Guidelines for Traveler: Create a Profile through ISOS MyTrips

Before departing on an international trip that involves Columbia Travel, register your trip details using ISOS MyTrips. Registration on MyTrips involves two processes; create a MyTrips Profile (or update an existing MyTrips Profile) and then, Create a New Trip.

First, create your MyTrips Profile using your “...@columbia.edu” email address (the long version; including "cumc" or "gsb" etc., as in "...@cumc.columbia.edu or "...@gsb.comlumbia.edu" when appropriate) as the “Username” (unless the traveler is an Approved Guest without a Columbia email address, in that case follow the instructions provided by the school/department coordinating your trip).

Create a ISOS MyTrips Profile

Either use this direct link (if you are a returning user) or go through to the Columbia University ISOS Global Assistance Program page where in addition to registering your trip, you can learn how to take advantage of all ISOS travel resources.

1. Once on the ISOS Global Assistance Program page, click on the MyTrips link, located in the top right corner of the page, under the ID card. (See below, circled in red.)

2. Click on New User to create a profile. Again, please your “...@columbia.edu” email address (the long version; including “cumc” or “gsb” etc., as in “...@cumc.columbia.edu or “...@gsb.comlumbia.edu” when appropriate) as the “Username” (unless the traveler is an “Approved Guest” without a Columbia email address, in that case follow the instructions provided by the school/department coordinating your trip). You will then be asked for basic demographic and password protection information.

3. After entering initial basic profile information, make sure that the correct school “affiliation” information is entered; otherwise your travel coordinator will not receive your trip information. Affiliation is defined through three main data fields: “Traveler Type”, “Columbia School/Unit where registered or employed” and “Institute/Center/Office coordinating travel”. (For a list of currently available options, see the Administrator: ISOS TravelTracker page). Make sure you complete the “Emergency Contact Details”; this is a required field.

4. Once your profile is complete click “Save”; you are now ready to Create New Trip.

If you have any difficulties with the login, please contact onlinehelp@internationalso.com or call them (US: +1 646-259-0477; France: +33 157324976; UK: +44 20 35644536; Singapore: +65-68185590). If you have any questions, please email us at globaltravel@columbia.edu.