



# ENROLLMYTRIP

TRAVEL REGISTRATION

## WHY REGISTER TRAVEL?

- University policy conformance:
  - Certain requirements for higher risk travel.
  - Risk review and mitigation development.
- Better positions GS&S to:
  - Provide support in advance of travel.
  - Respond to support requests during travel.
  - Allocate resources long-term.
- Export Controls compliance.
- Receive information on duty of care resources available to travelers.
- Aids long-term University resource planning.


# HOW TO ENROLL MY TRIP: INDIVIDUAL TRAVEL

## 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.**

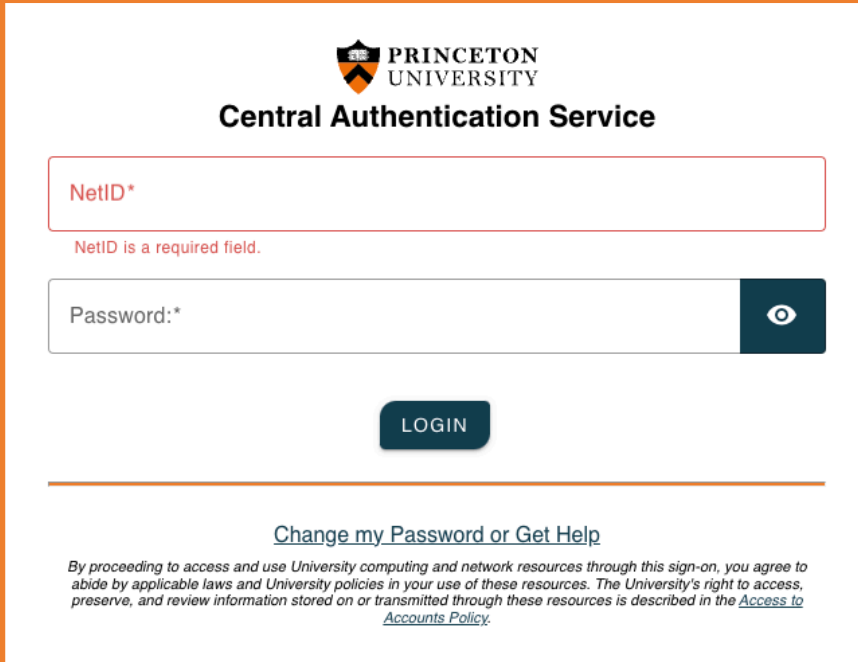
Once you have logged in and verified your profile, select "add a trip" to start a new enrollment manually if you do not have an itinerary booked yet. If you already have an itinerary, forward travel confirmation emails to [enrollmytrip@princeton.edu](mailto:enrollmytrip@princeton.edu), and a travel enrollment 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** will need to confirm their profile when logging in. This is a one-time requirement, but 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, the text "Central Authentication Service" is centered. 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 button with an eye icon to its right. 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.

**PRINCETON UNIVERSITY**  
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](#).



## CREATING A NEW TRIP

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





## CREATING A NEW TRIP

- Complete the **Trip Name** field and the optional **Description** field.
- The **Trip Name** field will allow you to easily navigate amongst various trips you may have in the system.

The screenshot shows a mobile application interface for creating a new trip. At the top, there is a title bar 'Create New Trip' and a toggle switch for 'Group trip'. Below the title bar, there are two input fields: 'Trip Name \*' and 'Description', both highlighted with orange boxes. Underneath these fields is a 'Reason for travel' dropdown menu with a 'View as checklist' link to its right. Below the dropdown is a section for trip details with labels 'Destination \*', 'By \*', 'From \*', and 'Until \*'. Each label has a corresponding input field. The 'From' and 'Until' fields include calendar icons. To the right of the 'Until' field is a trash icon. Below these fields is an orange button labeled '+ ADD DESTINATION'. At the bottom of the form are two grey buttons: 'CANCEL' and 'CONTINUE'.



