



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.

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!



TravelRegistry Notification <alerts@alerttraveler.com>

To [REDACTED]

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

Welcome to **Travel Registry** [REDACTED]

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 login with your institution credentials and see this trip.

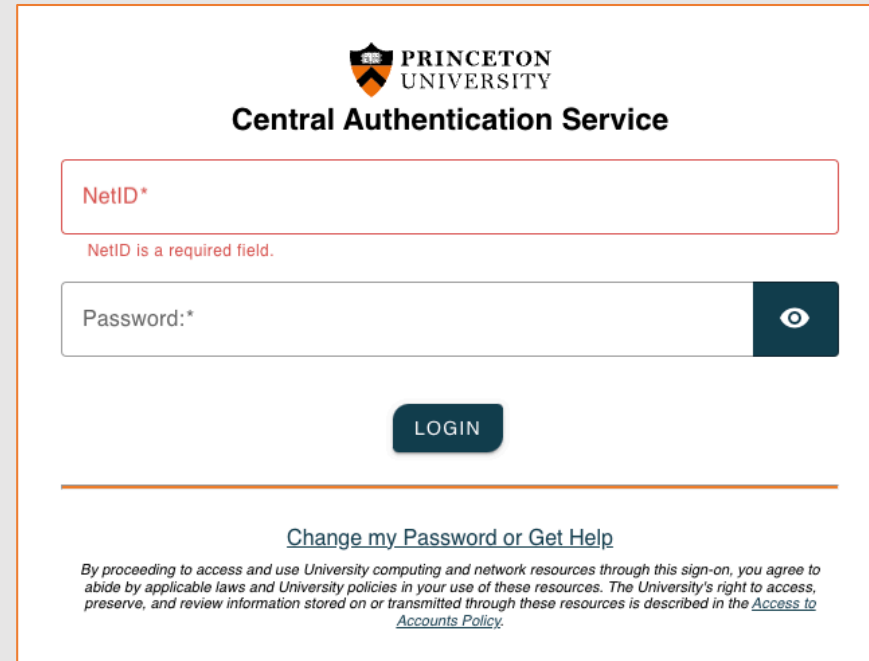
DO NOT REPLY TO THIS EMAIL



TERRADOTTA

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.



The screenshot shows the Princeton University Central Authentication Service login page. At the top, the Princeton University logo and name are displayed. Below the logo is the text "Central Authentication Service". There are two input fields: "NetID*" and "Password:*". The "NetID*" field has a red border and a red error message below it that says "NetID is a required field." The "Password:*" field has a dark blue eye icon on the right side. Below the input fields is a dark blue "LOGIN" button. At the bottom of the page, there is a link that says "Change my Password or Get Help" and a small disclaimer text: "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](#)."



LOGGING INTO THE SYSTEM

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



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

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).

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 Risk Rating
3 Level 3 DOS Rating
2 Level 2 CDC Rating

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

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

Add Transit/Lodging type

< Previous
Save and Finish
Next >



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 Risk Rating 3 Level 3 DOS Rating 2 Level 2 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	Timezone
80			LHE	4/23/2024	GMT+5
Hotel name	Confirmation #	Checkin	Checkout		
JW Marriott		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	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.

