# 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 Controls compliance.
- Receive information on resources available to travelers.
- Long-term University resource planning.

**ENROLL**MY**TRIP**
TRAVEL REGISTRATION

# HOW TO ENROLL MY TRIP:
## GROUP TRAVEL PARTICIPANT

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## GROUP TRAVEL EMAIL ALERT

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

- Click the HERE link to log into the Enroll My Trip system.

Welcome to Travel Registry!

TN  TravelRegistry Notification <alerts@alerttraveler.com>
To ▮▮▮▮▮▮▮

(i) This sender alerts@alerttraveler.com is from outside your organization.

Welcome to **Travel Registry** ▮▮▮▮▮

The leader of a future group trip, ▮▮▮▮▮▮▮▮▮▮▮ has included you as a group member.

**Trip details**
**Trip Name:** Service Trip to Pakistan
**Dates:** 2024-04-22 to 2024-04-26

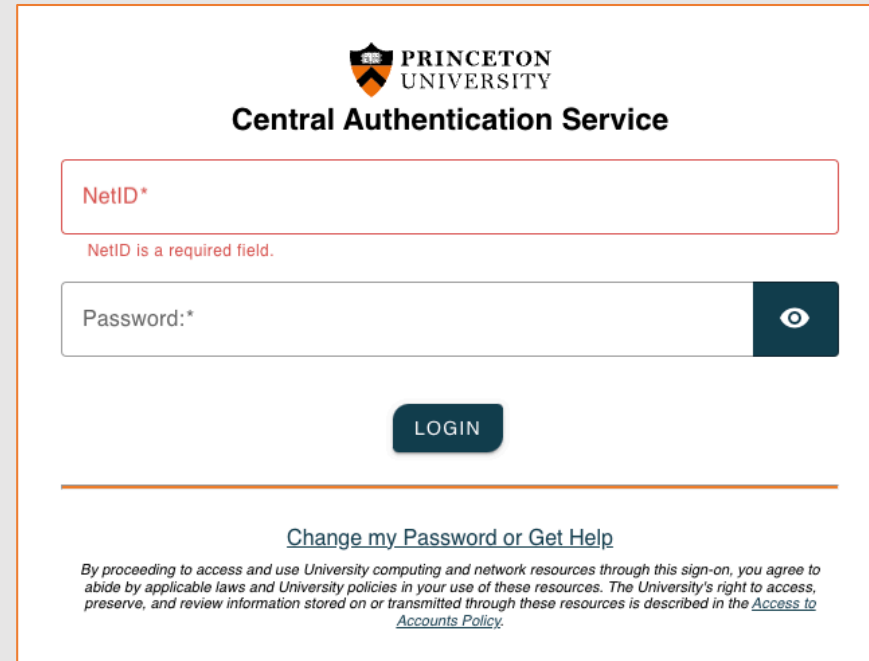Click **HERE** to login with your institution credentials and see this trip.

DO NOT REPLY TO THIS EMAIL

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## LOGGING INTO THE SYSTEM

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

- **First-time users** (upon logging in) will need to confirm their profile when logging in. This is a one-time requirement, but please note that profile information can be edited when needed and should be kept up to date.

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**Central Authentication Service**

NetID*

NetID is a required field.

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.*

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## LOGGING INTO THE SYSTEM

In the event the link from the email does <u>not</u> automatically log you in, all University students, staff, faculty, and academic administrators can access the Enroll My Trip system (https://enrollmytrip.princeton.edu) to register their travel.

Click on:  PRINCETON USER LOGIN



The system is continuing to face issues with workflow deployment and trip saving. We are awaiting further updates on resolution from the developers. Thank you for your patience.

**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.**

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

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## GROUP TRIP ITINERARY

- Once you're in the Enroll My Trip system, the **Itinerary** tab will display your group trip's registration itinerary shell (entered by your Group Travel Organizer).

## GROUP TRIP ITINERARY

- If you are traveling as a group, do not edit the itinerary. It has already been entered by your Group Travel Organizer.

- If you are not traveling as a group and you are arriving/departing on your own, add your arrival and departure flight details, as these are required.

