



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.

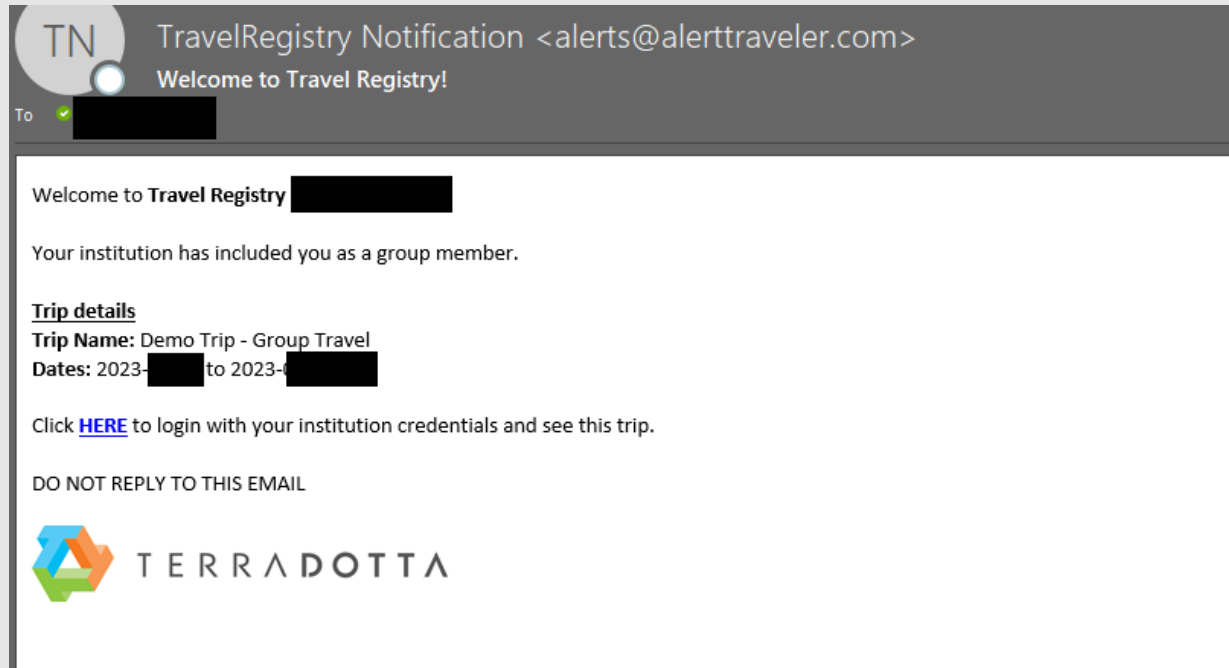
TRAVEL REGISTRATION WALKTHROUGH

GROUP TRAVEL PARTICIPANT



GROUP TRAVEL EMAIL ALERT

When you're added to a group travel registration as a participant, you will first receive an automated message

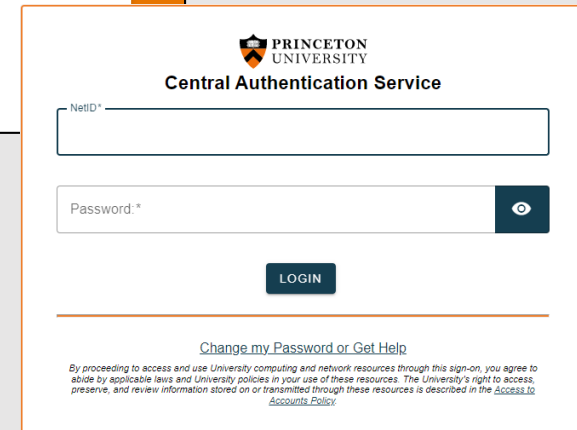
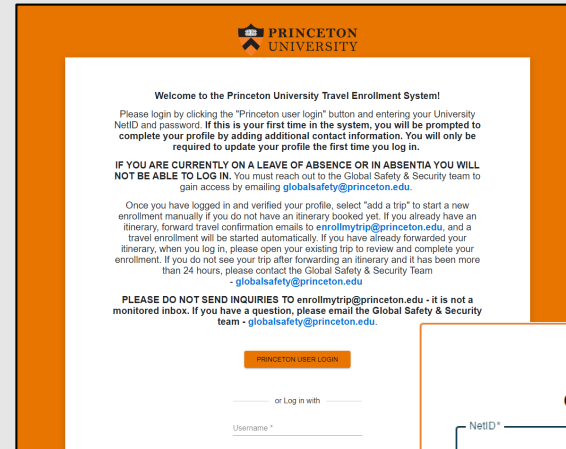




ACCESSING THE SYSTEM

You may be asked to login. Click the “Princeton User Login” button.

After that, you may be asked to authenticate using your NetID, just like when accessing other University systems.

