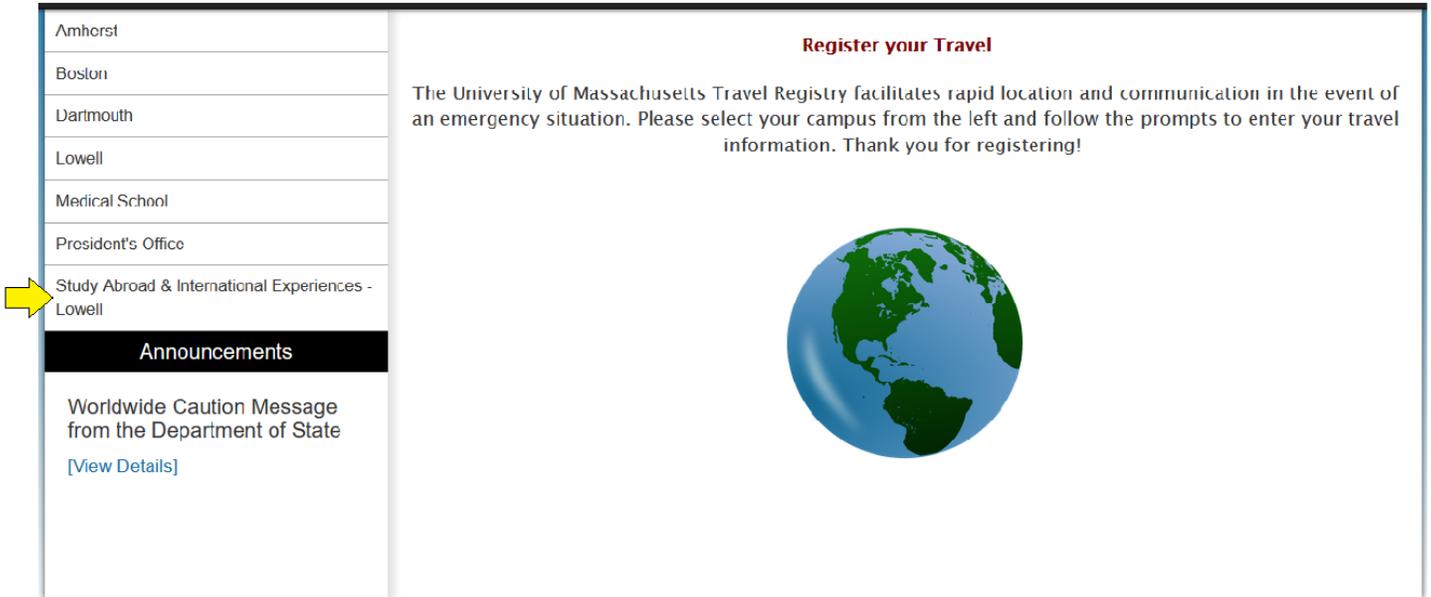


**UMass Lowell Online Travel Registry – Study Abroad & International Experiences**  
Directions for Registering Your Travel

Questions? Please contact the Study Abroad office at [studyabroad@uml.edu](mailto:studyabroad@uml.edu) or 978-934-4660

1. Navigate to <https://travelregistry.umasscs.net> and click on **Study Abroad & International Experiences - Lowell** on the left:



The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu lists several options: Amherst, Boston, Dartmouth, Lowell, Medical School, President's Office, Study Abroad & International Experiences - Lowell (highlighted with a yellow arrow), Announcements, and Worldwide Caution Message from the Department of State with a [View Details] link. The main content area has a heading "Register your Travel" and a paragraph: "The University of Massachusetts Travel Registry facilitates rapid location and communication in the event of an emergency situation. Please select your campus from the left and follow the prompts to enter your travel information. Thank you for registering!". Below the text is a globe image.

2. Select the **CREATE NEW TRAVEL REGISTRATION** button.

## Study Abroad & International Experiences - Lowell

As an approved traveler under the UMass Lowell Office of Study Abroad & International Experiences programs you are required to register any travel you participate in during, or up to 7 days prior or post, your approved program.

You are required to register your travel in the following instances:

1. To and from your program location and any pre or post program travel up to 7 days.

- Example: Jenny's program begins September 1 in Madrid, Spain and ends December 21st. However, she will arrive to Barcelona 10 days prior to enjoy some personal travel before her program begins. She will return to the U.S. on December 21.
  - Jenny will register September 1 – December 21, Madrid, Spain.
  - Jenny will then "add to this itinerary" the Barcelona trip but only up to 7 days prior to the start of her program. She will register August 24-September 1 in Barcelona.

2. Each time you depart your program city, you'll add a new itinerary record to this same travel registration by going to "My Registrations" in the above Registrant menu. Select your current travel registration and simply "add a new itinerary record."

