UMass Lowell Online Travel Registry
Directions for Approving Travel

Questions? Please contact Rebecca Spanos, Payment Card & Travel Specialist, at rebecca_spanos@uml.edu

1. You will receive an email prompting you to approve an employee’s upcoming travel. It will look like this:

   ![Email Example]

   University of Massachusetts - Request for Travel Approval

   Greetings from UMass University of Massachusetts.

   The following traveler has requested that you approve their upcoming travel. Please login using the link below to approve this travel.

   ![Travel Registry Example]

   Please login to review all of your pending approval requests, view approvals that you have submitted, and view registrant’s trip details.

   Once you login, click on the small home icon on the top left of the black navigation bar, and then click “Approver” to navigate to your Approver Homepage.

   ![Approver Homepage Example]

   To login, use your existing secure login information with the link provided below:
   https://travelregistry.umasscs.net/index.cfm/FuseAction=Security_Login

   Thank you for attention to this request.

   ![Login Example]

   This message was generated automatically

2. Click the link included in this email to navigate to the Travel Registry. Select “I have a UMass username and password (all students, faculty, and staff)” and click Submit.
3. Enter your UMass Lowell email as your Username, your corresponding password and select your campus (Lowell) from the drop down list. Then click Login.

Security : Login (existing user)

To login, please enter your UMass NET ID or email address (AMHERST USERS: please use your NET ID) for your username and your corresponding password and campus.

Login: for username, please use your Net ID or UMass email address (AMHERST USERS: please use your NET ID).

Username:
rebecca_spanos@uml.edu

Password:

Campus:
Lowell

Login
Forgot your password?

UMass Registrants, use Secure Login.

4. Once you have logged in, click on the Home Icon on the top, left-hand side of the screen and then click Approver. This will bring you to your Approver Homepage.
5. The Approver Homepage shows you all pending and completed approvals (see completed approvals by clicking on the “+” sign to expand that section). Click on the traveler’s name to review their trip details and to approve travel.

6. Review all trip details, read the notification in red, and add any comments as desired. Once complete, click on Approve at the bottom of this page to approve their travel. The traveler will be notified that their travel has been approved.