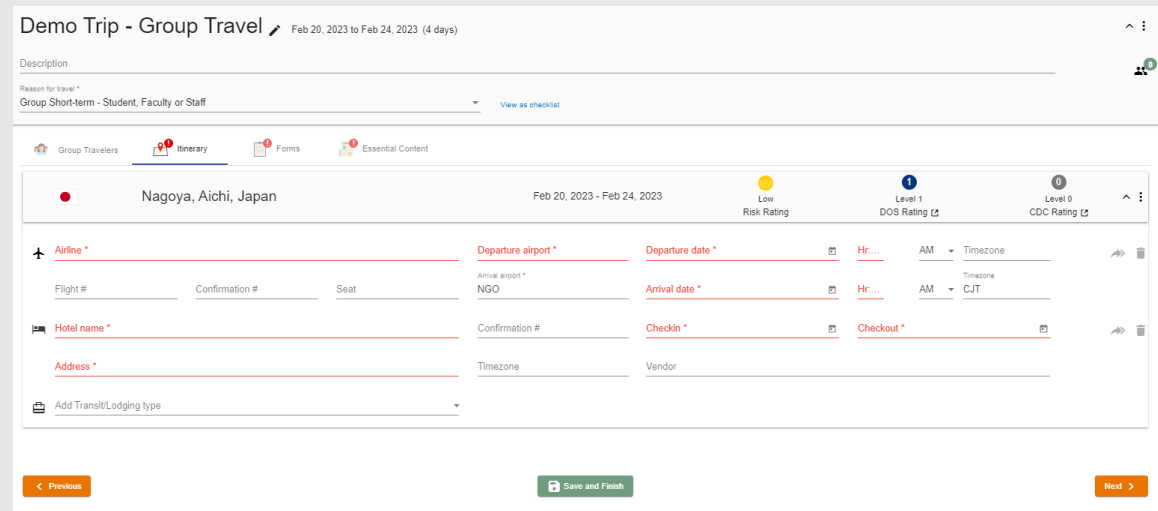


REGISTRATION SHELL

The email link will direct to your registration shell (can also access from the main menu).

This is your 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 registration interface for a group trip. At the top, it shows the trip title "Demo Trip - Group Travel" and the dates "Feb 20, 2023 to Feb 24, 2023 (4 days)". Below this, there is a "Description" field and a "Reason for travel" dropdown menu set to "Group Short-term - Student, Faculty or Staff".

The main content area is divided into four tabs: "Group Travelers", "Itinerary", "Forms", and "Essential Content". The "Itinerary" tab is active, showing details for "Nagoya, Aichi, Japan" from "Feb 20, 2023 - Feb 24, 2023". The risk rating is "Low", and there are links for "Level 1 DOS Rating" and "Level 0 CDC Rating".

The itinerary details include:

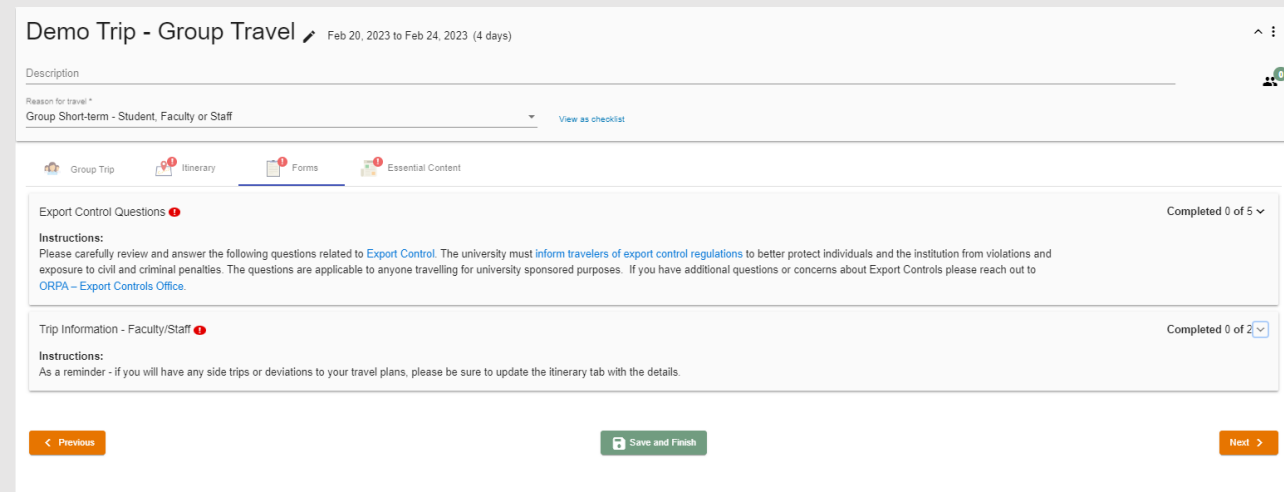
- Flight information:** Airline, Flight #, Confirmation #, Seat, Departure airport (NGO), Arrival airport, Departure date, Arrival date, Hour, AM/PM, and Timezone (CJT).
- Hotel information:** Hotel name, Confirmation #, Checkin, and Checkout.
- Address and Vendor:** Address, Timezone, and Vendor.

