

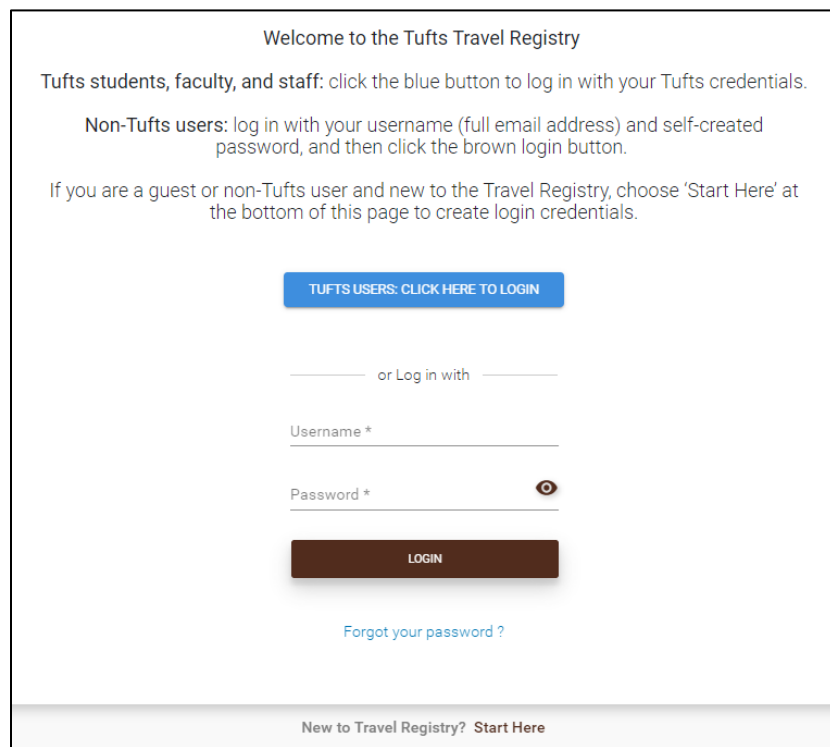
# Tufts Travel Registry User Guide

## Logging in to the Tufts Travel Registry

Members of the Tufts community (faculty, staff, students, affiliates) can login to the Travel Registry using their Tufts single sign-on credentials (UTLN and password) by clicking the blue **Tufts Users: Click Here to Login** button.

For **returning** guests and non-Tufts member users, enter your previously assigned username and password in the center of the page and then click the brown **Login** button.

For **new, first-time** guests and non-Tufts member users, click the **New to Travel Registry? Start Here** button at the bottom of the Travel Registry home page to create a new account with your personal email.



Welcome to the Tufts Travel Registry

Tufts students, faculty, and staff: click the blue button to log in with your Tufts credentials.

Non-Tufts users: log in with your username (full email address) and self-created password, and then click the brown login button.

If you are a guest or non-Tufts user and new to the Travel Registry, choose 'Start Here' at the bottom of this page to create login credentials.

[TUFTS USERS: CLICK HERE TO LOGIN](#)

or Log in with

Username \*

Password \*

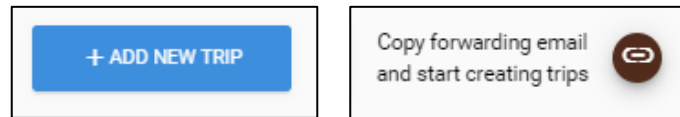
[LOGIN](#)

[Forgot your password ?](#)

[New to Travel Registry? Start Here](#)

## Starting a Travel Registration

You will have two options for creating a Travel Registration. You can **Add New Trip** or **Forward an Itinerary**.



### Add New Trip

Once logged in, you will land on your Trips homepage where you can add a new trip, copy the itinerary forward email address, and view your upcoming and past trips.

To start a new trip, select the blue **+Add New Trip** button.

Enter your trip information and click **Add Details** to continue.

Under **Forms**, complete the required Travel Registration form(s) and select Next in the bottom right corner.

Under **Essential Content**, electronically sign the required Signature Forms and review any Useful Content then click Next in the bottom right corner.

You are then ready to submit your trip. Select the **Save and Submit for Approval** button in the bottom center for the page.

You can login to the Travel Registry at any time to check on the approval status of your trip, to view any upcoming or past trips or edit existing trips.

### Forward an Itinerary

You can create a trip through an automated import of a trip itinerary and confirmation email. This method is designed to make the Travel Registration process as simple as possible, offering travelers the convenience of pulling data directly from their trip confirmation emails into the Tufts Travel Registry. The Travel Registry supports email scraping for emails from all major airlines, hotel chains, car rental companies, travel websites, and other travel-related vendors.

Once logged in to the Travel Registry, select **Copy forwarding email and start creating trips** button at the top of the Trips homepage. Then paste this email address to forward the itinerary and confirmation email you received from the airline, hotel, booking site, etc. You can also manually type the email address [travelregistry@tufts.edu](mailto:travelregistry@tufts.edu) to forward your itinerary.

If you are a member of the Tufts community, forwarding a travel confirmation email will create your profile based on the information in Tufts HR/SIS data files and will also create the trip using the details in the confirmation email. If you are guest or non-Tufts member, you will need login to the Travel Registry to create your profile.

