

International Travel Registry | Instructions

There are three essential steps to registering your travel:

Step 1 – Create your traveler profile

This step is required before you can add a trip, and must be done online.

1. Click on ***New User? Register Here*** to begin the registration process at [WPI MyTrips International Travel Registry](#)
2. **NOTE:** To use the same password for both your online account and the mobile app, follow this format:
 - Must contain at least one capital letter
 - Must contain at least one special character [[@#\\$%^&+=_](#)]
 - Must be at least 6 characters
3. An email will be sent to your university email address for verification. Click the link in the email to verify your account. You'll receive a confirmation message that your account is activated. Once your account is activated, click the login link to enter your recently created password. Your Username is your university email address.
4. Fill out the required user information to create your WPI MyTrips Profile:
 - Your university email address – This will be your Username
 - Home country (the country where you reside)
 - Phone number
 - Your student ID number
 - Personal emergency contact information
 - Your off campus program of travel (E.g. London IQP E19)

Step 2

Forward your reservation confirmation for your flight itinerary to WPITravel@itinerary.internationalsos.com for an automatic upload.

- Be sure to send the itinerary from your WPI email account. Information sent from non-WPI email accounts will not be recognized by the system. It will be accepted if the itinerary is first sent from a non-WPI email to your WPI email account and then sent to WPITravel@itinerary.internationalsos.com. Example: If you book your flights through your personal email account, you will need to forward the reservation to your WPI account first.

- If there is a change in the booking, simply send the latest version of the itinerary confirmation to WPITravel@itinerary.internationalsos.com and it will be updated automatically.

Note: The itinerary confirmation email must be in the English Language. If it is not, you will have to manually create a trip.

- **Manual Trip Entry (Have your flight itinerary handy!)**
 - Log in to [WPI MyTrips International Travel Registry](#) (If this is the first time you use MyTrips you will need to create a profile). Once registered;
 - Click on *Create New Trip*
 - Assign a name to your trip
 - Enter flight details one trip leg at a time by clicking *Add another flight* as often as necessary. You will also be able to enter train and accommodation information at this time.
 - After you enter all of your trip information, click *Save*.

It may take a few minutes for your forwarded itinerary to appear in MyTrips. You'll be notified via email if it was successful or if you need to provide more information.

Step 3:

Once you have created your MyTrips user profile and forwarded your flight itinerary, you will receive a Pre-Trip Advisory via email with information and links relevant to your destination. Please review the advisory carefully, and comply with the directive to sign off to acknowledge receipt of the content.

*WPI students are required to save the advisory as a PDF, and upload it as a course requirement in their Canvas Pre Departure Course.

Using the three step process to guide you, go to the [WPI MyTrips International Travel Registry](#) and create your new profile. Once created, forward your flight itinerary booking confirmation and information to WPITravel@itinerary.internationalsos.com. You will receive a Pre Travel Advisory which you need to read and sign off to acknowledge receipt, by clicking on the link in the document.

Be sure to update your profile with any new travel information, accommodation details, and overseas contact information. It will be especially important to update your mobile number once you arrive overseas.

*** You are not pre-authorized to use the WPI International SOS services while abroad, until you register your travel.**

Find full instructions in the [User Guide](#) on the International SOS website.

If you need **Emergency Assistance**: +1 215-942-8478

If you need **Technical Assistance**: +1 215-354-3862

If you need **Technical support**: +1 646-259-0477 or onlinehelp@internationalsos.com