- Click Next to proceed to the Forms tab.



Service Trip to Pakistan  ✎ Apr 22, 2024 to Apr 26, 2024  (4 days)

Description

Reason for travel *
Group - Campus Life (Athletics, Club, Student Group or Organization) ▾    View as checklist

🏠 Group Trip   📍 Itinerary   📄 Forms   Essential Content

Lahore, Punjab, Pakistan    Apr 22, 2024 - Apr 26, 2024    4    Level 3    Level 2
    Risk Rating    DOS Rating    CDC Rating

Required items are shown in red with an *. All other fields are optional.

| ✈ | Airline | | | Departure airport | Departure date | | Hr:Mn | AM | Timezone |
| | United Airlines | | | EWR | 4/22/2024 | | | | EDT |
| | Flight # | Confirmation # | Seat | Arrival airport | Arrival date | | Hr:Mn | AM | Timezone |
| | 80 | | | LHE | 4/23/2024 | | | | GMT+5 |
| 🛏 | Hotel name | | | | Checkin | Checkout | | | |
| | JW Marriott | | Confirmation # | | 4/23/2024 | 4/26/2024 | | | |
| | Address | | | Timezone | Vendor | | | | |
| ✈ | Airline | | | Departure airport | Departure date | | Hr:Mn | AM | Timezone |
| | United Airlines | | | LHE | 4/26/2024 | | | | GMT+5 |
| | Flight # | Confirmation # | Seat | Arrival airport | Arrival date | | Hr:Mn | AM | Timezone |
| | 22 | | | EWR | 4/26/2024 | | | | EDT |

💼 Add Transit/Lodging type ▾

‹ Previous        💾 Save and Finish        Next ›

## FORMS

- On the **Forms** tab, answer a few important Trip Questions and some questions on Export Control matters.

- **If you're a student**, you'll have a different set of Trip Questions, which will include some questions related to SAFE Funding.

- Click Next to proceed to the **Essential Content** tab.



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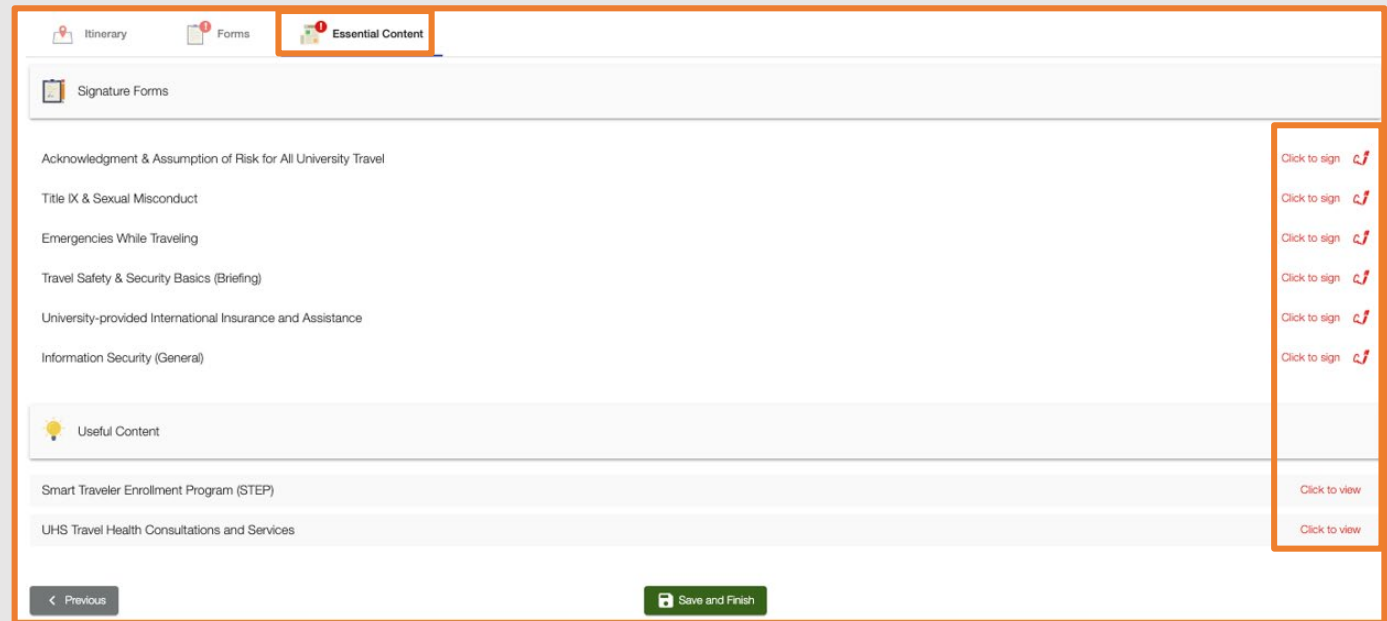GLOBAL SAFETY & SECURITY

