



# 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 ORGANIZER**

*Department or Program Staff*  
or  
*Faculty or Trip Leader*



## ACCESSING THE SYSTEM

All University students, staff, faculty, and academic administrators can use 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.**

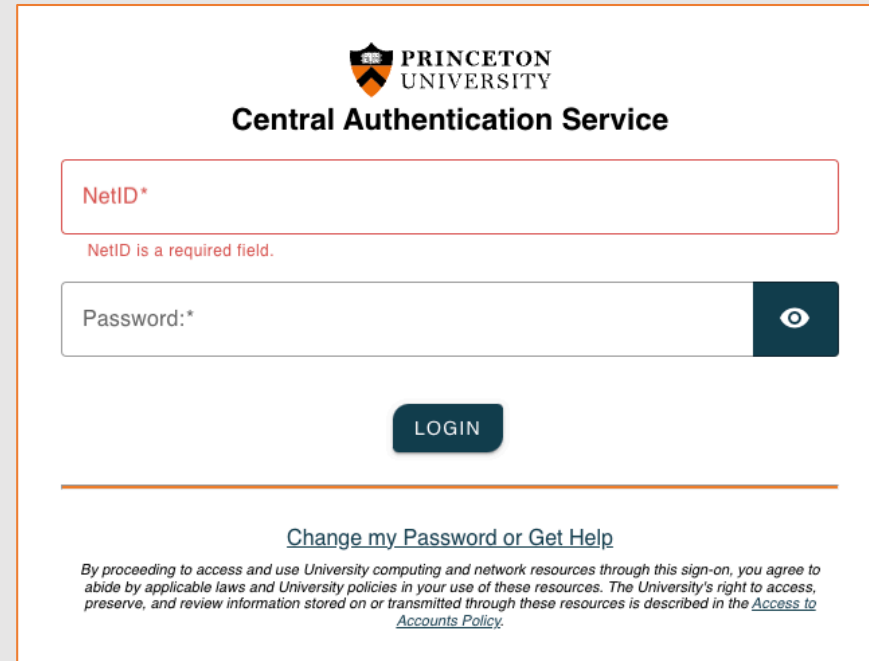
Once you have logged in and verified your profile, select "add a trip" to start a new enrollment manually if you do not have an itinerary booked yet. If you already have an itinerary, forward travel confirmation emails to [enrollmytrip@princeton.edu](mailto:enrollmytrip@princeton.edu), and a travel enrollment 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](mailto:globalsafety@princeton.edu)

**PLEASE DO NOT SEND INQUIRIES TO [enrollmytrip@princeton.edu](mailto:enrollmytrip@princeton.edu) - it is not a monitored inbox. If you have a question, please email the Global Safety & Security team - [globalsafety@princeton.edu](mailto:globalsafety@princeton.edu).**

PRINCETON USER LOGIN

## LOGGING INTO THE SYSTEM

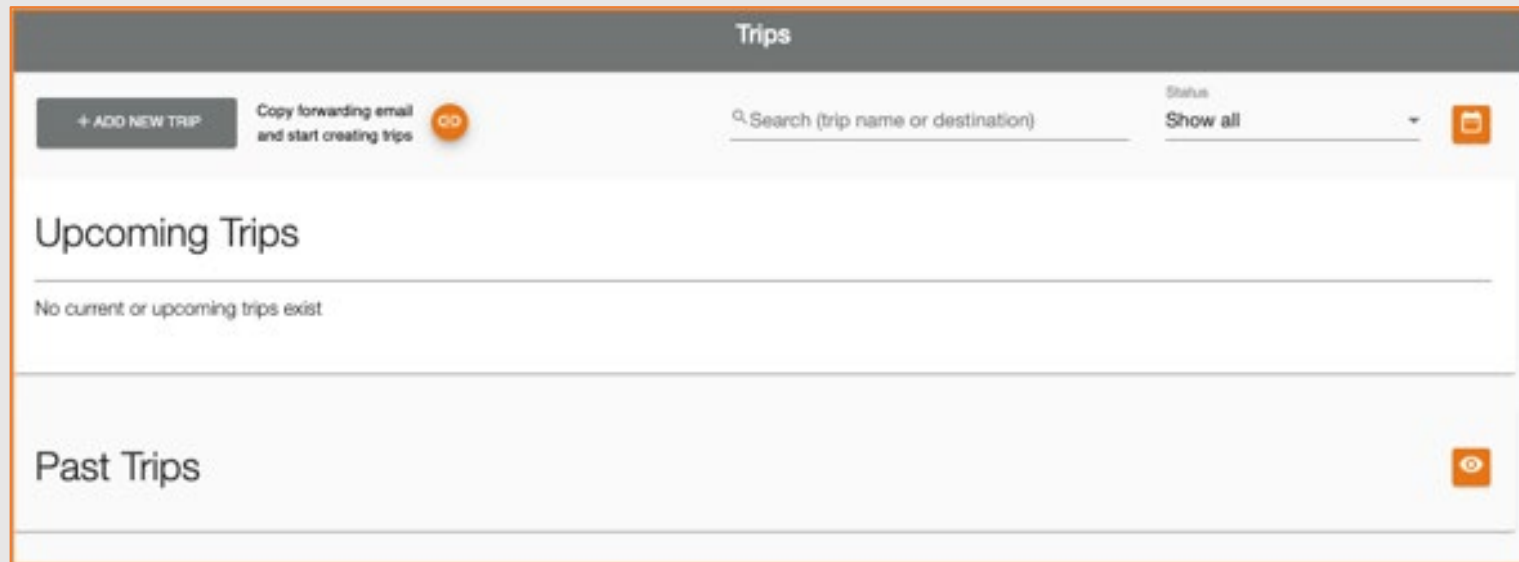
- You may be asked to authenticate using your NetID, just like when accessing other University systems.
- **First-time users** (upon logging in) will need to confirm their profile when logging in. This is a one-time requirement, but please note that profile information can be edited when needed and should be kept up to date.



The screenshot shows the Princeton University Central Authentication Service login page. At the top is the Princeton University logo and the text "Central Authentication Service". Below this is a "NetID\*" input field with a red border and a red error message "NetID is a required field." underneath it. Below the NetID field is a "Password:\*" input field with a dark blue eye icon on the right side. Below the password field is a dark blue "LOGIN" button. At the bottom of the page, there is a link "Change my Password or Get Help" and a small 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](#)."

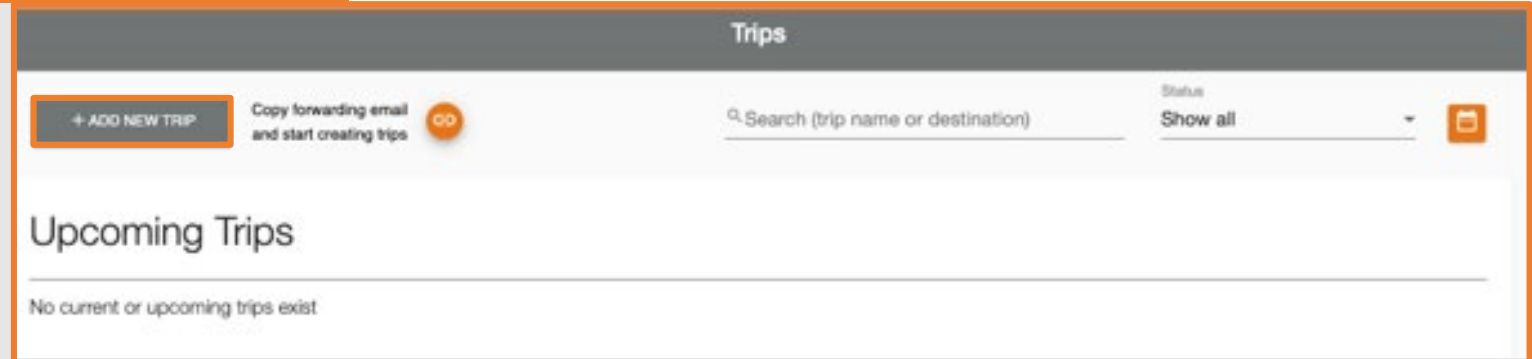
## DASHBOARD

Once you're logged in, your dashboard will display trips that you've created, been added to as a participant, and any previous trips that you've registered.