## CREATING A NEW TRIP

- Select the **Reason for your Travel.**

**Create New Trip** Group trip

Trip Name \*

Description

"In Absentia" Travel (Graduate Students Only) View as checklist

Group Travel Organizer

Group Travel Participant

Individual Travel

**CANCEL** **CONTINUE**

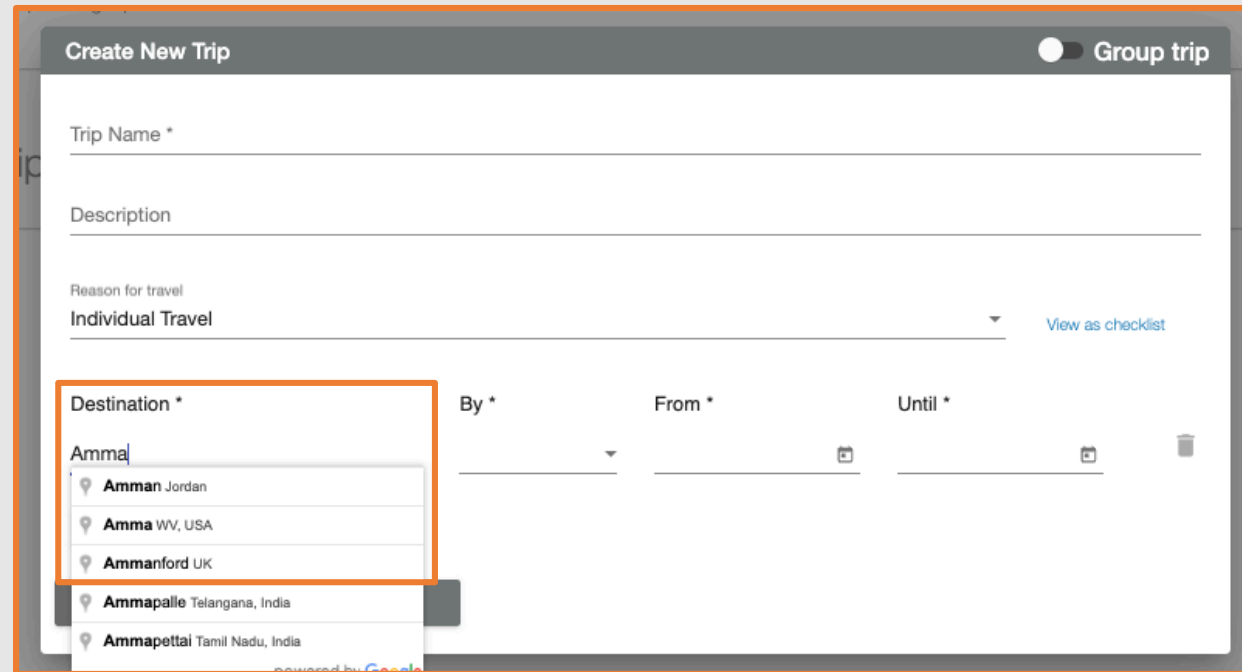


## CREATING A NEW TRIP

- 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.