## ESSENTIAL CONTENT

- The **Essential Content** tab contains important information on University policies and resources, like international insurance, and **requires** digital signature acknowledgements from all Princeton travelers.

- Each task will change from red to green once complete.



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**STOP** CERTIFICATIONS & EXCEPTIONS

Approval required

- If the trip requires a completed Certification or approved Exception, the "**file upload**" will be visible just below the Useful Content section on the **Essential Content** tab.

- <u>This is where the completed Certification & Exception form should be uploaded. Group Travel Organizers should provide this completed form to all travelers.</u>

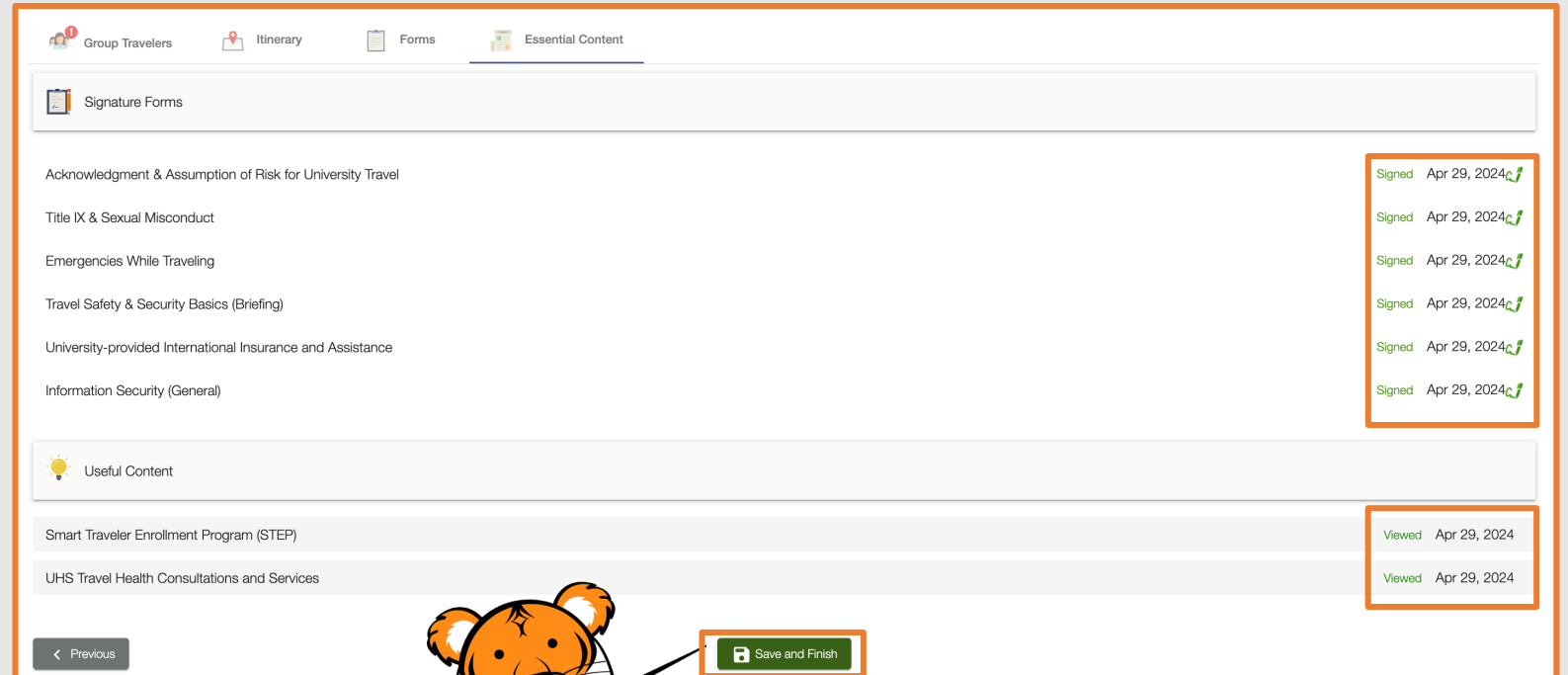- **CAT A** locations will <u>not</u> have this field.