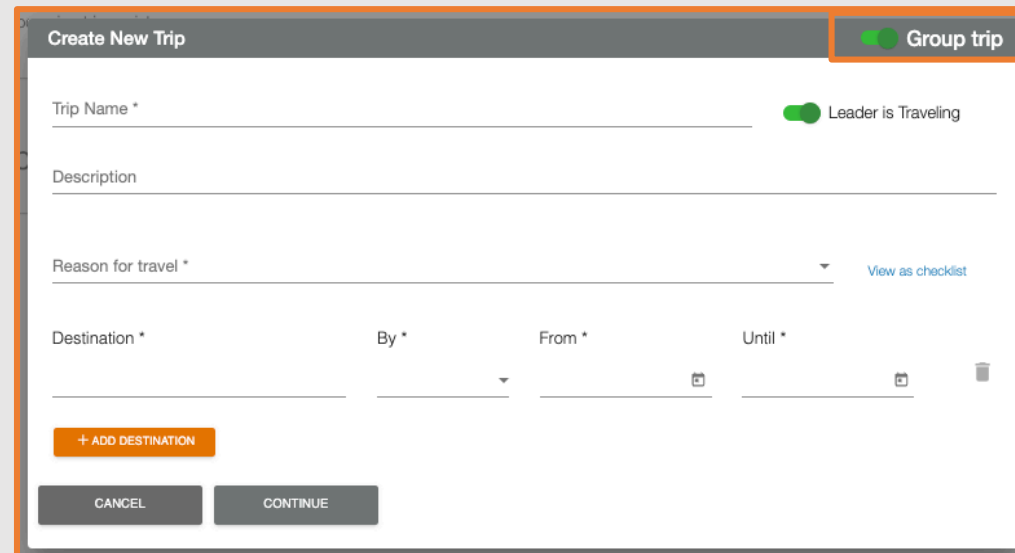
## CREATING A NEW GROUP TRIP

- Click the **Add New Trip** button to create a new travel registration.



The screenshot shows the 'Trips' dashboard. At the top left, there is a '+ ADD NEW TRIP' button. To its right, there is a link 'Copy forwarding email and start creating trips' with a 'CO' icon. A search bar contains the text 'Search (trip name or destination)'. On the right, there is a 'Status' dropdown menu set to 'Show all' and a notification icon. Below the search bar, the section is titled 'Upcoming Trips' and contains the text 'No current or upcoming trips exist'.

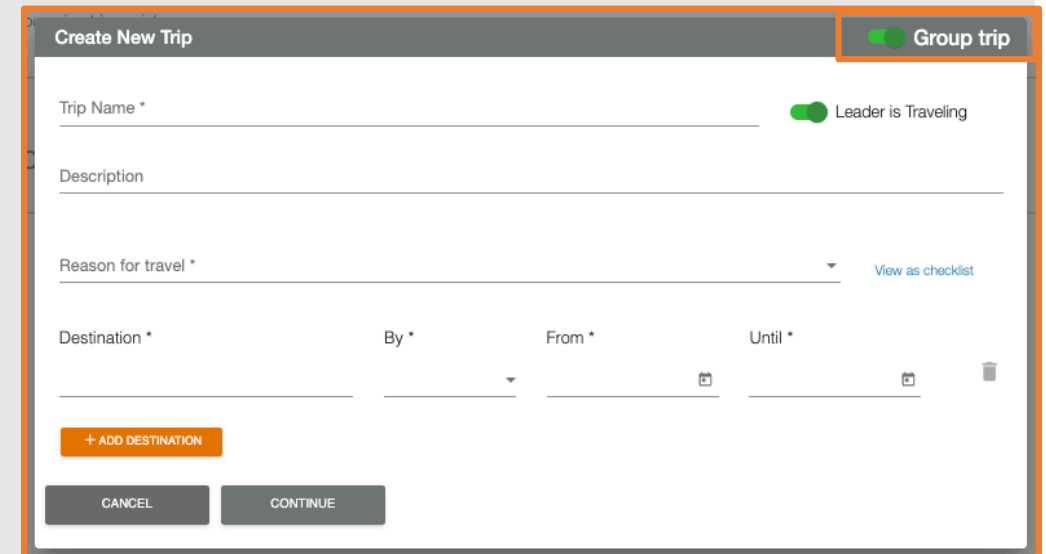
- STOP!** Please check if you see the **Group Trip** button in the top right.



The screenshot shows the 'Create New Trip' form. At the top right, there is a 'Group trip' toggle switch which is turned on. The form fields include: 'Trip Name \*' with a 'Leader is Traveling' toggle switch; 'Description'; 'Reason for travel \*' with a 'View as checklist' link; 'Destination \*', 'By \*', 'From \*', and 'Until \*' fields with calendar icons; an '+ ADD DESTINATION' button; and 'CANCEL' and 'CONTINUE' buttons at the bottom.

## CREATING A NEW GROUP TRIP

- If you see the **Group Trip** toggle button, click the toggle and continue.
- If you do not see the **Group Trip** toggle button, you do not yet have group trip creation permissions. You must email [globalsafety@princeton.edu](mailto:globalsafety@princeton.edu) to request group trip creation permissions. This must be done at this stage, as trips cannot be changed to "group" status later on. Once you are granted permission, please log back in, click the **Group Trip** toggle, and continue.

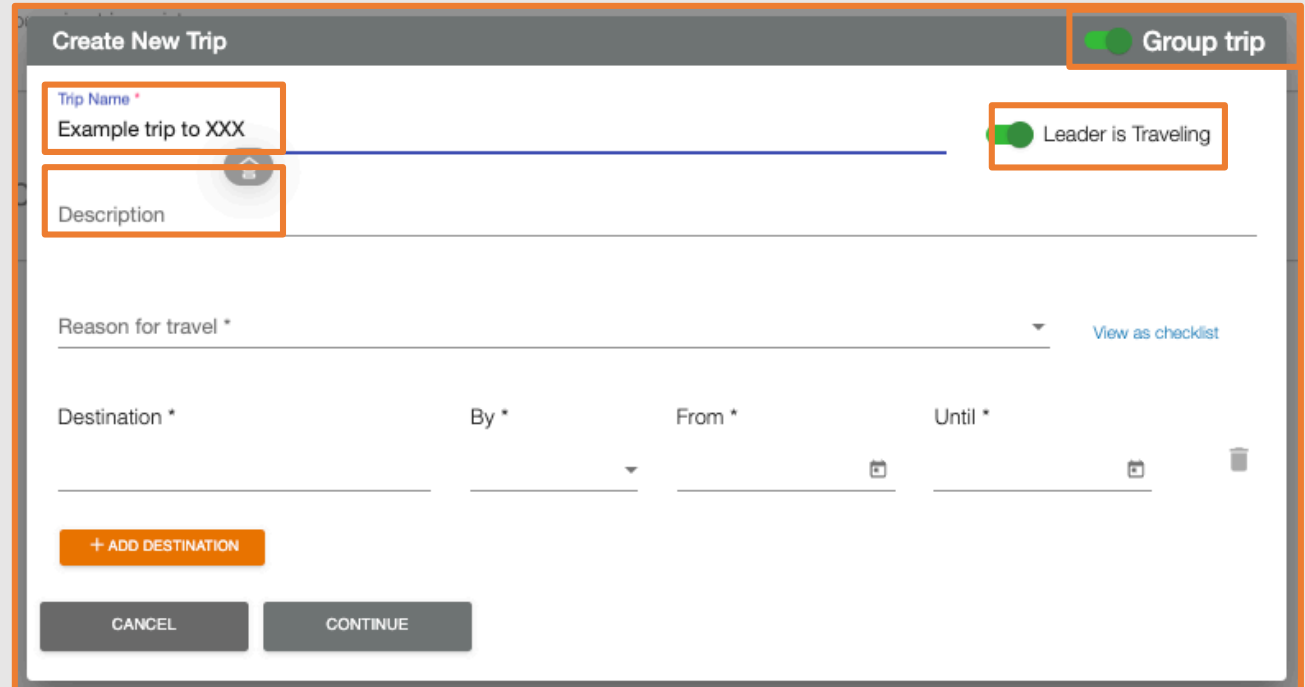


The screenshot shows the 'Create New Trip' form. At the top right, there is a toggle switch labeled 'Group trip' which is turned on (green). The form fields include: 'Trip Name \*' with a 'Leader is Traveling' toggle; 'Description'; 'Reason for travel \*' with a 'View as checklist' link; 'Destination \*', 'By \*', 'From \*', and 'Until \*' fields with a '+ ADD DESTINATION' button below them; and 'CANCEL' and 'CONTINUE' buttons at the bottom.