Many destinations will auto-populate

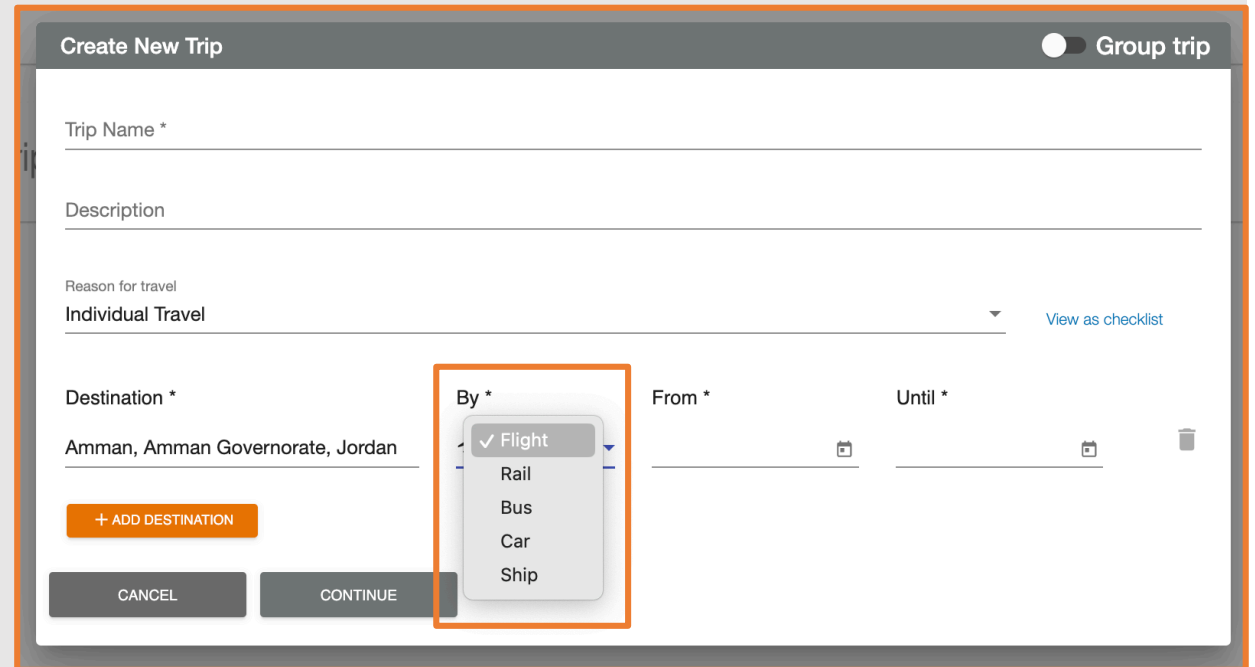


The screenshot shows the 'Create New Trip' form with the following fields and options:

- Group trip:** A toggle switch is currently turned off.
- Trip Name \*:** A text input field.
- Description:** A text input field.
- Reason for travel:** A dropdown menu with 'Individual Travel' selected and a 'View as checklist' link.
- Destination \*:** A text input field with 'Amma' entered, showing a dropdown list of suggestions: Amman Jordan, Amma WV, USA, Ammanford UK, Ammapalle Telangana, India, and Ammapettai Tamil Nadu, India.
- By \*:** A dropdown menu.
- From \*:** A date input field.
- Until \*:** A date input field.

## CREATING A NEW 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., a flight and train).



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