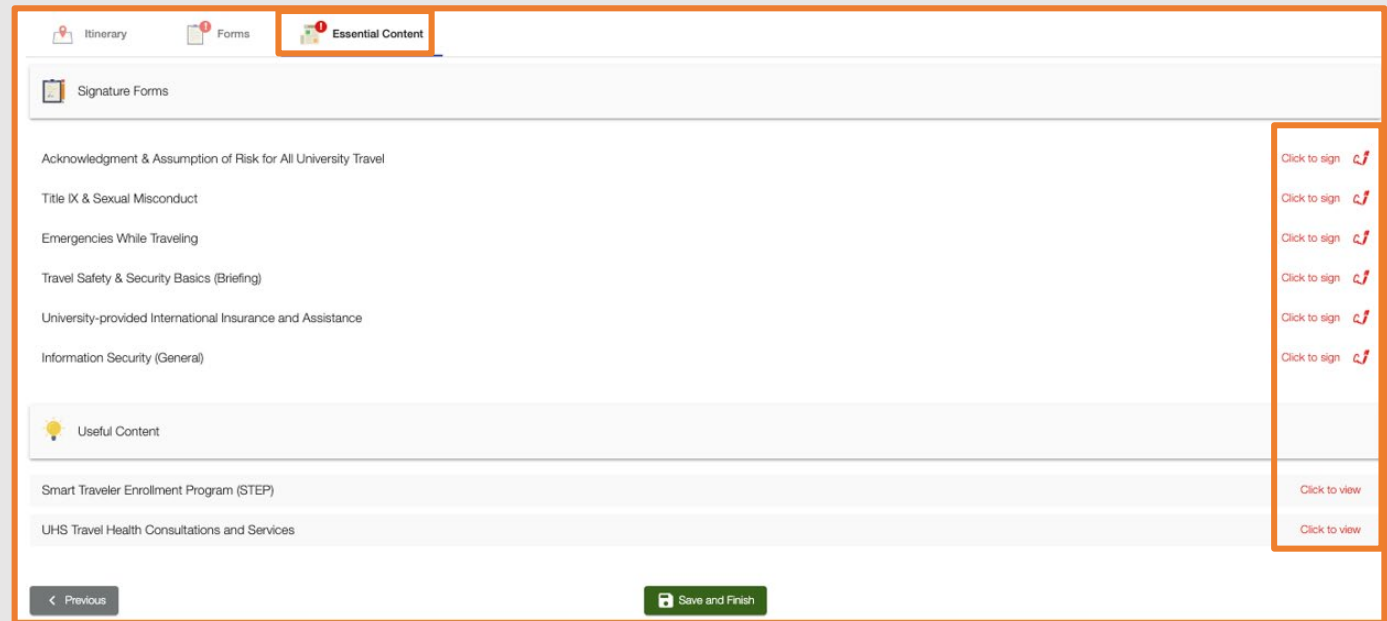
The screenshot displays the 'Forms' tab in the ENROLLMYTRIP system. It features three main sections, each with a progress indicator:

- Trip Questions (All University Travel)**: Completed 0 of 3.
- Graduate Student Status**: Completed 0 of 1.
- Export Control Questions**: Completed 0 of 4.

At the bottom of the form, there are navigation buttons: '< Previous', 'Save and Finish', and 'Next >'. A cartoon tiger character is positioned at the bottom right, pointing towards the 'Next >' button.

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.



The screenshot shows the 'Essential Content' tab in the ENROLLMYTRIP system. The interface includes a navigation bar with 'Itinerary', 'Forms', and 'Essential Content' tabs. Below the navigation bar, there are two main sections: 'Signature Forms' and 'Useful Content'. The 'Signature Forms' section lists several items, each with a 'Click to sign' button and a red checkmark icon. The 'Useful Content' section lists 'Smart Traveler Enrollment Program (STEP)' and 'UHS Travel Health Consultations and Services', each with a 'Click to view' button. At the bottom of the page, there are 'Previous' and 'Save and Finish' buttons.