## CREATING A NEW GROUP TRIP

- Complete the **Trip Name** and the optional **Description** fields.
- The **Trip Name** field will allow you to easily navigate amongst various trips you may have in the system.
- Please note that **Leader** refers to the person who can access the group trip registration, modify as needed, and monitor progress. If this is you, click the toggle.



The screenshot shows the 'Create New Trip' form. At the top right, there is a toggle switch labeled 'Group trip' which is turned on. The 'Trip Name' field contains 'Example trip to XXX' and is highlighted with an orange box. Below it, the 'Description' field is also highlighted with an orange box. To the right of the 'Trip Name' field, there is a toggle switch labeled 'Leader is Traveling' which is turned on and highlighted with an orange box. Below these fields, there is a 'Reason for travel' dropdown menu with a 'View as checklist' link. Further down, there are fields for 'Destination', 'By', 'From', and 'Until', each with a dropdown menu and a calendar icon. At the bottom, there is an orange button labeled '+ ADD DESTINATION' and two grey buttons labeled 'CANCEL' and 'CONTINUE'.



## CREATING A NEW GROUP TRIP

- Select the **Reason for Travel**.
- We advise using one of the "group" options highlighted here. This can always be changed later, so select the best option as it relates to the group trip being registered.



Create New Trip Group trip

Trip Name \*  
Example trip to XXX Leader is Traveling

Description

Reason for travel \*

- Conference (Attendee)
- Conference (Speaker/Panelist)
- Group - Academic (incl. Credit-bearing)
- Group - Campus Life (Athletics, Club, Student Group or Organization)
- Individual Internship, Service, or Volunteering

[View as checklist](#)



## CREATING A NEW GROUP TRIP

- Enter your **Destination(s)**. You can always add additional destinations later.
- When entering destinations, **ONLY** enter locations where you will be staying overnight.
- Day trips and transit stops should **not** be added as separate destinations.



**Create New Trip** Group trip

Trip Name \*  
Example trip to XXX Leader is Traveling

Description  
Test

Reason for travel \*  
Group - Academic (incl. Credit-bearing) View as checklist

Destination \*  
marra

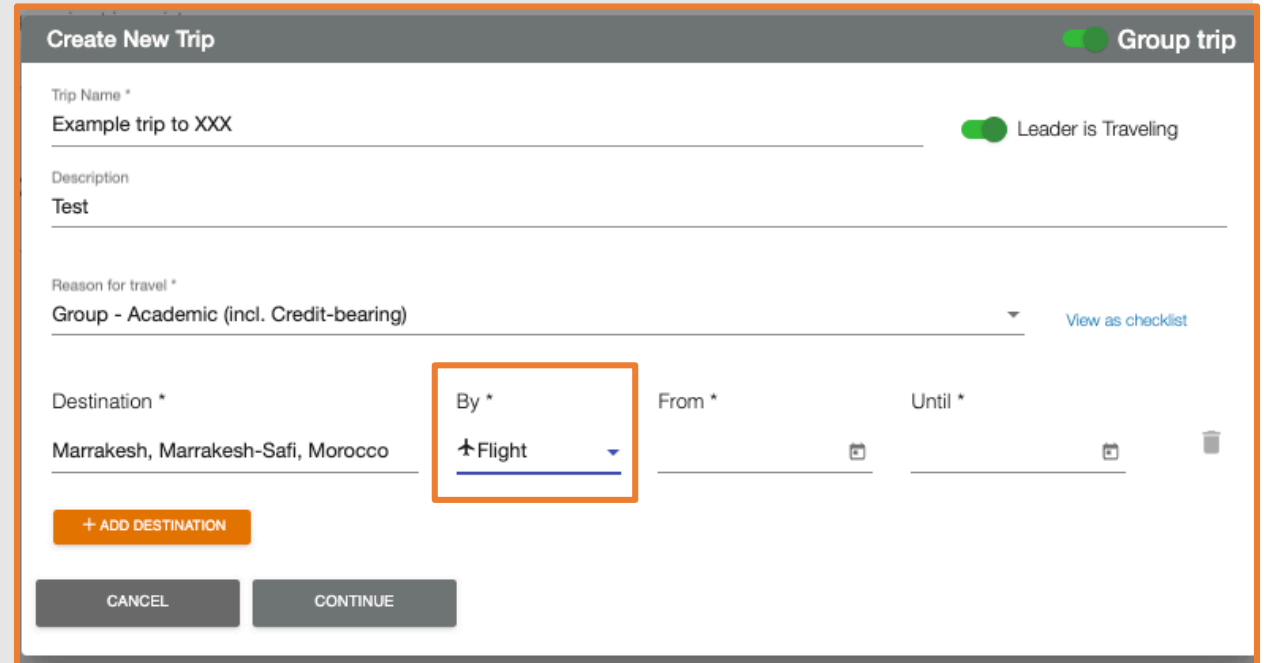
- Marrakesh Morocco
- Marratxi Spain
- Marradi Metropolitan City of Florence, Italy
- Marrazes Portugal
- Marrawah TAS, Australia

By \* From \* Until \*

Many destinations  
will auto-populate

## CREATING A NEW GROUP TRIP

- Select the **primary transport method** for arriving to the destination you have chosen. Options include: flight, rail, bus, car, and ship.
- This will create a corresponding field below, which can be modified, if needed. You can also add other means of transport, if, for example, transport to your destination requires two forms of transport (e.g., flight and train).



The screenshot shows the 'Create New Trip' form with the following fields and options:

- Trip Name \***: Example trip to XXX
- Description**: Test
- Reason for travel \***: Group - Academic (incl. Credit-bearing)
- Destination \***: Marrakesh, Marrakesh-Safi, Morocco
- By \***: Flight (highlighted in an orange box)
- From \***: (empty field)
- Until \***: (empty field)
- Leader is Traveling**: (checked)
- + ADD DESTINATION**: (button)
- CANCEL** and **CONTINUE**: (buttons)



## CREATING A NEW GROUP TRIP

**From** is the date you depart your home location.

**Until** is the date you return to your home location or travel to your next overnight destination on your itinerary.



**Create New Trip** Group trip

Trip Name \*  
Example trip to XXX Leader is Traveling

Description  
Test

Reason for travel \*  
Group - Academic (incl. Credit-bearing) View as checklist

Destination \* By \* From \* Until \*

Marrakesh, Marrakesh-Safi, Morocco ✈ Flight 4/26/2024 4/30/2024


+ ADD DESTINATION

CANCEL CONTINUE

APR 2024 < >

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## CREATING A NEW GROUP TRIP

- If you have an additional overnight destination, simply click **+ADD DESTINATION**.
- To remove a destination, click on the  icon.
- Click **Continue** to create the trip registration shell.



