



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.

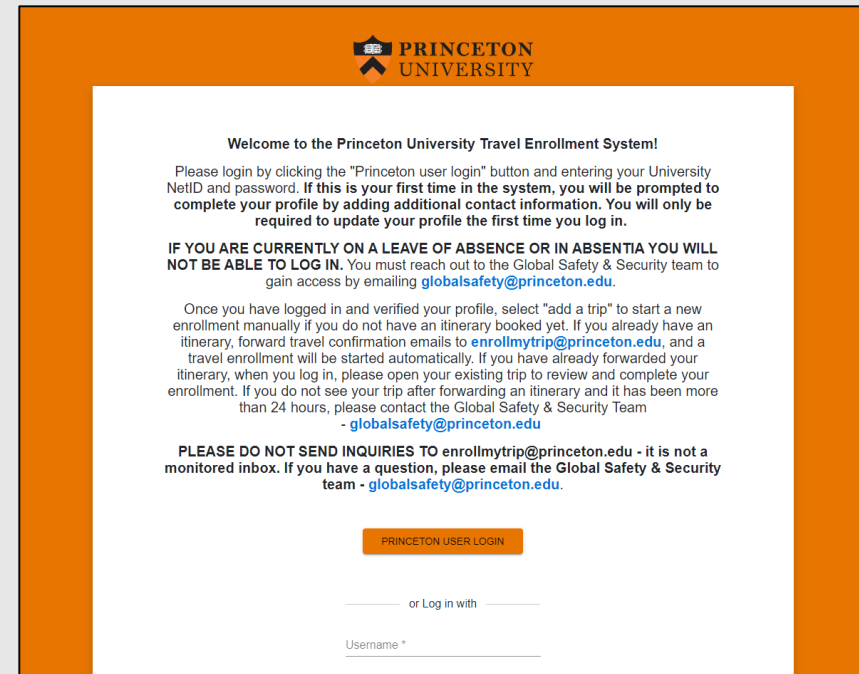
First-time users will need to confirm their profile when logging in. This is a one-time requirement, but information can be edited when needed.

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.