Note: If you have returned to the U.S. from an international experience and going abroad for a second or third time, you will create a New Registration Record. You will do this by clicking the link below to create a new travel registration. To add to that new record, simply follow the instructions above.

**CREATE NEW TRAVEL REGISTRATION**



- At the login screen, select the first option: "I have a UMass username and password (all students, faculty and staff)" and then click Submit.

## Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. ✕

Please indicate how you will be logging in:

I have a UMass username and password (all students, faculty, and staff)

I have login credentials to this site that I received by email.

I do NOT have a UMass email address and password.

Submit

- Enter your UMass Lowell email as your Username, your corresponding password and select your campus (Lowell) from the drop down list. Then click Login.

## Security : Login (existing user)

To login, please enter your UMass NET ID or email address (AMHERST USERS: please use your NET ID) for your username and your corresponding password and campus. ✕

Login: for username, please use your Net ID or UMass email address (AMHERST USERS: please use your NET ID).

Username:

rebecca\_spanos@student.uml.edu

Password:

••••••••

Campus:

Lowell

Login

Registrants, use Secure Login.

The **FIRST TIME** you log in to the registry, you will be asked to create your profile. Please select **Yes** then click Submit.

## Security : New Profile Confirmation

This site is ready to create your user identity as a part of the login/registration process. This involves a confirmation that you wish to have your user profile generated in the site's database. The profile information will be available to the administrative users of the site, and could potentially involve import of data from an external information system.

### New Profile Confirmation

This site is ready to create your profile. Do you wish to register on this site with the identity that you have just logged in as?

Yes  No

Submit

5. Enter your Date of Birth, then click Save.

## Your Travel Registrations: : Core Information

Before proceeding to your home page, certain required information must be provided.

### Required Information:

Date of Birth:

Save

6. Enter your profile information. These are editable and you only have to enter them the first you log in to the registry:
- For Campus Affiliation: please select UMass Lowell
  - For Department: please select **L-Student Study Abroad & Int'l Experience**
  - For Employee ID Number: please use your Student ID

Information
<b>Campus Affiliation: **</b>
<b><i>i</i> Department: **</b>
<b>Employee ID Number: **</b>
<b><i>i</i> Full Name of Emergency Contact and Relationship: **</b>
<b><i>i</i> Phone Number of your Emergency Contact: **</b>

7. Once your profile information is submitted, you will be taken to the **Travel Registration page**.
- a. Build your itinerary by entering the departure to and from the primary program location, selecting the location and clicking the **“Add to Itinerary”** button.
    - i. **Please note:** you can start typing a location’s name in the **“Find Location”** box for quicker searching
    - ii. If you cannot find your destination on the list, enter the city name only in the **“Find Location”** box and click the Search button. The registry will search the database and pull up the location. If the location is still not found, email [rebecca\\_spanos@uml.edu](mailto:rebecca_spanos@uml.edu) and ask for the location to be added to the list.

### Itinerary

Please select the departure to and departure from for **all locations** in your itinerary. To Register, select the dates and location, click on the 'Add to itinerary' button.

Current Itinerary:

**Date of Departure TO Specified Location:**

**Date of Departure FROM Specified Location:**

**Location/Destination:** Find location:

- ^Akko, Israel (Middle East)
- Aachen, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Aberdeen, United Kingdom (Europe)
- Aberdeen, MD, United States (North America)
- Abingdon, VA, United States (North America)
- Abo, Finland (Europe)
- Abu Dhabi, United Arab Emirates (Middle East)
- Accra, Ghana (Africa)
- Acton, MA, United States (North America)

8. When the dates and location of your Program have been entered, please click the **“Register”** button at the bottom of the page.

9. You will now be taken to your **Program Registration Page** to complete your itinerary. You are required to add to your itinerary any travel which meets the following criteria:
  - a. Any travel prior to or following your Program travel up to 7 days
    - i. Example: Jenny’s program begins September 1<sup>st</sup> in Madrid, Spain and ends on December 21<sup>st</sup>. However, she will arrive in Barcelona 10 days prior to enjoy some personal travel before her program begins. She will return to the U.S. on December 21<sup>st</sup>.
      1. Jenny will register her itinerary as 9/1 – 12/21 in Madrid, Spain

**Itinerary**

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

<b>Madrid, Spain (Europe)</b>	
Start Date: 09/01/2017 End Date: 12/21/2017	

add new itinerary record

2. Once registered, Jenny will use the **add new itinerary record** button to add her travel to Barcelona, but only up to 7 days prior to the start of her program. She will add 8/24 – 9/1 in Barcelona, Spain