### Create New Trip

Group trip

Trip Name \*  
Example trip to XXX  Leader is Traveling

Description  
Test

Reason for travel \*  
Group - Academic (incl. Credit-bearing) [View as checklist](#)

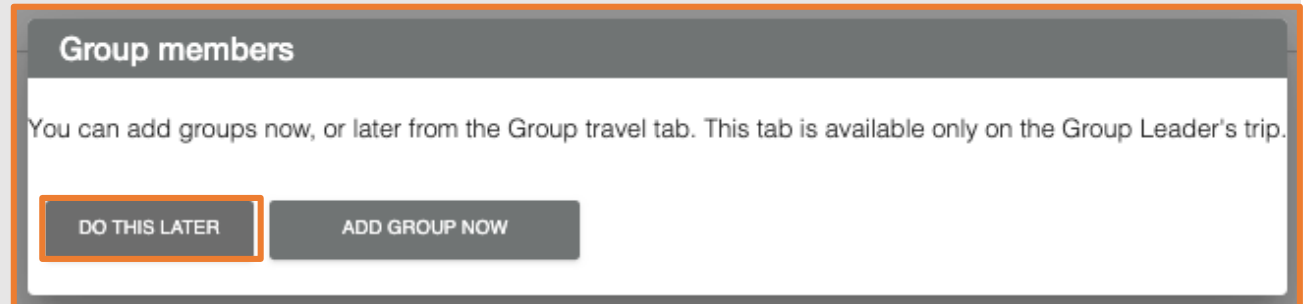
Destination *	By *	From *	Until *	
Marrakesh, Marrakesh-Safi, Morocco	✈ Flight	4/26/2024	4/30/2024	
Amman, Amman Governorate, Jordan	✈ Flight	4/30/2024	5/4/2024	

**+ ADD DESTINATION**

**CANCEL** **CONTINUE**

## ADDING TRAVELERS

- Next, you'll be asked if you want to add your group travelers now or later.
- **You can do either**, but **we suggest adding travelers later** after you finish adding the itinerary details. You can apply itinerary details to all travelers once you add them later. We'll come back to this.



**Group members**

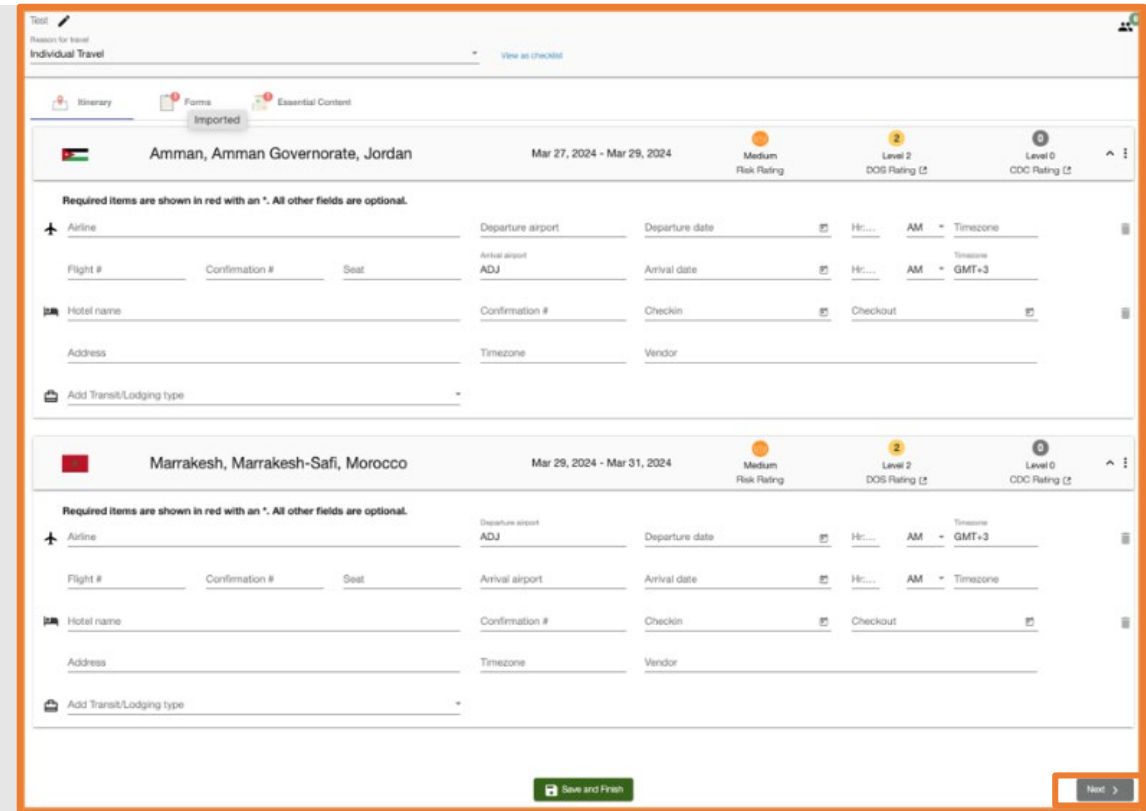
You can add groups now, or later from the Group travel tab. This tab is available only on the Group Leader's trip.

**DO THIS LATER** **ADD GROUP NOW**

## ITINERARY

- Next, you will see your travel registration shell that's been created.
- This is the **Itinerary** tab. For each of your overnight destinations, add the itinerary details. Only transport and lodging fields are **required**. Do not add daytrip itineraries. Be sure to add your return flight(s).
- When finished, click **Next**.

**Example:** If flying into Osaka and then taking a train to Nagoya to stay overnight, this flight and train would be added in relation to Nagoya as the overnight destination. Travel from Nagoya to another overnight destination like Tokyo would be added in relation to Tokyo as the additional destination.



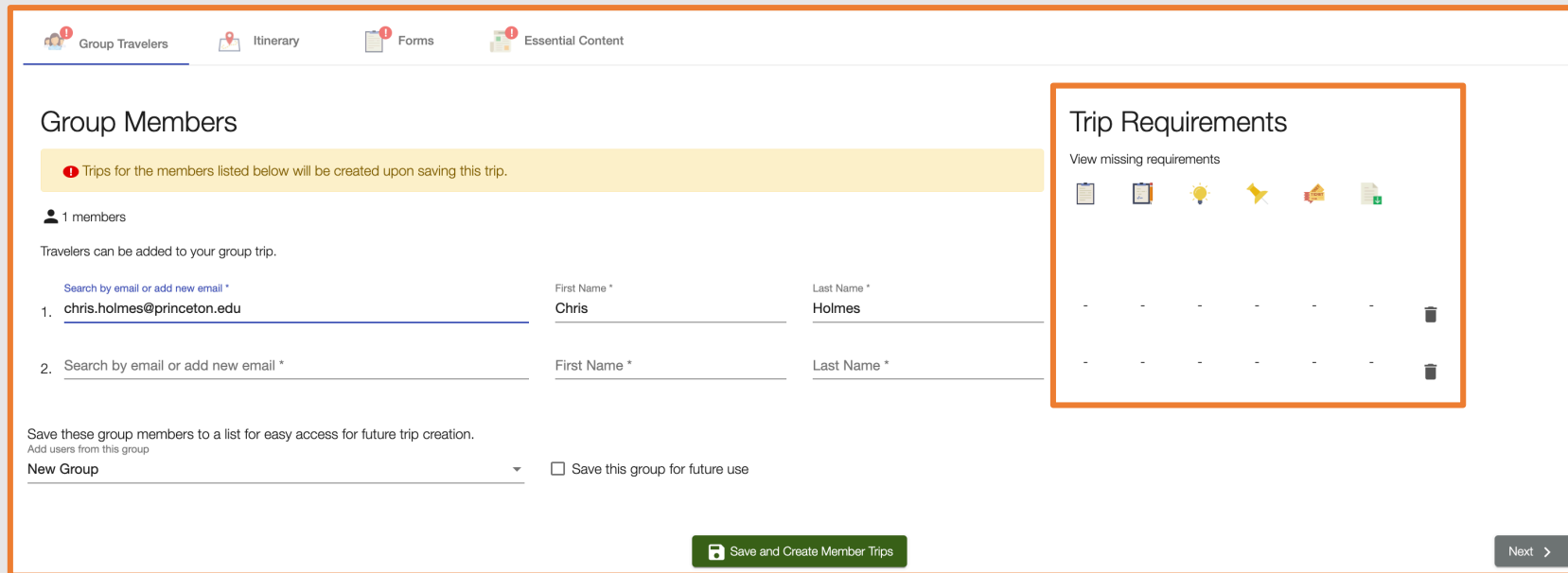
The screenshot displays the 'Itinerary' tab in the ENROLLMYTRIP system. It shows two travel entries for 'Individual Travel'. The first entry is for Amman, Amman Governorate, Jordan, from Mar 27, 2024 to Mar 29, 2024, with a Medium Risk Rating, Level 2 DOS Rating, and Level 0 CDC Rating. The second entry is for Marrakesh, Marrakesh-Safi, Morocco, from Mar 29, 2024 to Mar 31, 2024, with a Medium Risk Rating, Level 2 DOS Rating, and Level 0 CDC Rating. Each entry includes fields for Airline, Flight #, Confirmation #, Seat, Departure/Arrival airports, Departure/Arrival dates, and times. Required items are highlighted in red. A 'Save and Finish' button is visible at the bottom left, and a 'Next' button is at the bottom right.

