COLUMBIA UNIVERSITY

GL BAL TRAVEL

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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

 You can reach the MyTrips log-in page either through a link on the <u>Global Travel ISOS MyTrips page</u> or the Columbia University <u>ISOS Global Assistance Program page</u> (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.)



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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.

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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 <u>required</u> 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 <u>onlinehelp@internationalsos.com</u> 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 <u>globaltravel@columbia.edu</u>.