**Itinerary**

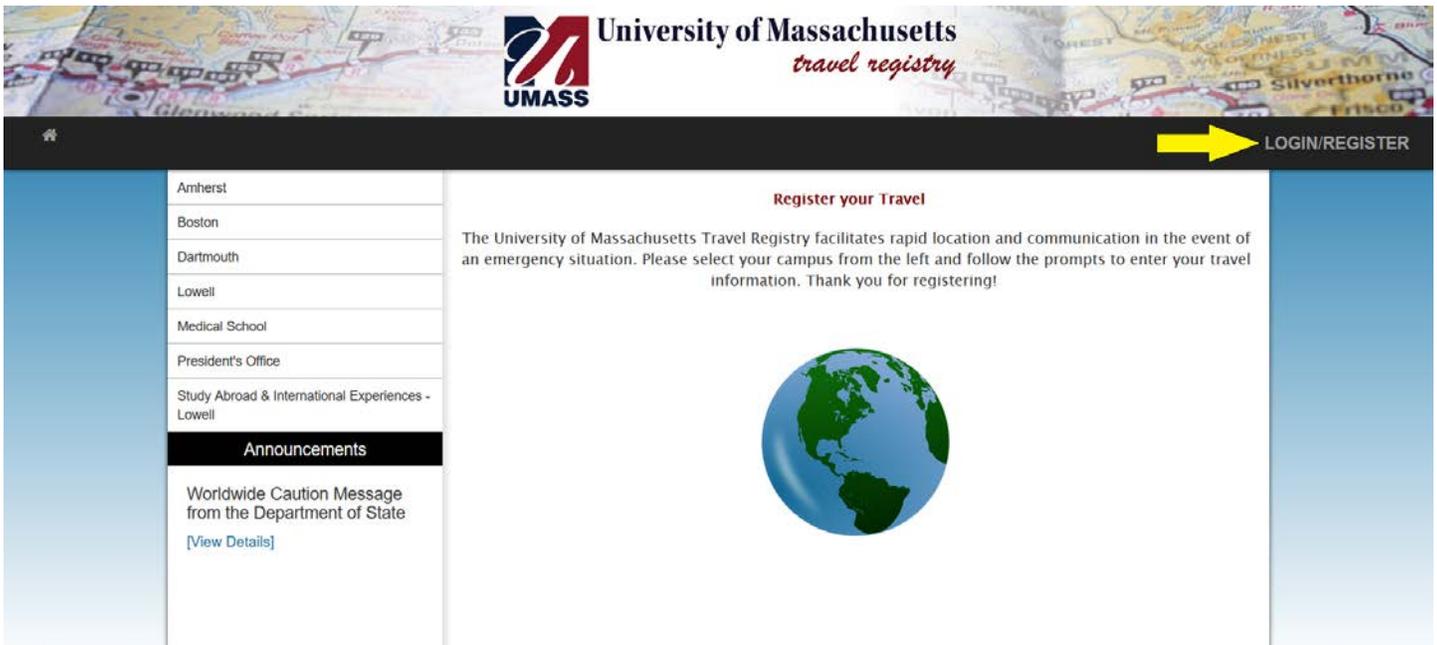
The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

<b>Barcelona, Spain (Europe)</b>	
Start Date: 08/24/2017 End Date: 09/01/2017	
<b>Madrid, Spain (Europe)</b>	
Start Date: 09/01/2017 End Date: 12/21/2017	

add new itinerary record

- b. Each time you depart your Program city during the Program start and end dates

- i. To return to your registration and add a new destination you will first select the **LOGIN/REGISTER** button on the upper, right-hand side navigation



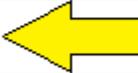
- ii. The system will then bring you to **Your Travel Registration Home Page**. If the system does not bring you to this page, you may access it by clicking the **Home Icon** in the upper, left-hand navigation and selecting **Registrant**.
- iii. You will then select the registration for your current Program.

<p><b>Lowell Study Abroad Travel Registration</b> (ID 21118)</p>	<p>(Complete Registration)  <b>Processed</b>          Program end date:          12/21/2017  <b>Itinerary:</b>          Barcelona, Spain (Europe)          08/24/2017          09/01/2017          Madrid, Spain (Europe)          09/01/2017          12/21/2017</p>
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- iv. From the **Program Registration Page**, you will select the **add new itinerary record** button and create the dates and destination of your travels.
  1. Example: Jenny decides to travel to Paris for the weekend of 9/30-10/1 during her program in Madrid. Jenny will add the new itinerary record for the dates she will be visiting Paris.

## Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

<b>Barcelona, Spain (Europe)</b>	 
Start Date: 08/24/2017 End Date: 09/01/2017	
<b>Madrid, Spain (Europe)</b>	 
Start Date: 09/01/2017 End Date: 12/21/2017	
<b>Paris, France (Europe)</b> 	 
Start Date: 09/30/2017 End Date: 10/01/2017	

[add new itinerary record](#)

- v. These steps must be completed for all additional travel occurring within the Program start and end dates.
10. If you return to the U.S. and then embark on a subsequent international experience, you will create a new registration for this program. Please return to **Step #1** and begin the new registration for this program.
11. **Bon Voyage!**