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 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.comlumbia.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 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 first 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. 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@internationalisos.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.