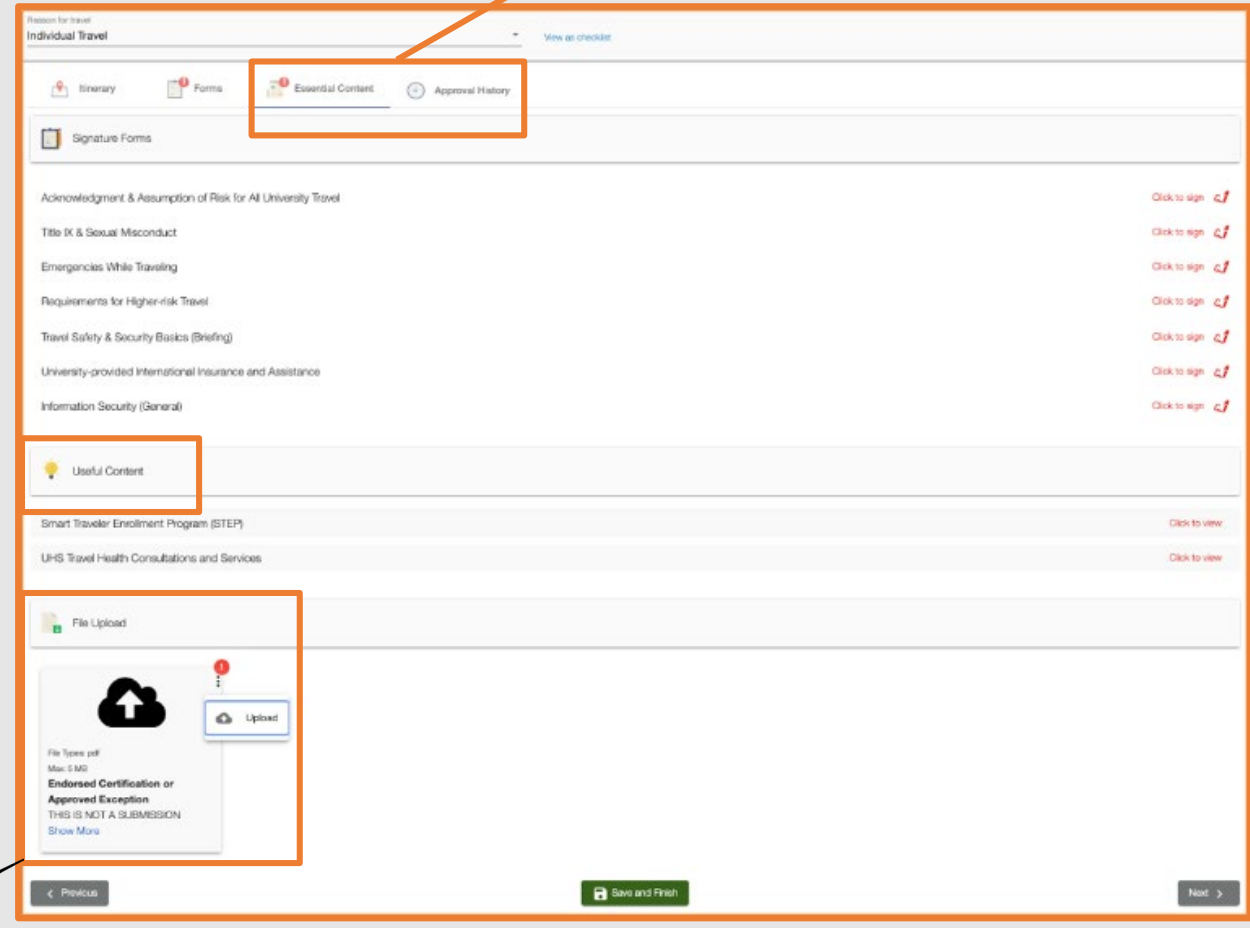
Section	Item	Action
Signature Forms	Acknowledgment & Assumption of Risk for All University Travel	Click to sign
	Title IX & Sexual Misconduct	Click to sign
	Emergencies While Traveling	Click to sign
	Travel Safety & Security Basics (Briefing)	Click to sign
	University-provided International Insurance and Assistance	Click to sign
	Information Security (General)	Click to sign
Useful Content	Smart Traveler Enrollment Program (STEP)	Click to view
	UHS Travel Health Consultations and Services	Click to view

STOP CERTIFICATIONS & EXCEPTIONS

- 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.



