1. Go to CU ISOS Global Assistance page:

2. Click on **MyTrips** link (top right corner of the page)

3. Click on “New User” to create a Profile

4. After entering initial basic profile information, make sure the correct school “affiliation” information is entered, otherwise your travel coordinator will not receive your information:

5. Once your profile is complete and you click “Update”, click on “Create New Trip” (top left corner). A specific name to be used for “Trip Name/Reservation ID” might be provided by your “travel coordinator” otherwise enter a unique name to identify this trip. Please complete all other trip information and save. **Note: if you don’t enter flight information, your trip will not be registered.**

**Note:** If you don’t enter flight information, your trip will not be registered. Also for each data field (except flight number), once you type in a field, choices will pop-up for you to pick; it is easier to wait and pick from these choices to avoid system errors. Pay attention to the red asterisks; they mark all required data that you may have missed.

Should you have any questions, please email **globaltravel@columbia.edu**

---

**Need technical assistance?**
Please reach out to **ISOS Online Help** directly; they can be reached via email (Onlinehelp@internationalsos.com) or via telephone, as follows:
- **US:** +1 646-259-0477
- **France:** +33 157324976
- **UK:** +44 20 35644536
- **Singapore:** +65-68185590