# ESSENTIAL CONTENT: COMPLETED

- Once all tasks on the **Essential Content** tab are completed, it will look like this.
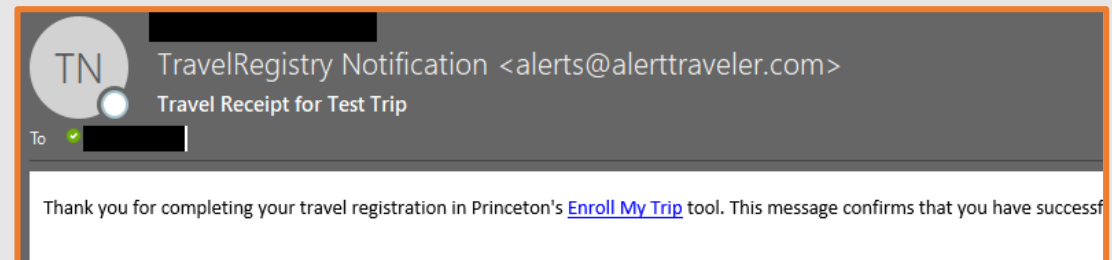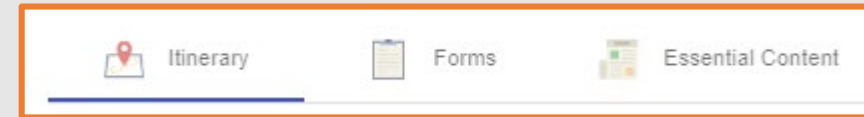
- Don't forget to click **Save & Finish**.

**Group Travelers**  **Itinerary**  **Forms**  **Essential Content**

📋 Signature Forms

| | |
|---|---|
| Acknowledgment & Assumption of Risk for University Travel | Signed  Apr 29, 2024 |
| Title IX & Sexual Misconduct | Signed  Apr 29, 2024 |
| Emergencies While Traveling | Signed  Apr 29, 2024 |
| Travel Safety & Security Basics (Briefing) | Signed  Apr 29, 2024 |
| University-provided International Insurance and Assistance | Signed  Apr 29, 2024 |
| Information Security (General) | Signed  Apr 29, 2024 |

💡 Useful Content

| | |
|---|---|
| Smart Traveler Enrollment Program (STEP) | Viewed  Apr 29, 2024 |
| UHS Travel Health Consultations and Services | Viewed  Apr 29, 2024 |

‹ Previous                    💾 Save and Finish

## COMPLETED REGISTRATION

- **Remember, you must complete all required fields for your trip to be registered.** You will no longer see the red exclamation icon on the tabs or any red font/asterisks in required fields only when complete.

- You will soon receive an automated email message confirming completion.



TN — TravelRegistry Notification <alerts@alerttraveler.com>
**Travel Receipt for Test Trip**

To

Thank you for completing your travel registration in Princeton's Enroll My Trip tool. This message confirms that you have successf

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## GS&S QUICK LINKS

Global Safety & Security website

Global Safety & Security Policy

Enroll My Trip system

Certifications & Exceptions (including instructions, forms, and FAQs)

Destination Risk Reports

Emergencies

Contact GS&S at globalsafety@princeton.edu.

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