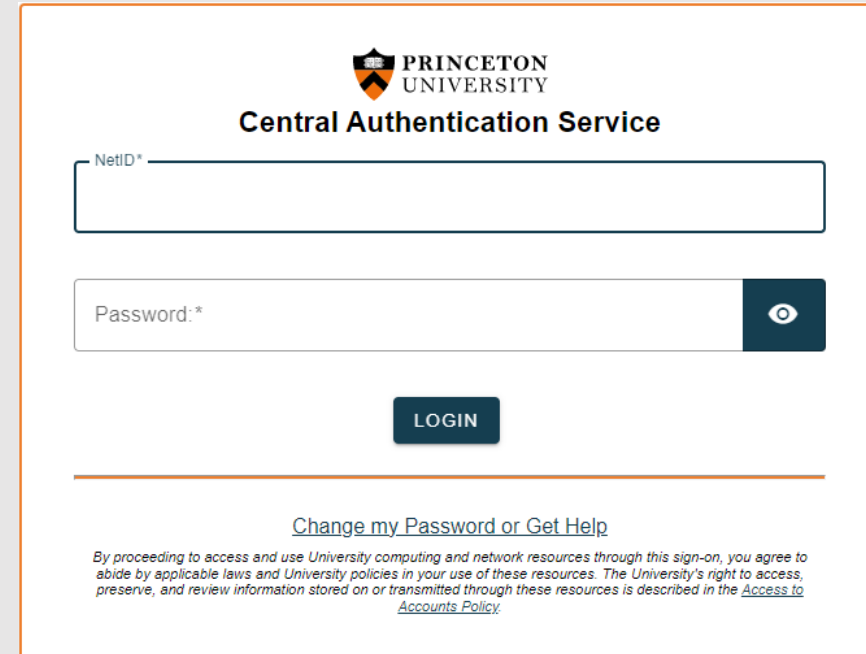
PRINCETON USER LOGIN

_____ or Log in with _____

Username *

ACCESSING THE SYSTEM

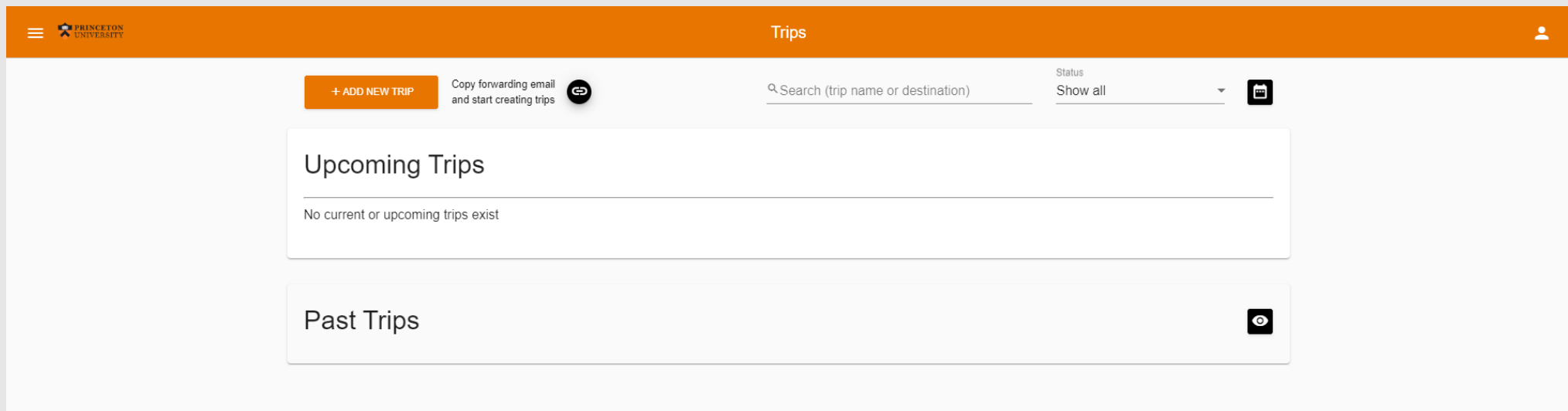
You may be asked to authenticate using your NetID, just like when accessing other University systems



The screenshot shows the Princeton University Central Authentication Service login page. 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 toggle button with an eye icon. A "LOGIN" button is centered below the fields. At the bottom, there is a link "Change my Password or Get Help" and a disclaimer: "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](#)."

ACCESSING THE SYSTEM

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



PRINCETON UNIVERSITY

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 exist

Past Trips

TRAVEL REGISTRATION WALKTHROUGH

DELEGATE TRAVEL

ADDING A DELEGATE

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

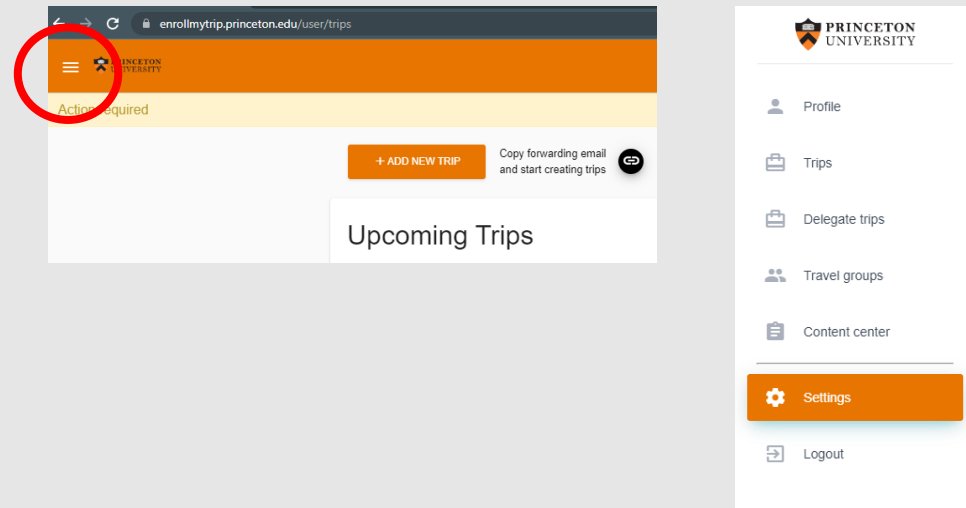
To add someone as a delegate (or to be added as a delegate), the user that will be supported (the person having travel created/managed for them) will need to add the person that will be performing the delegate role.

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.

INDIVIDUAL TRAVEL

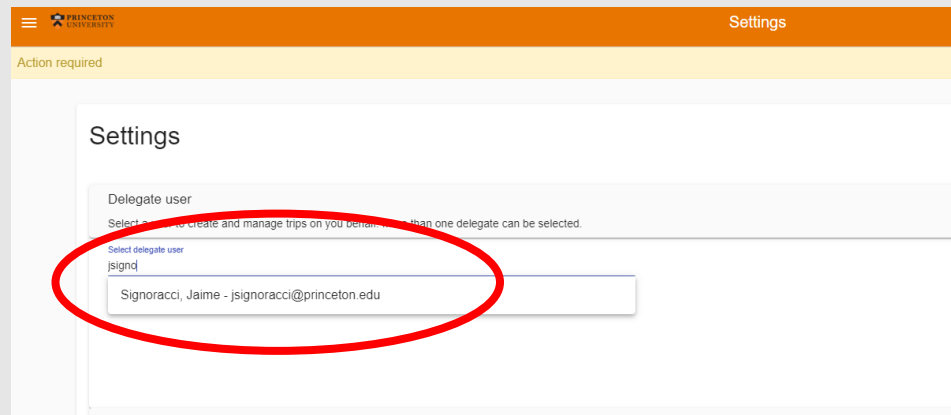
You can add someone as your delegate by navigating to the Settings page of Enroll My Trip.