You can apply itinerary details to all group trip participant registrations when you edit/save information on the Itinerary tab. However, if travelers are traveling independently and not as a group, they can add their own separate itinerary details.



## GROUP TRAVELERS

- This is the **Group Travelers** tab. Here, you can add or remove travelers and monitor progress on completing required tasks on the **Forms** and **Essential Content** tabs.



Group Travelers Itinerary Forms Essential Content

### Group Members

Trips for the members listed below will be created upon saving this trip.

1 members

Travelers can be added to your group trip.

Search by email or add new email \* First Name \* Last Name \*

1. chris.holmes@princeton.edu Chris Holmes

2. Search by email or add new email \* First Name \* Last Name \*

Save these group members to a list for easy access for future trip creation.  
Add users from this group

New Group  Save this group for future use

Save and Create Member Trips Next >

### Trip Requirements

View missing requirements

Icons: Document, Calendar, Lightbulb, Arrow, Home, Document with checkmark

-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-


## GROUP TRAVELERS


- The **Trip Requirements** side of the page shows pending required items for your travelers.
- Each column tracks a different types of information. Typically, we're looking at the itinerary, forms, and digital signature requirements.
- "-" denotes no pending actions.


### Trip Requirements


SEND REMINDER


View missing requirements













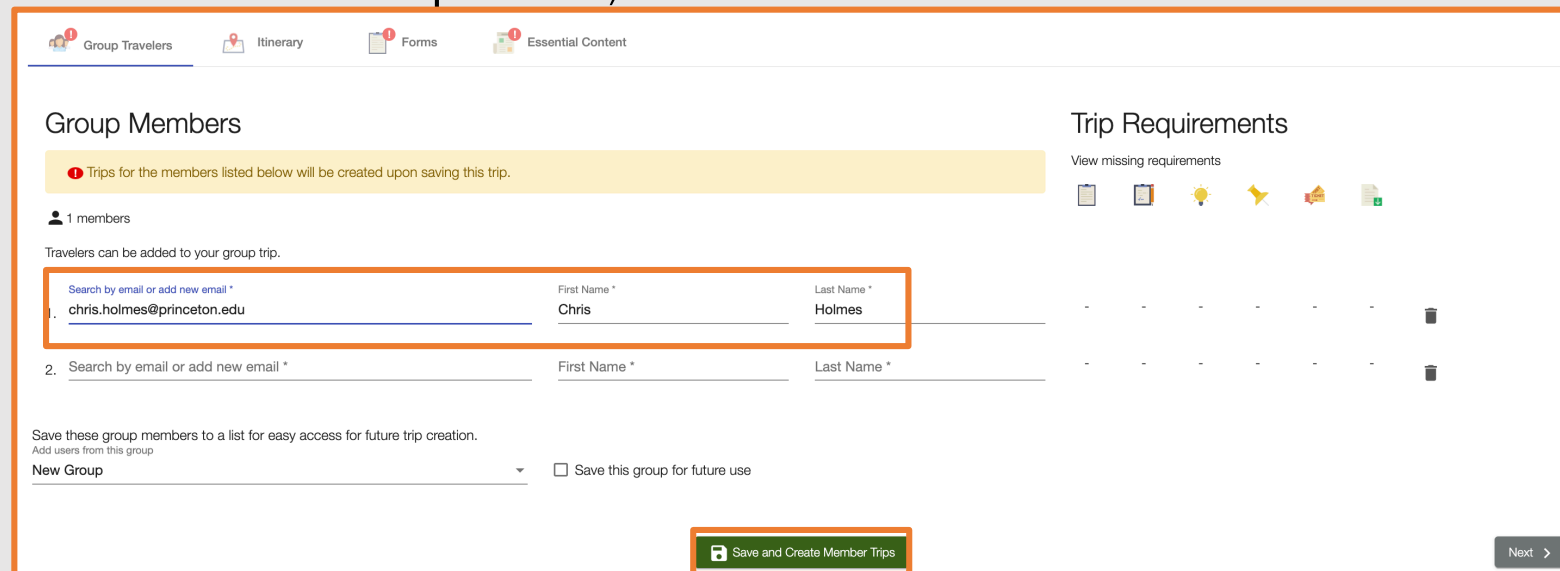




Last Name * Holmes	1	6	-	-	-	-	 
Last Name *	-	-	-	-	-	-	

## ADDING GROUP TRAVELERS

- Add group travelers by their **Princeton NetID**. The system should automatically populate the traveler's name fields once selected. If you have **non-Princeton travelers** participating in the group trip, please see the **next pages** for instructions on non-Princeton traveler enrollment.
- Once you've added all group travelers, click **Save and Create Member Trips**. The system may take a few moments to process, so do not click out of the window or refresh.



The screenshot shows the 'Group Travelers' page in the ENROLLMYTRIP system. The page has a navigation bar with 'Group Travelers', 'Itinerary', 'Forms', and 'Essential Content'. The main content area is titled 'Group Members' and includes a yellow notification bar stating 'Trips for the members listed below will be created upon saving this trip.' Below this, it shows '1 members' and a table for adding travelers. The first row is highlighted with an orange border and contains the email 'chris.holmes@princeton.edu', first name 'Chris', and last name 'Holmes'. Below the table, there is a section for saving group members to a list for future trip creation, with a dropdown menu for 'New Group' and a checkbox for 'Save this group for future use'. At the bottom right, there is a green button labeled 'Save and Create Member Trips' and a 'Next >' button.

	Search by email or add new email *	First Name *	Last Name *						
1.	chris.holmes@princeton.edu	Chris	Holmes	-	-	-	-	-	-
2.	Search by email or add new email *	First Name *	Last Name *	-	-	-	-	-	-

## REGISTERING NON-PU TRAVELERS

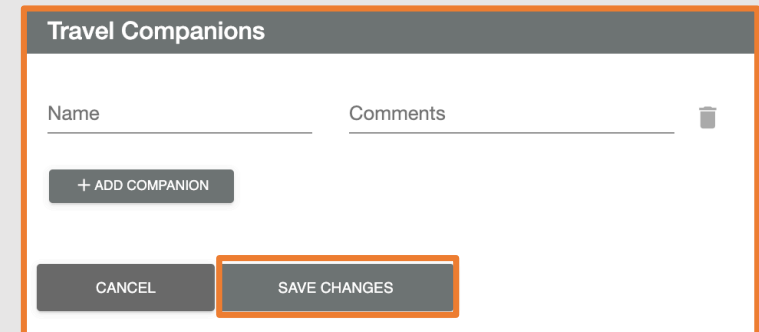
Non-Princeton persons will not be able to access the Enroll My Trip system.

- If you have **non-Princeton students** traveling as part of the group trip:
  - While some non-Princeton students may be provided a Princeton NetID, they are considered a non-traditional Princeton profile in University systems. All non-Princeton students should follow the [instructions for external guest enrollment](#) and submit to GS&S the completed external guest enrollment form.
- If you have **other non-Princeton persons** (*excluding faculty or staff dependents*) traveling as part of the group trip:
  - The traveler should not be entered in the Enroll My Trip system. Instead, please advise the traveler to follow the [instructions for external guest enrollment](#) and submit to GS&S the completed external guest enrollment form.

## **STOP** REGISTERING PU DEPENDENTS

If there is a **dependent of a faculty or staff member** traveling as part of the group trip, they should be registered in the Enroll My Trip system and are eligible for University provided resources, like international insurance and 24/7 assistance services from International SOS.

