

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

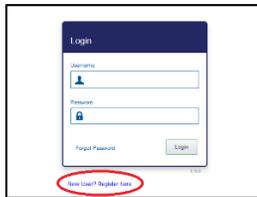
First, please make sure that when creating your **MyTrips Profile** you use your "...@columbia.edu" email address (the long version; including "cumc" or "gsb" etc., as in "...@cumc.columbia.edu or "...@gsb.columbia.edu" if that is the one you use) as the "**Username**" (unless the traveler is an **Approved 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

1. You can reach the MyTrips log-in page either through a link on the [Global Travel ISOS MyTrips page](#) or the Columbia University [ISOS Global Assistance Program page](#) (where you can also learn how to take advantage of other ISOS travel resources). Once on either page, click on the **MyTrips** link, (See below, circled in red.)



2. Click on New User to create a profile. Again, please use your "...@columbia.edu" email address (the long version; including "cumc" or "gsb" etc., as in "...@cumc.columbia.edu or "...@gsb.columbia.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 first be asked for basic demographic and password protection information.



If you already have a Profile on MyTrips, it is important that you edit it to include the options explained below. If you forgot your password, please contact Online Help (instructions at the bottom) and ask them to please reset it.

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. Make sure you complete the "**Emergency Contact Details**"; this is a required field.



1. **Check** the box on top if you are enrolled in the **Columbia Student Health Insurance Plan (through Aetna)**
2. **Enter** your **First** and **Last** Names, select you **Gender** and **Home Country**; then
3. It is important that you **correctly select the next three options**; they define your school affiliation to Columbia:
 - a. **Traveler Type** (select the correct one for you)
 - b. **Columbia School/Unit where registered or employed** (select the correct one for you)
 - c. **Institute/Center/Office coordinating travel** (select the correct one for you)
4. **Enter** your phone number(s) and email(s) that will be used for this trip;
5. **Enter** your emergency contacts for this trip (can be personal or school contacts and can include others traveling with you)

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@internationalsos.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.