**\*Itinerary Forwarding creates your trip but does not submit your trip for approval. There are additional steps to complete by logging into the Travel Registry\***

After you forward the itinerary, login to the Travel Registry and complete the required **Forms** and **Essential Content**.


You are then ready to submit your trip. Select the **Save and Submit for Approval** button in the bottom center for the page.

You can login to the Travel Registry at any time to check on the approval status of your trip, to view any upcoming or past trips or edit existing trips.

**Important Note:** Though your profile is automatically created it is critical that you view your Profile to ensure your information is accurate and to make any changes if it is not.

### Editing a Trip

Login to the Travel Registry and select the trip you want to edit.

Use the Pencil Icon at the top of the screen to begin editing your trip, including dates, location, and reason for travel. 

**Important Note:** When attempting to edit an **Approved** trip you will be notified that you must resubmit for approval, as changes could impact the approval decision. Click Yes to continue with editing trip.

### Group Travel Registration

If you are a trip leader and leading a group on international travel, you are responsible for registering the group in the Travel Registry according to the [International Travel Policy](#).

To start a group registration, you must first request Group Trip registration permissions for your profile by contacting Global Operations at [internationalsafety@tufts.edu](mailto:internationalsafety@tufts.edu) or 617-627-3981.

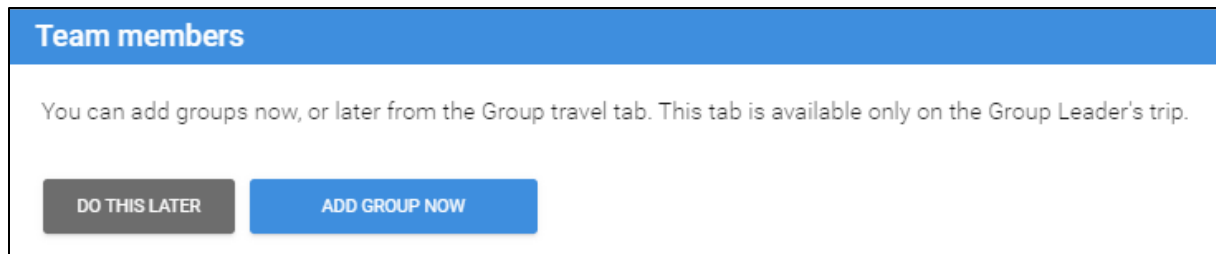
Once you have Group Trip permissions, login to the Travel Registry and select the blue **+Add New Trip** button in the top left corner.

In the **Create New Trip** window, select the Group Trip toggle button in the top right so it appears green.



Enter your trip information and click **Add Details** to continue.

You will then see the following pop-up message.



Select **Do This Later**. Adding your trip participants later is the most efficient option and ensures you receive approval in a timely manner.

In the top menu, select **Forms** and complete the required Travel Registration Form(s) and select “Next” in the bottom right corner.

Under **Essential Content**, electronically sign the required Signature Forms and review any Useful Content then click “Next” in the bottom right corner.

You are then ready to submit your trip. Select the **Save and Submit for Approval** button in the bottom center for the page.

Your trip will go through the Approval Process.

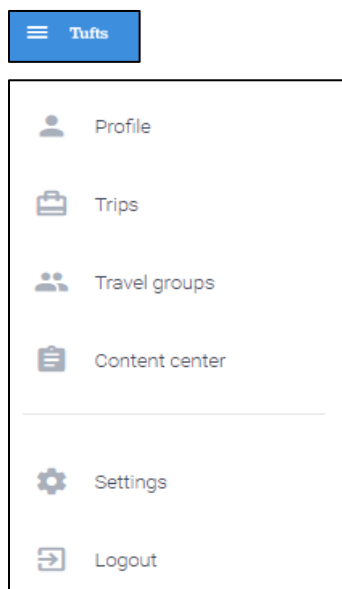
Once you receive approval, login to the Travel Registry site, click on **Group Travelers** and add your Group Members by email or first and last name.

If this is a group which you often lead on international travel, you can save the group for future use.

Group Members are then notified of their participation in a Group Trip and will receive instructions via email on completing their individual Travel Registration requirements according to the International Travel Policy.

## Creating and Editing your Profile

Login to the Travel Registry, then using the three vertical bars in the top left corner of the homepage you will see a menu of options.



Choose **Profile** to view and add or edit your Travel Registry profile.

You are encouraged to update your phone number and emergency contact information as this is the source Global Operations and Tufts assistance provider, International SOS, will use in the event of an international emergency impacting you or your trip.

From your profile, you can add your passport details, including a digital upload. The Travel Registry is a secure database and providing your passport details allows Global Operations to better assist you in the event of a lost, stolen, or damaged passport, or international emergency.

## Adding a Delegate User

Some travelers may wish to add a Delegate User to create and manage trips on their behalf.

Under the menu, choose **Settings**, then add your Delegate Users email address. You may also contact Global Operations at [internationalsafety@tufts.edu](mailto:internationalsafety@tufts.edu) or 617-627-3981 to request a Delegate user to be added to your profile.

## Questions and Support

For questions or support on accessing the Tufts Travel Registry, including creating trips, editing your profile, using the itinerary email forwarding function, creating group trips, please contact Global Operations at [internationalsafety@tufts.edu](mailto:internationalsafety@tufts.edu) or 617-627-3981.