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
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
• 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.
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.

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

Many destinations will auto-populate
• 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).
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.
• 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.
• 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.
• 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.

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.
• 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.
• 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.
ADDIMG 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.
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.
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.
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.
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.
• 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.
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.
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**.
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 trash can icon.
**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.
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.