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

Click the “Princeton User Login” button
ACCESSING THE SYSTEM

You may be asked to authenticate using your NetID, just like when accessing other University systems.
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.
TRAVEL REGISTRATION WALKTHROUGH
DELEGATE TRAVEL
ADDING A DELEGATE

A delegate can perform certain tasks on behalf of another user in the system.

To add someone as a delegate (or to be added as a delegate), the user that will be supported (the person having travel created/managed for them) will need to add the person that will be performing the delegate role.

To add someone as a delegate, they will need to have already accessed the Enroll My Trip system and created a profile. Once they have done this, they will be selectable as a delegate.
You can add someone as your delegate by navigating to the Settings page of Enroll My Trip. This is accessible from the top-left menu in the system.
INDIVIDUAL TRAVEL

Add the user by typing their name or their NetID and then selecting their information when it displays. Make sure you save after selecting.
Once you are added as a delegate, you should be able to access the “delegate trips” tab of the system. This will allow you to manage travel on behalf of someone you’re a delegate for. If you experience issues, try logging in with a cleared cache or an a “private” browsing mode (or wait overnight for the system refresh to set-in).

All other actions will follow the Individual Travel or Group Travel instructions.