

International Travel Registry | Overview

All WPI undergraduate and graduate students, as well as faculty and staff who travel with students as advisers or program leaders are now required to register their travel through the WPI MyTrips International Travel Registry.

The registry is a secure platform on which WPI members record their travel itineraries and emergency contact information. WPI MyTrips requires the creation of a one-time profile followed by trip detail registration. By registering your trip, you are automatically registered for International SOS membership and travel medical insurance, and pre-authorized to use International SOS services while abroad.

Registering your trip helps WPI to communicate with you more effectively when there is an incident overseas and enables us to better respond to your needs.

Note: If you completed the International SOS Training Hub, you will still have to create a new account for WPI MyTrips. The two systems are not linked. You will need to register as a new user for both.

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

International Travel Registration Process Step 1 of 3

Step 1: Create your traveler profile – This step is required before you can add your travel details and must be done online.

Read all of the instructions before you proceed!

1. Click on **New User? Register Here** to begin the registration process at [WPI MyTrips International Travel Registry \(Links to an external site.\)](#).

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

2. 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.

3. Fill out the required user information to create your MyTrips Profile:

- Your university email address – This will be your Username
- Home country (the country where you reside)
- Phone number
- Your WPI ID number

- Personal emergency contact information
- Your off campus program of travel (E.g. London IQP E19, Faculty Travel Etc.)

International Travel Registration Process Step 2 of 3

Step 2 – Read all of the instructions before you begin!

From your WPI email, forward your reservation confirmation for your flight itinerary to WPITravel@itinerary.internationalsos.com, for an automatic upload.

- You must send the itinerary from your WPI email account. If you booked your flights through your personal email account, you will need to forward the reservation to your WPI account first, and then forward it to WPITravel@itinerary.internationalsos.com.
- 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.
- **Registering on behalf of someone:** If you wish to register travel on behalf of another, forward the booking confirmation to WPITravel-TO@itinerary.internationalsos.com and CC the traveler.

Note: The itinerary confirmation email must be in the English Language. All attachments should be forwarded with the email. For the system to add your flight details, the flight details must be either in the body of the email, or the attachments which you forward.

It may take 30 minutes for your forwarded itinerary to appear in MyTrips. You will be notified via email (mytrips@travelsecurity.com) if your trip details were successfully loaded into the system or not. If the system was unable to add your trip details or if you require any technical assistance, please contact the support team at www.onlinehelp@internationalsos.com. ([Links to an external site.](#)) or call +1-646-259-0477

Please note if the system is unable to add your travel itinerary after forwarding your itinerary, you may be required to follow the link in the email you receive from mytrips@travelsecurity.com, which asks you to log into your MyTrips account, and add the details of your round trip flight manually by clicking 'Create New Trip'.

International Travel Registration Process Step 3 of 3

Step 3: Once you have created your MyTrips user profile and forwarded your flight itinerary, or manually created a new trip, you will receive your Pre Trip Advisory within 5 hours, via email (online@internationalsos.com). 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.


For WPI Faculty and Staff: Please read the advisory and sign off by electronically confirming that you have received and understood the content.

For WPI Students: After you have read the advisory and signed off by electronically confirming that you have received and understood the content, save the Compliance Tracker Form as a PDF, and upload it to

the following assignment. Please see an example below. ROUND TRIP flights must be entered to complete the compliance requirement.

6/24/2019 WebMaker - Application

Compliance Tracker Form

Powered by:


Traveler Details

First Name	Last Name	Email
[REDACTED]	[REDACTED]	[REDACTED]

Status	Arrival Location	Arrival Date/Time
Complete	Reykjavik, Iceland	22 Aug 2019 06:05AM
Complete	Copenhagen, Denmark	22 Aug 2019 12:55PM
Complete	Reykjavik, Iceland	16 Oct 2019 03:15PM
Not Required	Boston, MA, United States	19 Oct 2019 06:50PM

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