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.
HOW TO ENROLL MY TRIP:
GROUP TRAVEL PARTICIPANT
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!

Welcome to Travel Registry

The leader of a future group trip [redacted] 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 log in with your institution credentials and see this trip.

DO NOT REPLY TO THIS EMAIL
• 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.
In the event the link from the email does not 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
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.
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.
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.
• 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.

• This is where the completed Certification & Exception form should be uploaded. Group Travel Organizers should provide this completed form to all travelers.

• CAT A locations will not have this field.
Once all tasks on the **Essential Content** tab are completed, it will look like this.

Don't forget to click **Save & Finish**.
• 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.
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.