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.



Settings

Action required

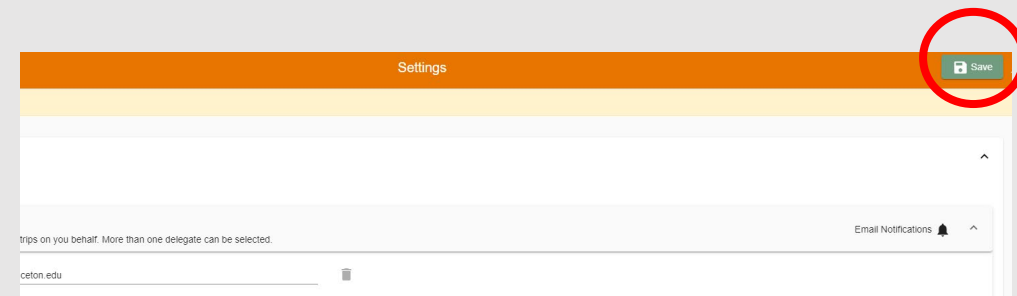
Delegate user

Select a user to create and manage trips on your behalf. More than one delegate can be selected.

Select delegate user

jsignd

Signoracci, Jaime - jsignoracci@princeton.edu



Settings

Save

trips on your behalf. More than one delegate can be selected.

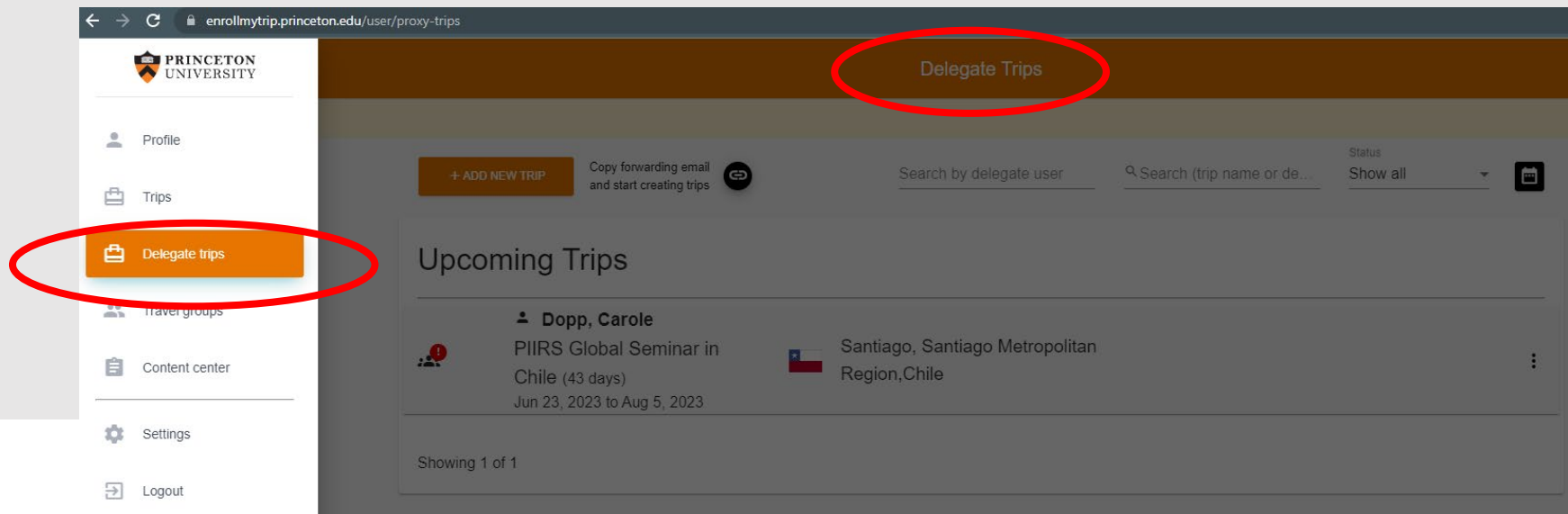
Email Notifications

princeton.edu

INDIVIDUAL TRAVEL

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.



The screenshot displays the ENROLLMYTRIP system interface. The browser address bar shows the URL `enrollmytrip.princeton.edu/user/proxy-trips`. The Princeton University logo is visible in the top left corner. A navigation menu on the left side includes options for Profile, Trips, Delegate trips (highlighted with a red circle), Travel groups, Content center, Settings, and Logout. The main content area features a header with a "Delegate Trips" tab (also highlighted with a red circle), a "+ ADD NEW TRIP" button, and search filters. Below the header, the "Upcoming Trips" section lists a trip for Carole Dopp, titled "PIIRS Global Seminar in Chile (43 days)", scheduled from June 23, 2023, to August 5, 2023, in Santiago, Chile. The interface indicates "Showing 1 of 1" results.



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