- Group trip:** A toggle switch is currently turned off.
- Trip Name \*:** A text input field.
- Description:** A text input field.
- Reason for travel:** A dropdown menu set to 'Individual Travel' with a 'View as checklist' link.
- Destination \*:** A text input field containing 'Amman, Amman Governorate, Jordan' and a '+ ADD DESTINATION' button.
- By \*:** A dropdown menu with options: Flight (checked), Rail, Bus, Car, and Ship.
- From \*:** A date input field.
- Until \*:** A date input field.
- Buttons:** 'CANCEL' and 'CONTINUE' buttons at the bottom.



## CREATING A NEW 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 \*

Description

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

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


Amman, Amman Governorate, Jordan ✈ Flight 3/27/2024

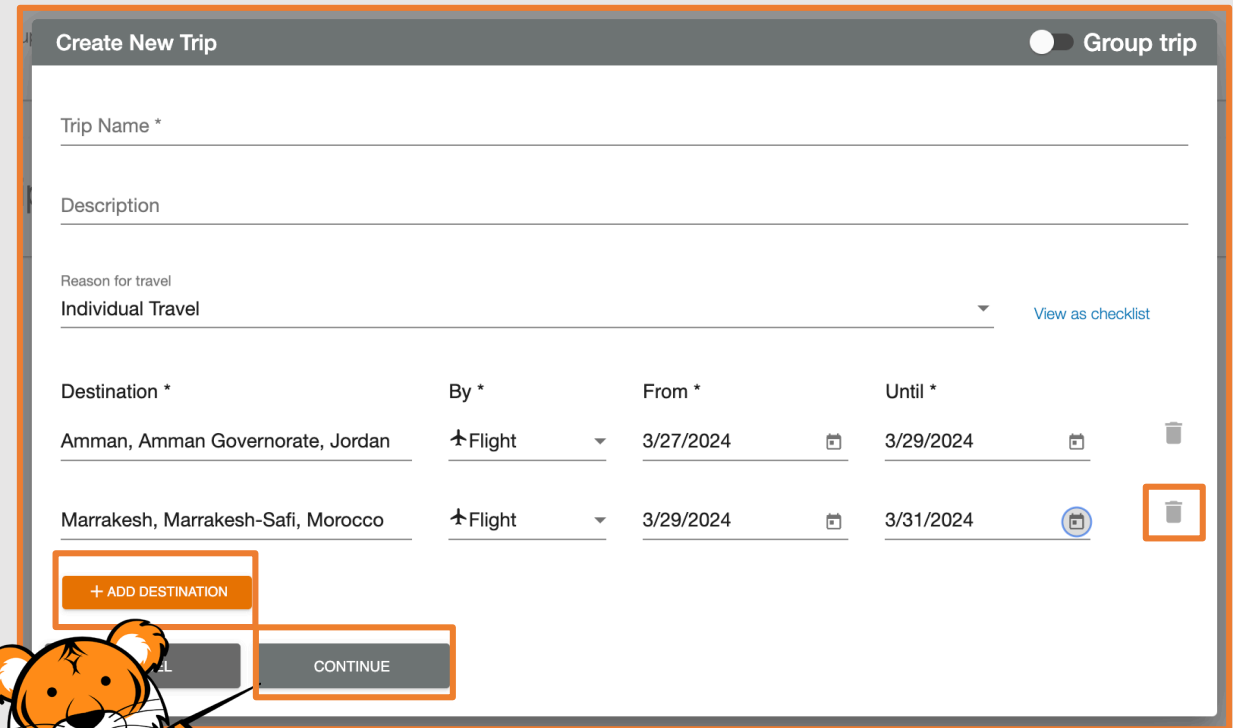
[+ ADD DESTINATION](#)