- To register dependent travelers, click on the people icon in the right upper-corner of the **Group Travelers** tab.
- Next, type the traveler's name (**Name**) and relation (**Comments**).
- To add more dependents, click **+ADD COMPANION** and follow the same step above.
- When finished, be sure to click **Save Changes**. You should now see the green circle next to the people icon list the number of dependents registered as part of the group trip.



**Travel Companions**

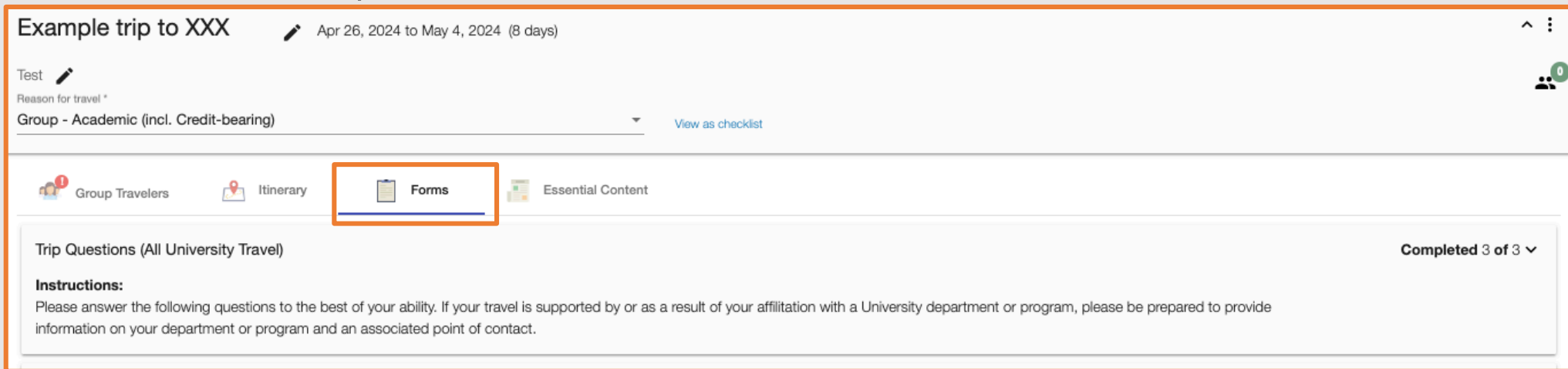
Name \_\_\_\_\_ Comments \_\_\_\_\_




+ ADD COMPANION



CANCEL SAVE CHANGES


## FORMS





- Next, Group Travel Organizers will see the **Forms** tab. This is so you as a Group Travel Organizer are aware of what is in the system and what your travelers will see when they log in.
- Group Travel Organizers (even if you aren't traveling) should answer the questions on this tab, so the group trip workflows can be initiated.
- Click **Next** when completed.




Example trip to XXX  Apr 26, 2024 to May 4, 2024 (8 days)  

Test  

Reason for travel \*  
Group - Academic (incl. Credit-bearing)  [View as checklist](#)

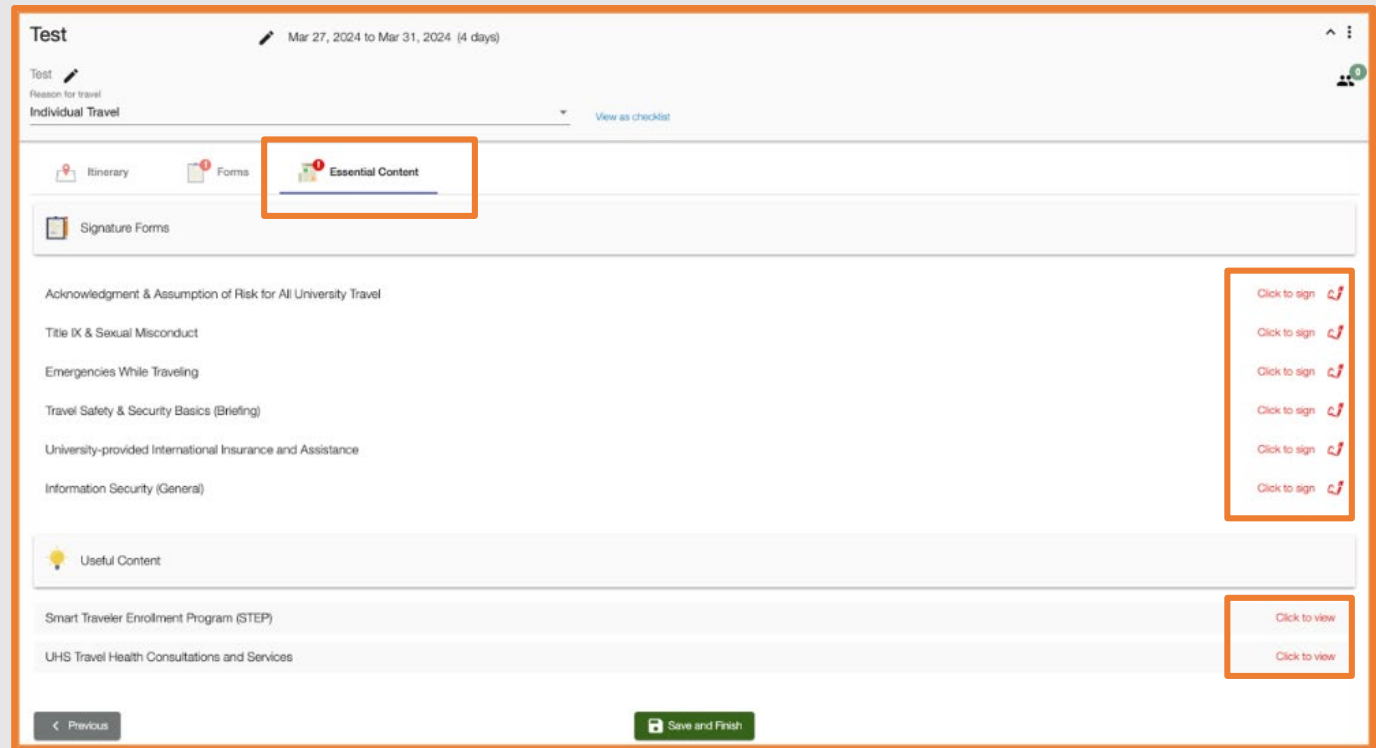
 Group Travelers  Itinerary  **Forms**  Essential Content

Trip Questions (All University Travel) Completed 3 of 3 

**Instructions:**  
Please answer the following questions to the best of your ability. If your travel is supported by or as a result of your affiliation with a University department or program, please be prepared to provide information on your department or program and an associated point of contact.

## ESSENTIAL CONTENT

- Next, Group Travel Organizers will see the **Essential Content** tab.
- This tab provides information on University policies and resources (like international insurance) and **requires** digital signature acknowledgements from all Princeton travelers.
- Group Travel Organizers (even if you aren't traveling) should complete these tasks, so the group trip workflows can be initiated.



**Test** Mar 27, 2024 to Mar 31, 2024 (4 days)

Reason for travel  
Individual Travel [View as checklist](#)

[Itinerary](#) [Forms](#) **[Essential Content](#)**

[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](#)

