 2025 (2 days)'. A note states: 'Not required, but can be used to provide additional information on details of your travel (helpful if you're a frequent traveler)'. The 'Reason for travel' is set to 'Individual Short Term - Student, Faculty or Staff'. A 'View as checklist' link is present. The main content area has three tabs: 'Itinerary', 'Forms' (active), and 'Essential Content'. Under the 'Forms' tab, there are two sections: 'Export Control Questions' with instructions to review questions related to export control regulations, and 'Trip Information - Faculty/Staff' with a reminder to update the itinerary tab with details. Both sections show 'Completed 0 of 5' and 'Completed 0 of 2' respectively. At the bottom, there are three buttons: '< Previous', 'Save and Finish', and 'Next >'.

ESSENTIAL CONTENT

The “Essential Content” tab provides information on policies and resources to travelers and captures their digital signatures acknowledging such.

If traveling to a location requiring a Certification or Exception, there’s a file upload field where the traveler can upload their completed form.

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



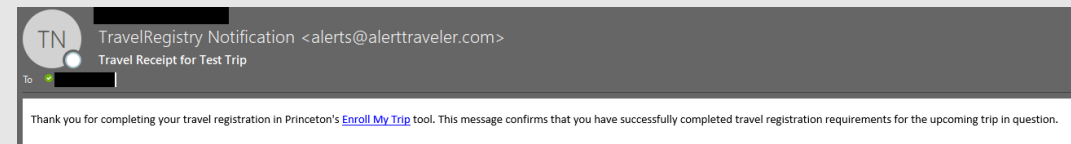
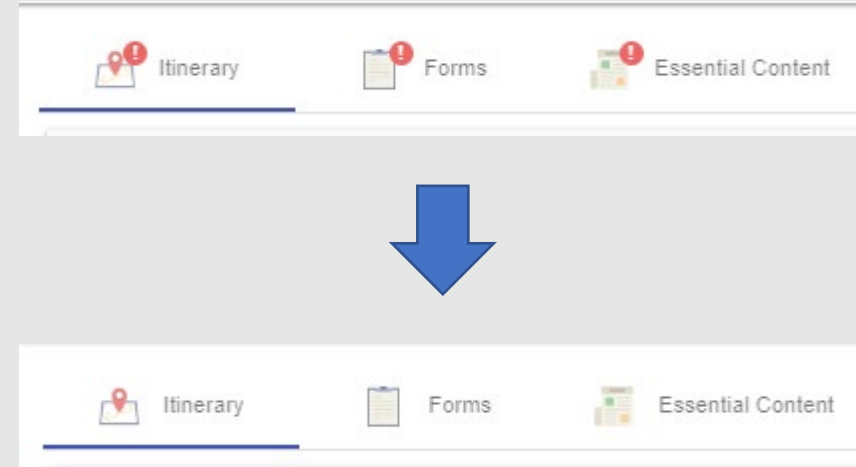
The screenshot shows the 'Essential Content' tab of the ENROLLMYTRIP system. The header bar is orange and reads 'Demo Trip - Research in _____'. Below the header, the page title is 'Demo Trip - Research in _____' followed by the dates 'Jan 1, 2025 to Jan 3, 2025 (2 days)'. A note states: 'Not required, but can be used to provide additional information on details of your travel (helpful if you're a frequent traveler)'. Below this, a dropdown menu shows 'Reason for travel: Individual Short Term - Student, Faculty or Staff' with a 'View as checklist' link. The main content area has three tabs: 'Itinerary', 'Forms', and 'Essential Content' (which is active). Under the 'Essential Content' tab, there are two sections: 'Signature Forms' and 'Useful Content'. The 'Signature Forms' section lists five items, each with a 'Click to sign' link and a red checkmark icon: 'Title IX & Sexual Misconduct', 'Self-Certification for University-Sanctioned Travel', 'ISOS Card and Assistance', 'Acknowledgment & Assumption of Risk - International Travel', and 'Safety and Security Briefing'. The 'Useful Content' section has one item: 'Smart Traveler Enrollment Program (STEP)' with a 'Click to view' link. At the bottom, there is a 'File Upload' section with a cloud icon and a red notification bubble. The text below the icon reads: 'File Types: pdf, jpg, jpeg, gif, png', 'Max: 5 MB', 'Certification or SERE Upload', 'Upload your completed, Show More'.

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/permmissible-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



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