MAR 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
31						

## CREATING A NEW 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.



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

- Trip Name \***: Text input field.
- Description**: Text input field.
- Reason for travel**: Dropdown menu set to 'Individual Travel' with a 'View as checklist' link.
- Destination \***: Table with columns for Destination, By, From, and Until.

Destination *	By *	From *	Until *
Amman, Amman Governorate, Jordan	✈ Flight	3/27/2024	3/29/2024
Marrakesh, Marrakesh-Safi, Morocco	✈ Flight	3/29/2024	3/31/2024

At the bottom of the form, there is a '+ ADD DESTINATION' button and a 'CONTINUE' button. A trash icon is visible next to the second destination row.





## CREATING A NEW TRIP

Congratulations! You have successfully created the “shell” for your trip registration process.

From here, add all required itinerary details, like information about your flight and accommodations, and continue with the registration process.



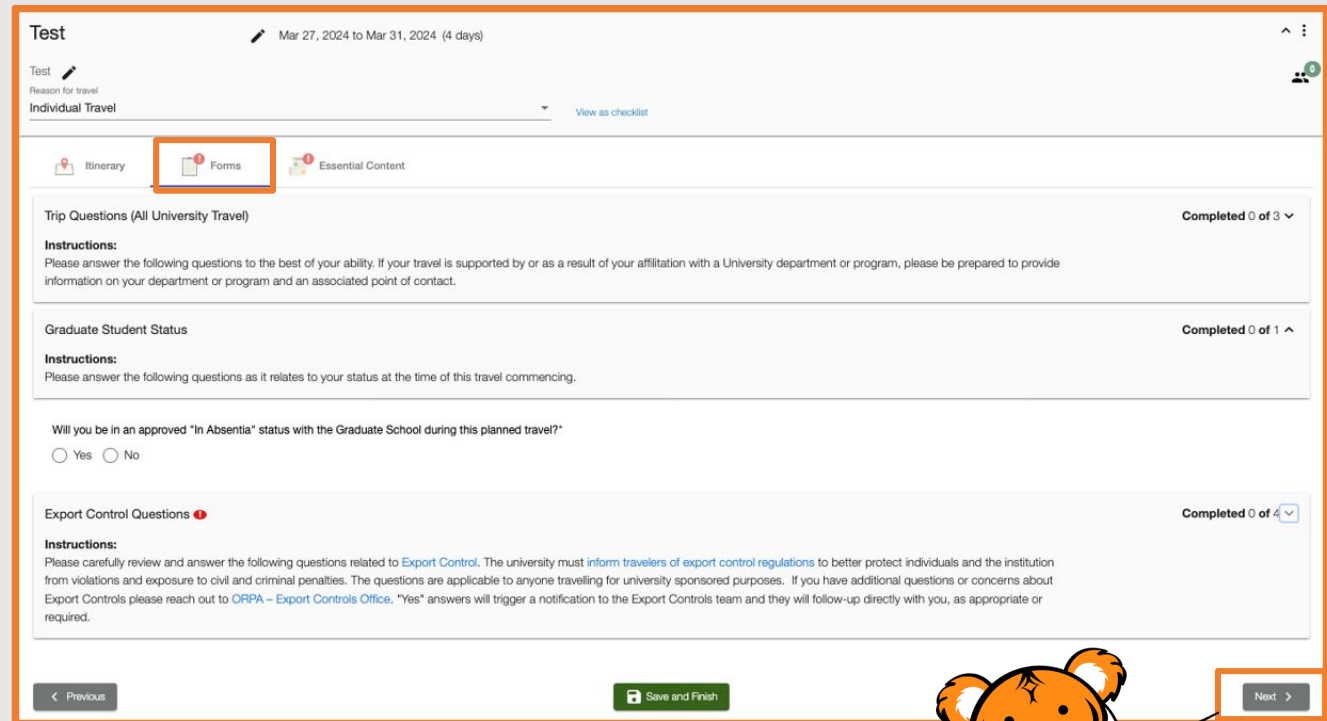
The screenshot displays the 'Individual Travel' registration form. It features a navigation bar with 'Itinerary', 'Forms', and 'Essential Content' tabs. Below the navigation, there are two travel entries. The first entry is for 'Amman, Amman Governorate, Jordan' from Mar 27, 2024 to Mar 29, 2024, with 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 the same risk and rating levels. Each entry includes a 'Required items are shown in red with an \*' note and a form with fields for Airline, Flight #, Confirmation #, Seat, Departure/Arrival airport, Date, Time, Hotel name, Address, and Vendor. A 'Save and Finish' button is at the bottom left, and a 'Next >' button is at the bottom right.