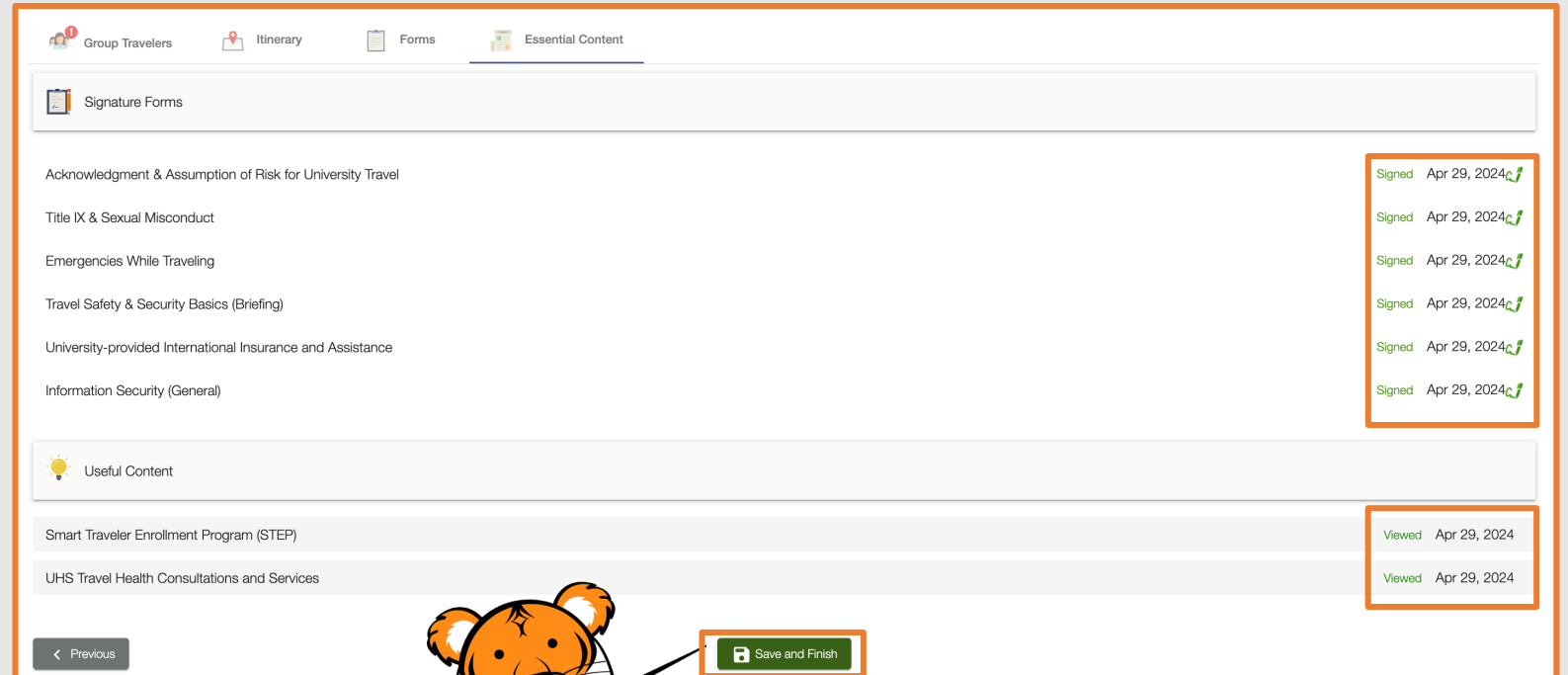
Approval required



The screenshot displays the 'Individual Travel' page with the 'Essential Content' tab selected. The 'File Upload' section is highlighted with an orange box, showing a file named 'File Toes.pdf' with a maximum size of 5 MB. A red notification icon is present above the 'Upload' button. The text below the file name reads: 'Endorsed Certification or Approved Exception THIS IS NOT A SUBMISSION Show More'. The 'Approval History' tab is also highlighted with an orange box, and an orange callout box labeled 'Approval required' points to it. Other sections include 'Useful Content', 'Smart Traveler Enrollment Program (STEP)', and 'UHS Travel Health Consultations and Services'. Navigation buttons for 'Previous', 'Save and Finish', and 'Next' are visible at the bottom.

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**.



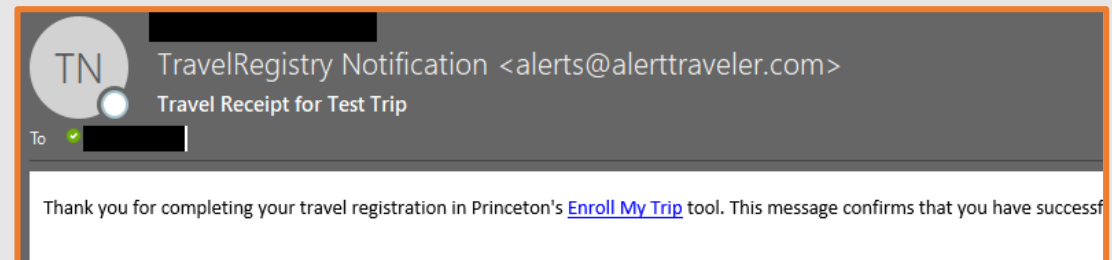
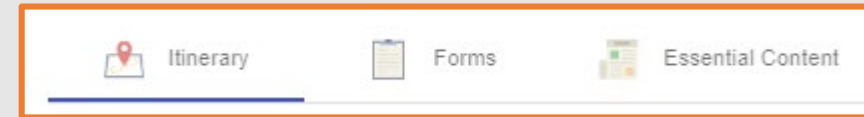
The screenshot displays the 'Essential Content' tab in the ENROLLMYTRIP system. The navigation bar at the top includes 'Group Travelers', 'Itinerary', 'Forms', and 'Essential Content'. The main content area is divided into two sections: 'Signature Forms' and 'Useful Content'. The 'Signature Forms' section lists six items, each with a 'Signed Apr 29, 2024' status and a green checkmark icon. The 'Useful Content' section lists two items, each with a 'Viewed Apr 29, 2024' status and a green checkmark icon. A 'Save and Finish' button is located at the bottom right of the page, highlighted by a red box. A cartoon tiger character is positioned at the bottom center, pointing towards the 'Save and Finish' button.

Item	Status	Date
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
Smart Traveler Enrollment Program (STEP)	Viewed	Apr 29, 2024
UHS Travel Health Consultations and Services	Viewed	Apr 29, 2024



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.



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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