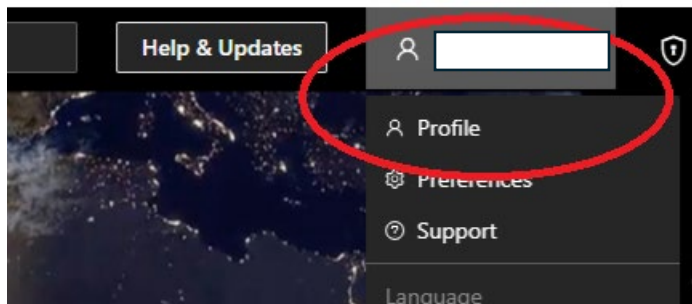


INSTRUCTIONS ON HOW TO REGISTER TRAVEL – AFTER CREATING YOUR HORIZON PROFILE

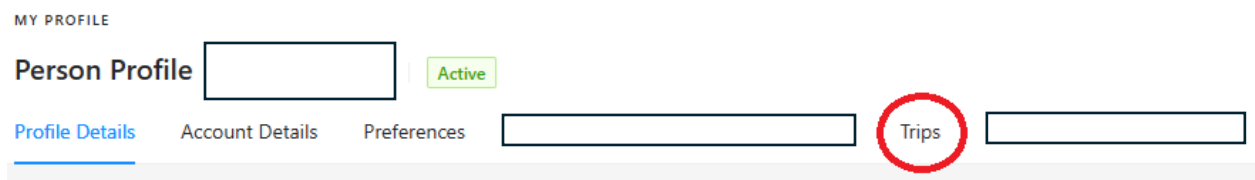
Important: You must create your profile using the member ID for the School/ Department where you are registered or employed before you can register a trip.

To register a trip:

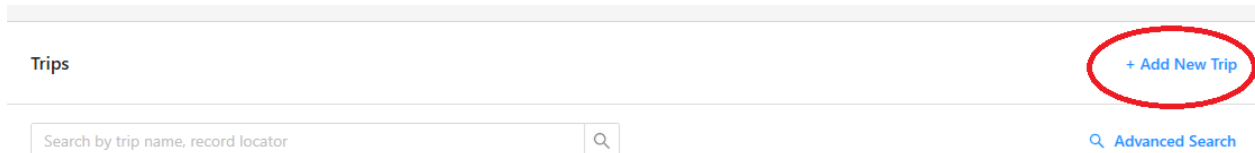
1. Log into [Crisis24 Horizon](#) using your email and password
2. In the upper right corner, click on your name and then 'Profile' from the dropdown



3. On the following page, select 'Trips' from the menu:



4. Then 'Add New Trip' in the upper right





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5. On this page, you will enter your trip details:

ADD PROFILE / ADD TRIP

Add Trip

Trip Details

Record Locator ⓘ

PNR000000

People

+ Add / Manage People

1 Person

Trip Legs

Leg Type

Leg Type

Flight

Accommodation

Car

Rail

Additional Fields

Trip Name ⓘ

Enter trip name

Notes

Trip Legs

Leg Type

Flight

Airline

(AA) American Airlines

Flight #

123

Ticketed Status ⓘ

Ticketed

Ticket Number

Enter ticket number

Local Start Date/Time ⓘ

Jul 02, 2026 13:09

Start Location

Airport

(JFK) John F Kennedy International Airport

Local End Date/Time ⓘ

Jul 03, 2026 11:03

End Location

Airport

(KLA) Kampala, Uganda

Leg Type

Accommodation

Hotel Name

Marriott Kampala

Location

Lat/Long

0.3037, 32.5874

Ticketed Status ⓘ

Ticketed

Ticket Number

Enter ticket number

Local Start Date/Time ⓘ

Jul 03, 2026 12:02

Local End Date/Time ⓘ

Jul 07, 2026 12:02

Leg Type

Flight

Airline

(BA) British Airways

Flight #

456

Ticketed Status ⓘ

Ticketed

Ticket Number

Enter ticket number

Local Start Date/Time ⓘ

Jul 07, 2026 16:04

Start Location

Airport

(KLA) Kampala, Uganda

Local End Date/Time ⓘ

Jul 07, 2026 23:12

End Location

Airport

(JFK) John F Kennedy International Airport

+ Add Trip Leg

Additional Fields

Trip Name ⓘ

Test trip to Uganda



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6. Click 'Add Trip' on the bottom right side to save your registered trip details.

▼ Additional Fields

Trip Name ⓘ

Enter trip name

Notes

Cancel Add Trip

7. After you've registered, you will receive a Pre-Trip Notification (PTN). Please read the important information in that message and keep this email as it serves as registration confirmation.

Notes/Helpful Tips:

1. For each leg tip, you will select 'Add Trip Leg' and the leg types will populate.
2. For Airlines, select from the dropdown menu
3. "Local End Date/Time" is the arrival date/time in the destination(s) and/or upon return
4. Under Additional Fields, in the notes section you can list emergency contact information for this specific trip, any in-country contacts and their contact information, and other relevant information you would like GRSO to have