Don't forget to click "Next" to continue.



## FORMS

- On the **Forms** tab, complete a few **Trip Questions** and some question on **Export Control** matters.
- If you're a student, you'll have a different set of **Trip Questions** and will also have some questions related to **SAFE Funding**.
- Click **Next** to proceed to the **Essential Content** tab.



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

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

Itinerary **Forms** Essential Content

**Trip Questions (All University Travel)** Completed 0 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.

**Graduate Student Status** Completed 0 of 1

**Instructions:**  
Please answer the following questions as it relates to your status at the time of this travel commencing.

Will you be in an approved "In Absentia" status with the Graduate School during this planned travel?  
 Yes  No

**Export Control Questions** Completed 0 of 4

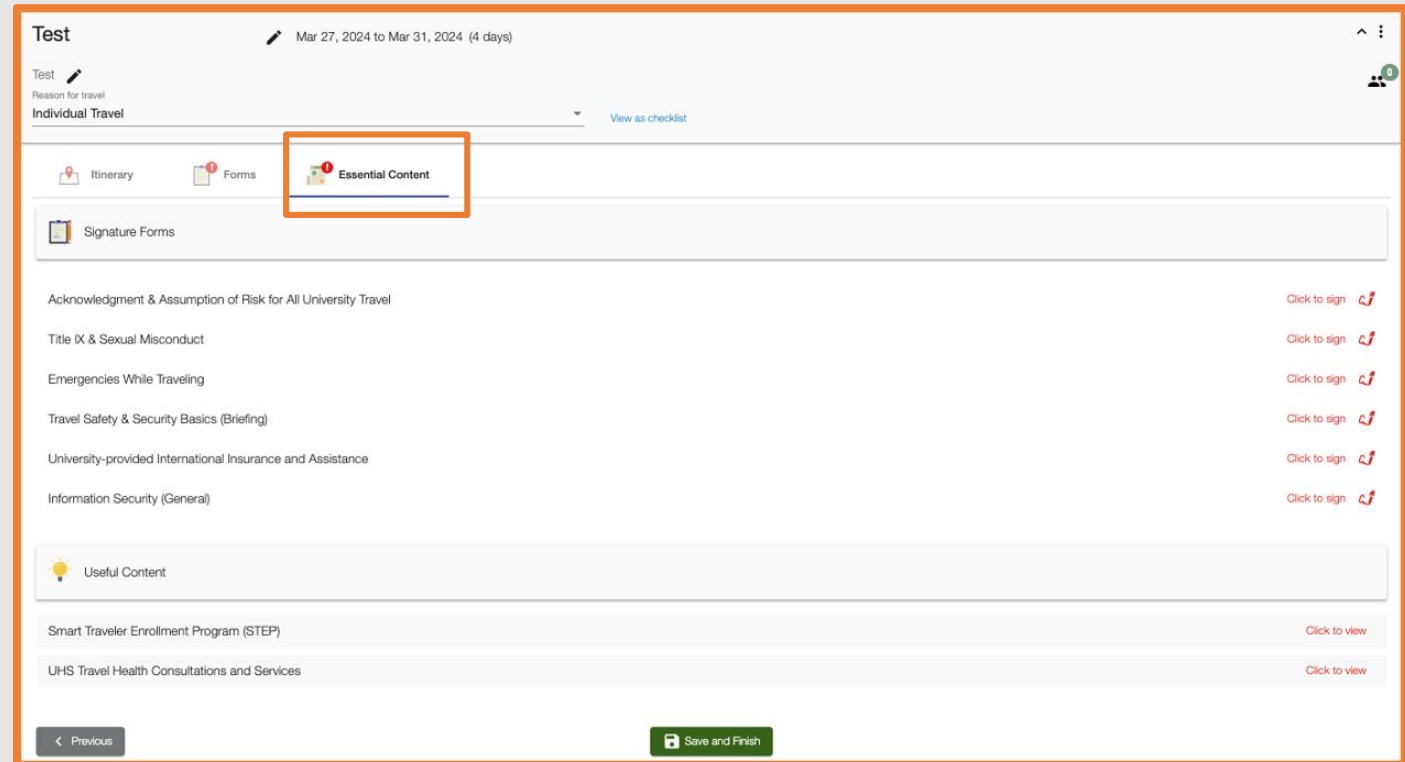
**Instructions:**  
Please carefully review and answer the following questions related to [Export Control](#). The university must [inform travelers of export control regulations](#) to better protect individuals and the institution from violations and exposure to civil and criminal penalties. The questions are applicable to anyone travelling for university sponsored purposes. If you have additional questions or concerns about Export Controls please reach out to [ORPA - Export Controls Office](#). "Yes" answers will trigger a notification to the Export Controls team and they will follow-up directly with you, as appropriate or required.