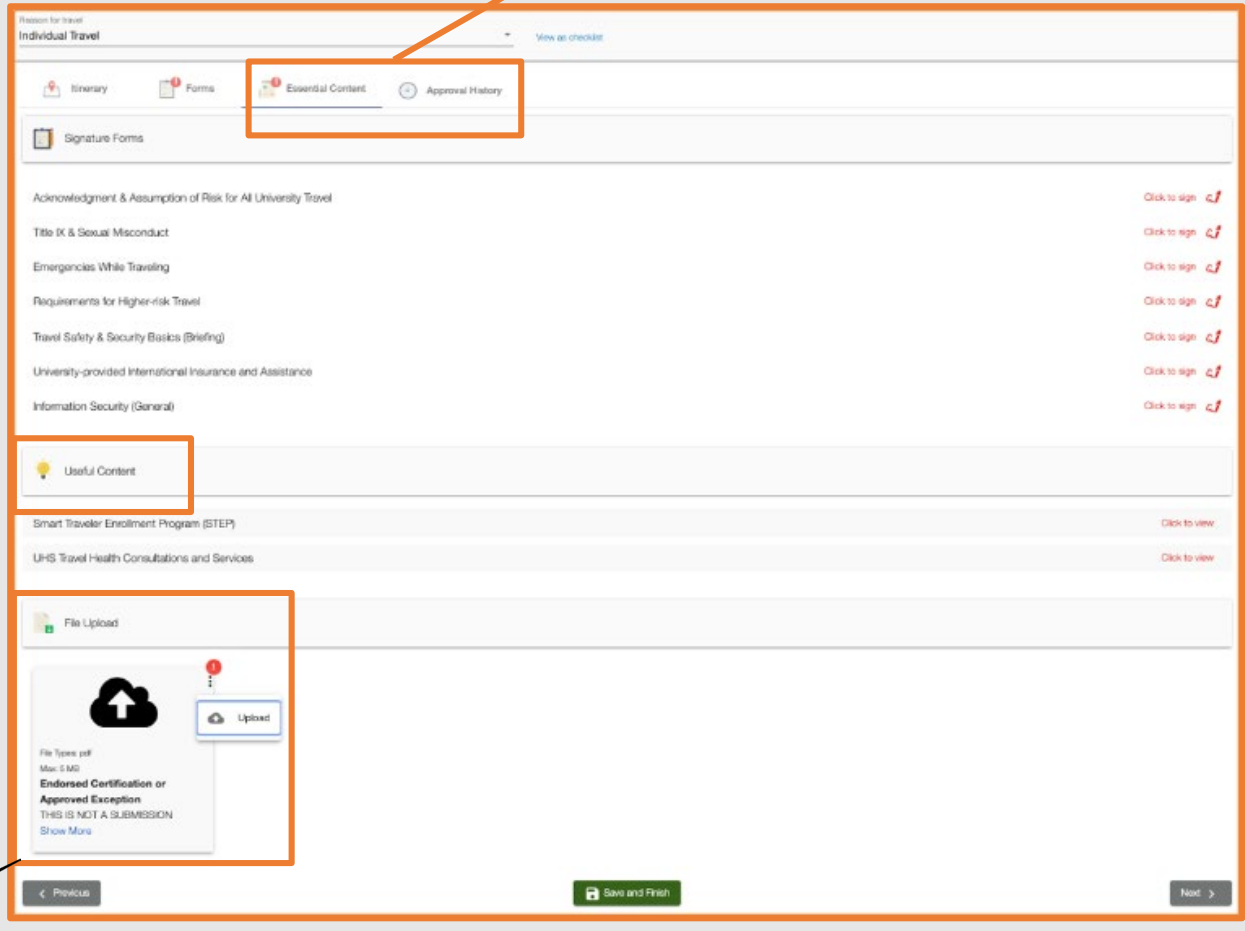
UHS Travel Health Consultations and Services [Click to view](#)

[Previous](#) [Save and Finish](#)

## 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.
- 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.



The screenshot shows the 'Essential Content' tab in the system. The 'File Upload' section is highlighted with an orange box and contains the following text:

File Upload

File Type: pdf  
Max: 5 MB

**Endorsed Certification or Approved Exception**  
THIS IS NOT A SUBMISSION  
[Show More](#)

Buttons: Upload, Save and Finish, Previous, Next





## 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**.

Example trip to XXX Apr 30, 2024 to May 11, 2024 (11 days)

Test Reason for travel \*  
Group - Academic (incl. Credit-bearing) View as checklist

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





## ALMOST DONE!

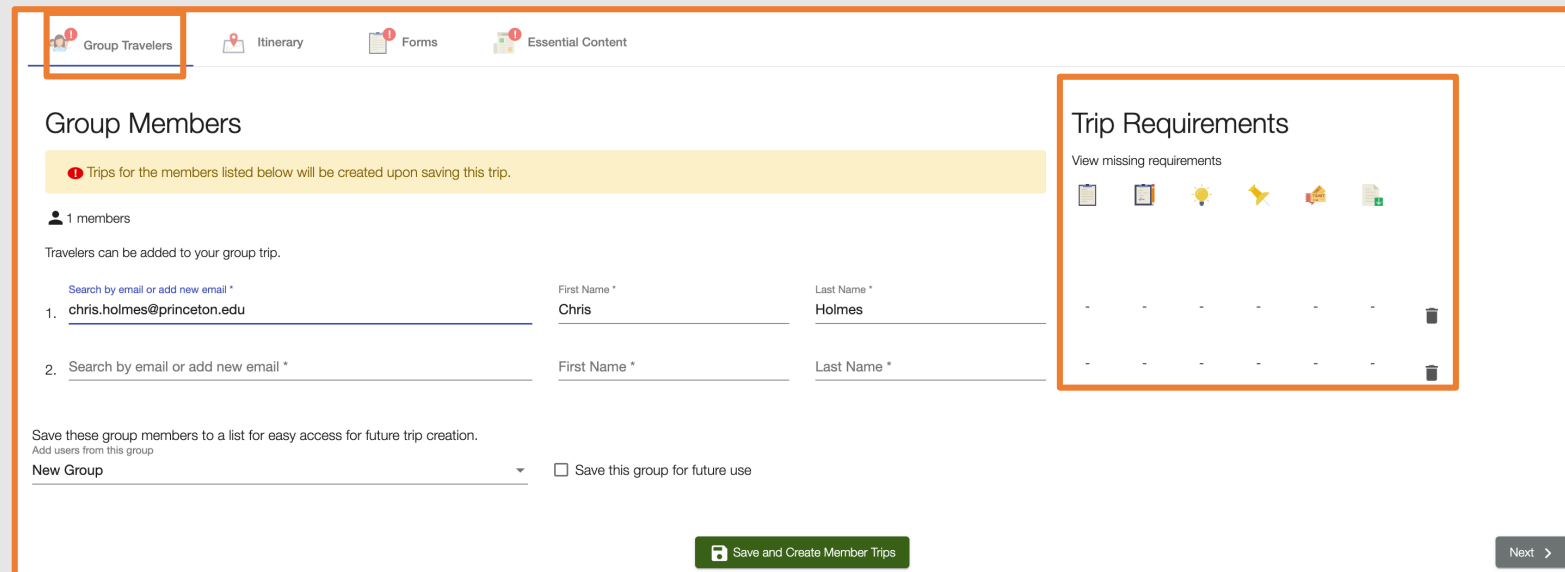
- Once you click on **Save & Finish**, Group Travel Organizers will be asked if you would like to apply your responses to your travelers' forms from the **Forms** tab. Be sure to click **No**, as all travelers should answer these individually.

### Save Forms

Do you want to apply these same responses for your group's forms? One or more of your travelers may have the same form on their registration.

## MONITOR GROUP REGISTRATION PROGRESS

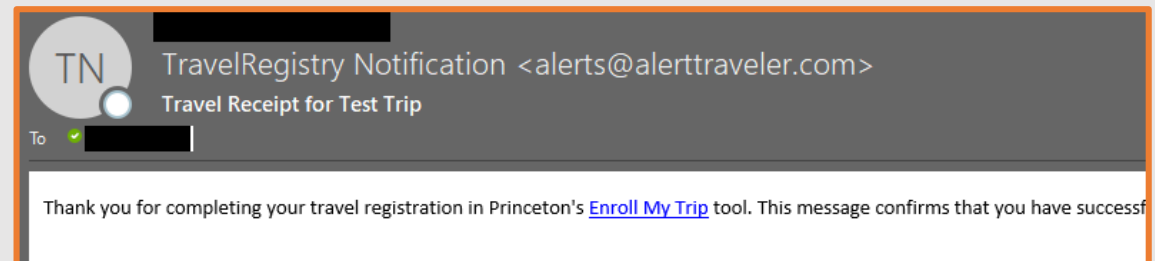
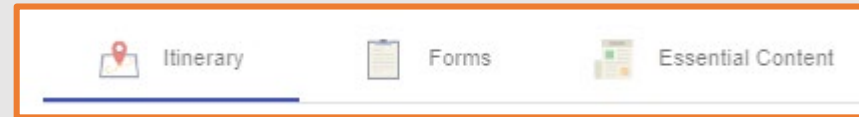
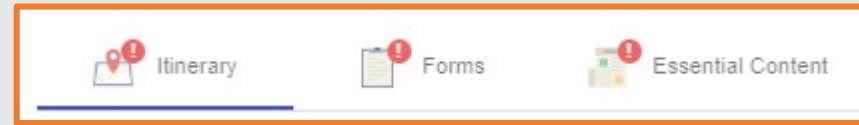
- Group Travel Organizers should frequently check the **Group Travelers** tab to monitor group traveler progress on completing required tasks. Remember, "-" denotes no pending actions. Once all group travelers have completed all required tasks, the Group Travel Organizer will no longer see **!** on the **Group Travelers** tab. ***Congrats!*** The group trip enrollment is complete.