At the bottom, there are navigation buttons: "< Previous", "Save and Finish", and "Next >".

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 shows the 'Forms' tab for a 'Demo Trip - Group Travel' (Feb 20, 2023 to Feb 24, 2023, 4 days). The page has a navigation bar with tabs for 'Group Trip', 'Itinerary', 'Forms', and 'Essential Content'. The 'Forms' tab is active and contains two sections:

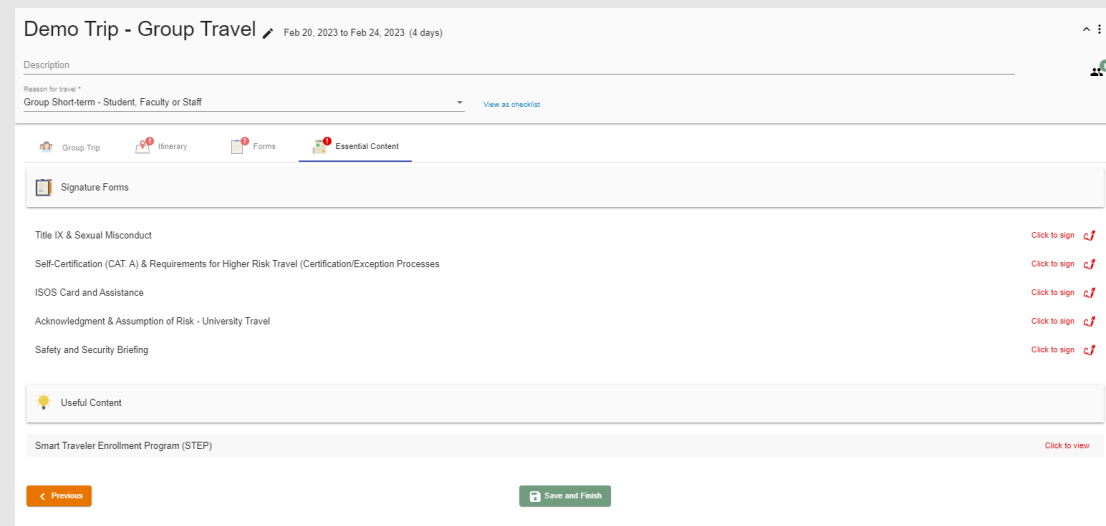
- Export Control Questions**: A section with a red dot icon and a progress indicator 'Completed 0 of 5'. It includes instructions: 'Please carefully review and answer the following questions related to [Export Control](#). The university must [inform travelers of export control regulations](#) to better 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](#).'
- Trip Information - Faculty/Staff**: A section with a red dot icon and a progress indicator 'Completed 0 of 2'. It includes instructions: 'As a reminder - if you will have any side trips or deviations to your travel plans, please be sure to update the itinerary tab with the details.'

At the bottom of the form, there are three buttons: a blue 'Previous' button, a green 'Save and Finish' button, and an orange 'Next' button.

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. This will be provided to travelers by the department or program that’s organizing the travel.



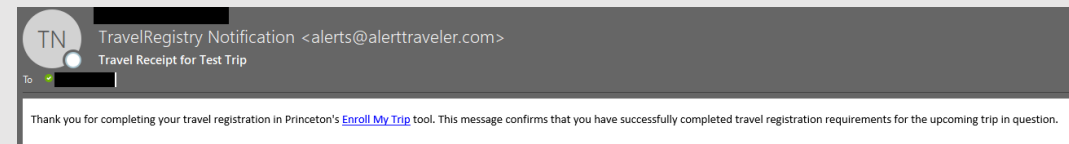
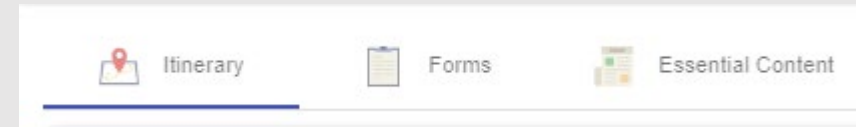
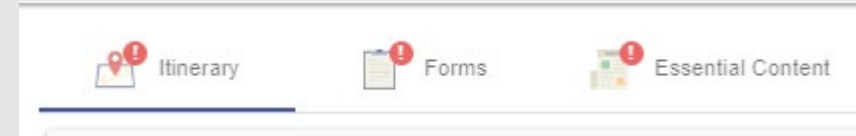
The screenshot shows a web interface for a travel registration system. At the top, it displays "Demo Trip - Group Travel" with a date range of "Feb 20, 2023 to Feb 24, 2023 (4 days)". Below this is a "Description" field with the text "Reason for travel: Group Short-term - Student, Faculty or Staff" and a "View as checklist" link. A navigation bar contains tabs for "Group Trip", "Itinerary", "Forms", and "Essential Content", with "Essential Content" being the active tab. Underneath, there is a "Signature Forms" section with a list of items, each with a "Click to sign" link and a checkmark icon: "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". 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



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