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



## ESSENTIAL CONTENT

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



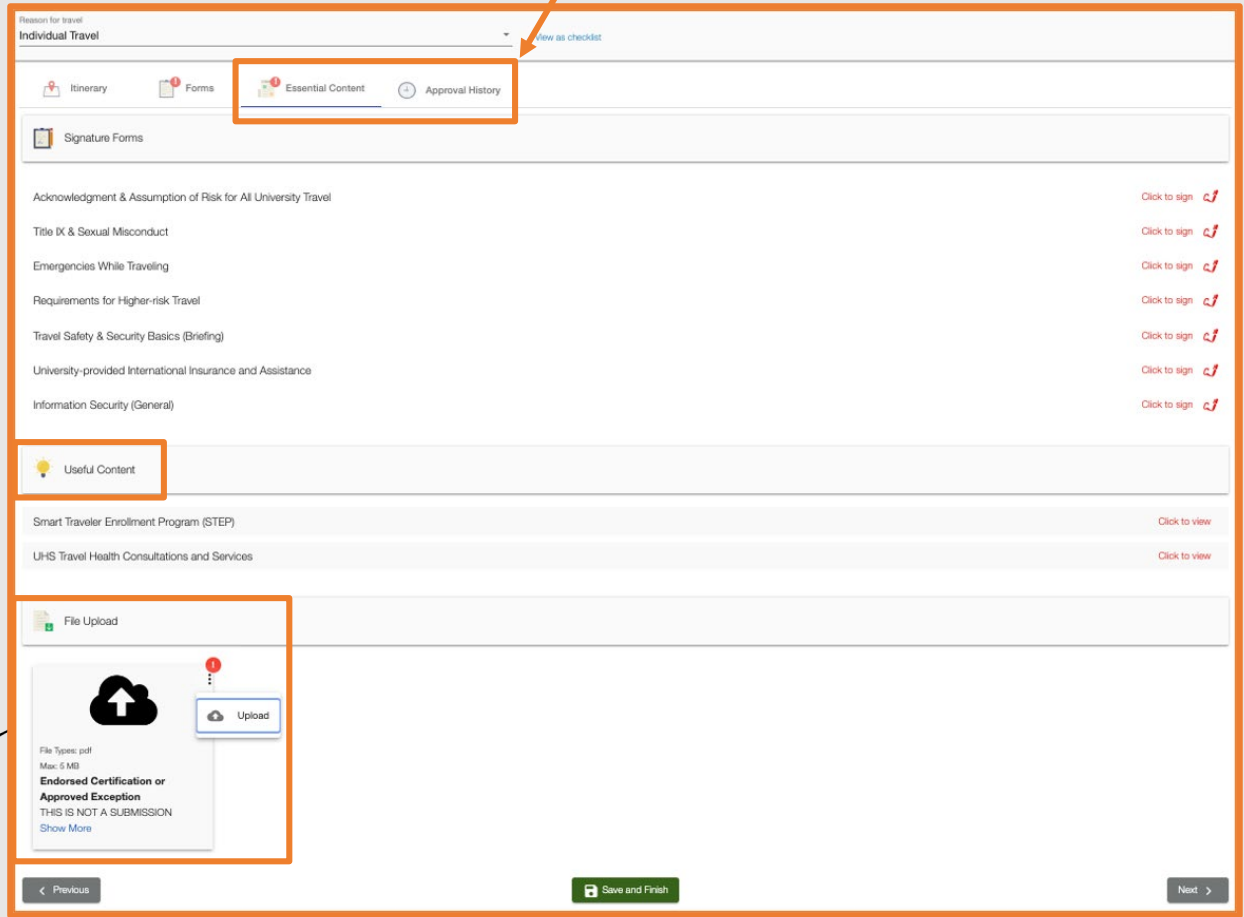
The screenshot displays a web interface for a 'Test' titled 'Mar 27, 2024 to Mar 31, 2024 (4 days)'. The 'Reason for travel' is set to 'Individual Travel'. A navigation bar includes 'Itinerary', 'Forms', and 'Essential Content' (highlighted with an orange box). Below this, there are sections for 'Signature Forms' and 'Useful Content'. The 'Signature Forms' section lists several items, each with a 'Click to sign' link: 'Acknowledgment & Assumption of Risk for All University Travel', 'Title IX & Sexual Misconduct', 'Emergencies While Traveling', 'Travel Safety & Security Basics (Briefing)', 'University-provided International Insurance and Assistance', and 'Information Security (General)'. The 'Useful Content' section includes 'Smart Traveler Enrollment Program (STEP)' and 'UHS Travel Health Consultations and Services', both with 'Click to view' links. At the bottom, there are 'Previous' and 'Save and Finish' buttons.