The screenshot shows the 'Group Travelers' tab in the ENROLLMYTRIP system. The interface includes a navigation bar with 'Group Travelers', 'Itinerary', 'Forms', and 'Essential Content'. The main content area is titled 'Group Members' and features a yellow warning banner: 'Trips for the members listed below will be created upon saving this trip.' Below this, it shows '1 members' and a search bar. A table lists the member 'Chris Holmes' with fields for 'First Name' and 'Last Name'. To the right, a 'Trip Requirements' panel shows a table with all dashes, indicating no missing requirements. At the bottom, there is a 'Save and Create Member Trips' button and a 'Next' button.

## A COMPLETED TRAVEL REGISTRATION

- Once all required fields have been completed, group travelers will no longer see the red exclamation icon on their tabs or any red font/asterisks.
- This means the group traveler has completed all required steps, and their registration is completed.
- The group traveler will soon receive an automated email message confirming completion.



## UPDATING THE ITINERARY


- If the Group Travel Organizer needs to update the Itinerary for the entire group on the **Itinerary** tab, please be sure to apply changes to all travelers' itineraries.
- You can also apply itinerary updates to all travelers' itineraries by clicking on the "double arrow" next to the .

### Transportation and Lodging

Do you want to apply these itinerary details to your group members' trips?

NO, ONLY APPLY TO THIS TRIP
YES, APPLY TO ALL

Essential Content

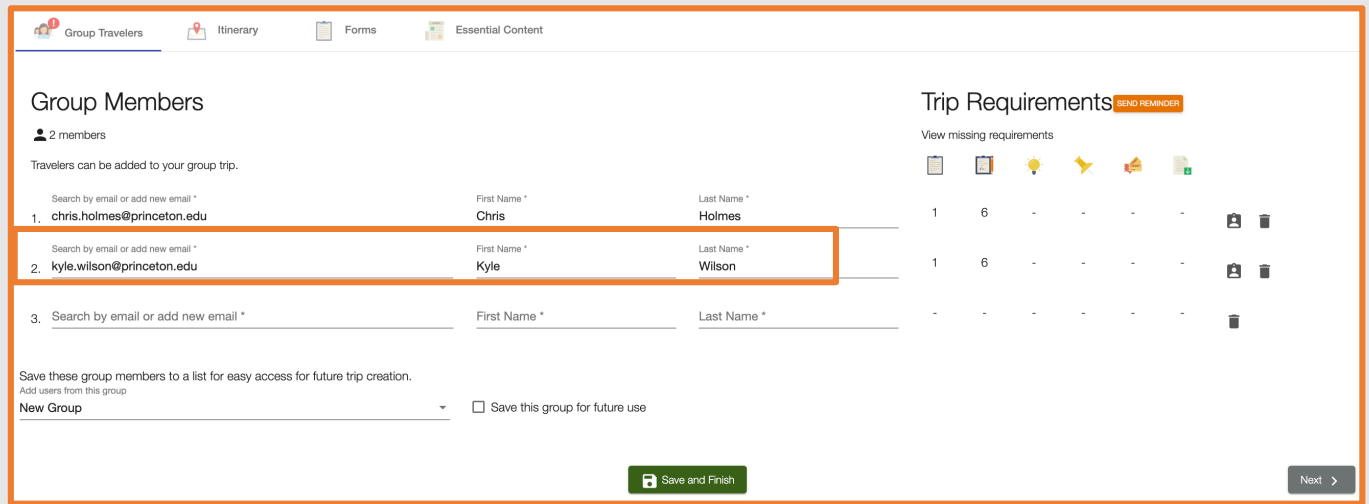
<b>Morocco</b>	Apr 30, 2024 - May 4, 2024	 <b>Medium</b> <small>Risk Rating</small>	<span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px;">2</span> <b>Level 2</b> <small>DOS Rating</small>	<span style="background-color: #6c757d; border-radius: 50%; padding: 2px 5px;">0</span> <b>Level 0</b> <small>CDC Rating</small>	<span style="font-size: 0.8em;">^</span> <span style="font-size: 0.8em;">⋮</span>
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are optional.

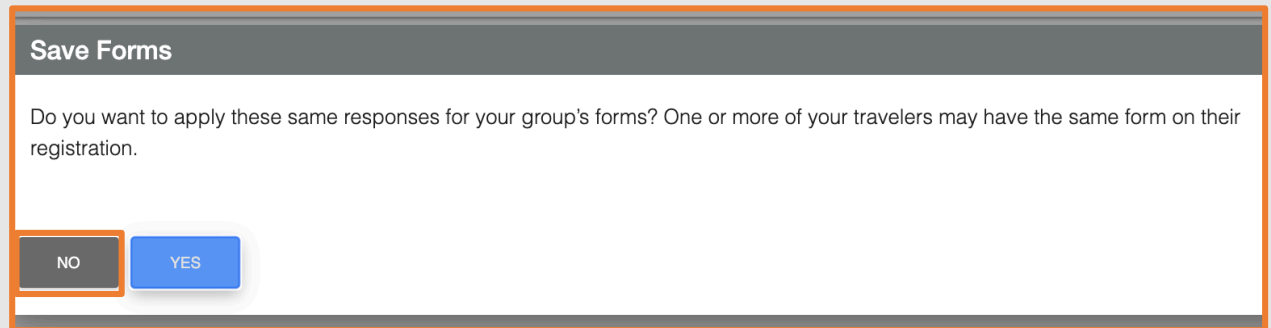
<small>Departure airport</small>	EWR	<small>Departure date</small>	4/30/2024	<small>Hr:Mn</small>	11:59	<small>PM</small>	<small>Timezone</small>		
							EDT	↔	🗑️
<small>Arrival airport</small>	RAK	<small>Arrival date</small>	5/1/2024	<small>Hr:Mn</small>	12:00	<small>PM</small>	<small>Timezone</small>		
							GMT+1	↔	🗑️
<small>Confirmation #</small>		<small>Checkin</small>	5/1/2024	<small>Checkout</small>	5/4/2024			↔	🗑️
<small>Timezone</small>		<small>Vendor</small>							

## ADDING GROUP TRAVELERS

- You can always add more group travelers on the **Group Travelers** tab. Be sure to click **Save & Finish**.
- Once you do this, you will be asked if you would like to apply your Group Travel Organizer responses to your travelers' forms from the **Forms** tab (like before). Again, be sure to click **No**, as all travelers should answer these individually.



The screenshot shows the 'Group Travelers' tab in a web application. It features a navigation bar with 'Group Travelers', 'Itinerary', 'Forms', and 'Essential Content'. The main content area is titled 'Group Members' and shows '2 members'. Below this, there is a table with columns for 'Search by email or add new email', 'First Name', and 'Last Name'. Two members are listed: Chris Holmes and Kyle Wilson. To the right, there is a 'Trip Requirements' section with a 'SEND REMINDER' button and a table of requirements. At the bottom, there is a 'Save and Finish' button and a 'Next' button.



The screenshot shows a 'Save Forms' dialog box. It asks: 'Do you want to apply these same responses for your group's forms? One or more of your travelers may have the same form on their registration.' There are two buttons: 'NO' and 'YES'. The 'NO' button is highlighted with an orange border.

## 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](mailto:globalsafety@princeton.edu).



# ENROLLMYTRIP

TRAVEL REGISTRATION