## STOP CERTIFICATIONS & EXCEPTIONS

- If traveling to a location requiring a completed **Certification** or an approved **Exception**, a "file upload" field will be visible just below the **Useful Content** section. Please be sure upload your completed form. Only then can GS&S approve your trip.
- CAT A locations will not have this field.



Approval required

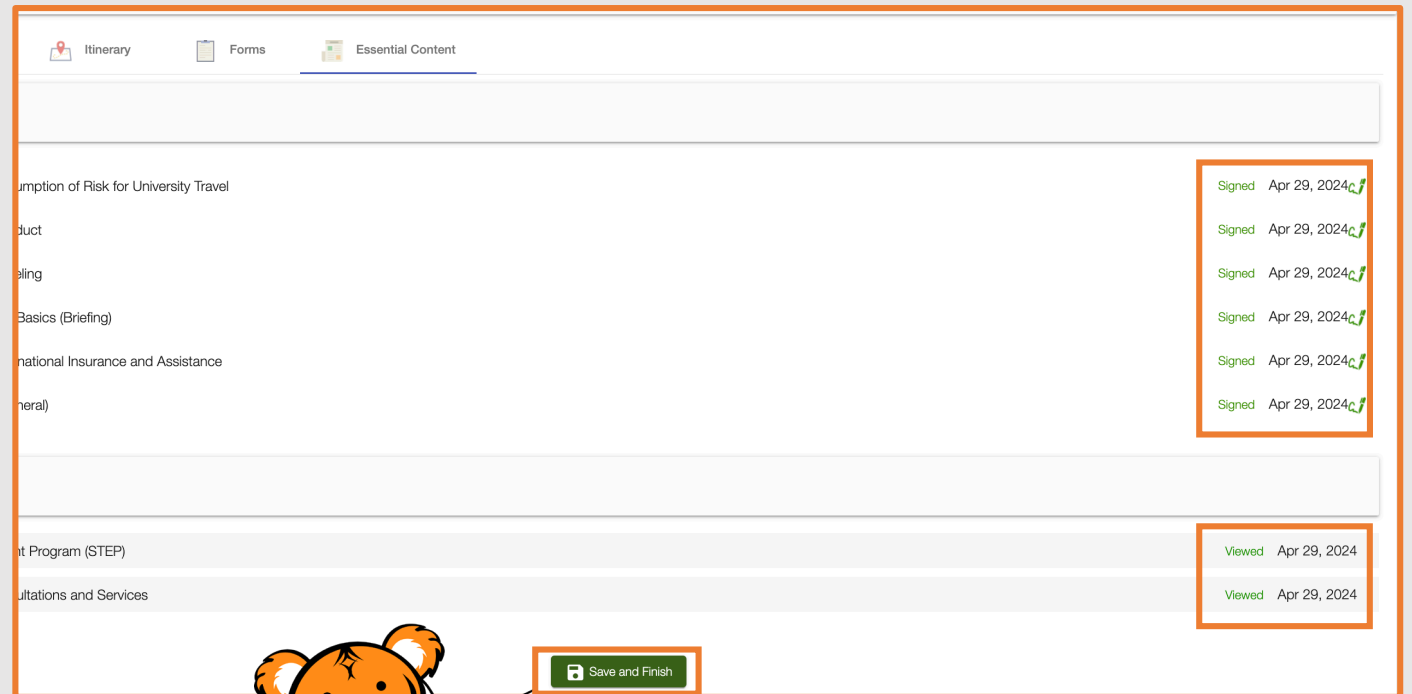


The screenshot shows a web interface for travel registration. At the top, there's a navigation bar with 'Individual Travel' selected. Below it, there are tabs for 'Itinerary', 'Forms', 'Essential Content', and 'Approval History'. The 'Essential Content' tab is highlighted with an orange box and a red notification icon. Below this, there are several sections: 'Signature Forms', 'Acknowledgment & Assumption of Risk for All University Travel', 'Title IX & Sexual Misconduct', 'Emergencies While Traveling', 'Requirements for Higher-risk Travel', 'Travel Safety & Security Basics (Briefing)', 'University-provided International Insurance and Assistance', and 'Information Security (General)'. Each of these sections has a 'Click to sign' link. Below these is the 'Useful Content' section, which is also highlighted with an orange box. It contains links for 'Smart Traveler Enrollment Program (STEP)' and 'UHS Travel Health Consultations and Services'. At the bottom, there is a 'File Upload' section with a cloud icon and an 'Upload' button. Below the upload button, it specifies 'File Types: pdf', 'Max: 5 MB', and 'Endorsed Certification or Approved Exception'. A note states 'THIS IS NOT A SUBMISSION' and provides a 'Show More' link. At the very bottom, there are 'Previous', 'Save and Finish', and 'Next' buttons.



## 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**.



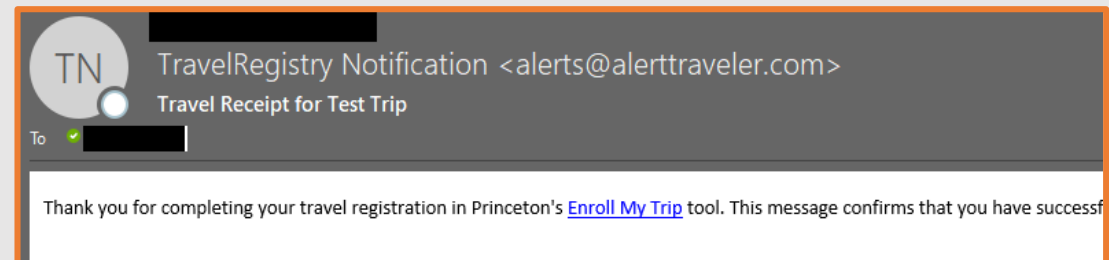
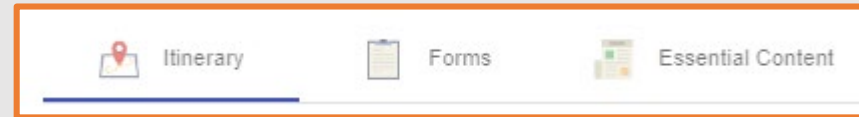
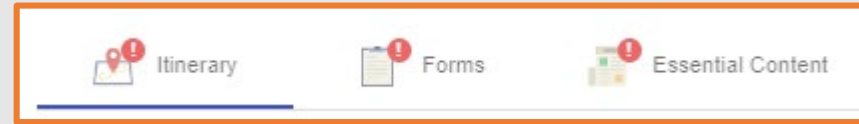
Task	Status	Date
Assessment of Risk for University Travel	Signed	Apr 29, 2024
Product	Signed	Apr 29, 2024
Planning	Signed	Apr 29, 2024
Basics (Briefing)	Signed	Apr 29, 2024
International Insurance and Assistance	Signed	Apr 29, 2024
(General)	Signed	Apr 29, 2024
Student Program (STEP)	Viewed	Apr 29, 2024
Consultations and Services	Viewed	Apr 29, 2024

**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.





## 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).



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