UMass Lowell Online Travel Registry – Student Domestic Travel
Directions for Registering Your Travel

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

1. Navigate to the Travel Registry via the following link:
   https://travelregistry.umasscs.net/index.cfm?FuseAction=OneStep.Apply&Program_ID=10021

2. At the login screen, select the first option: “I have a UMass username and password (all students, faculty and staff)” and then 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.
4. The **FIRST TIME** you log in to the registry, you will be asked to create your profile. Please select **Yes** then click Submit.

5. Enter your Date of Birth, then click Save.

6. Enter your profile information. These are editable and you only have to enter them the first you log in to the registry:
   a. For Campus Affiliation: please select UMass Lowell
   b. For Department: please type “L-“ to navigate to the UMass Lowell list of Departments and choose either **L-Undergraduate Student** or **L-Graduate Student** as appropriate
   c. For Employee ID Number: please enter your Student ID number

7. Once your profile information is submitted, you will be taken to the **OneStep Travel Registration page**.
a. Under **Profile**, you may enter an alternate email address in the “CC Email Address” field: please enter a secondary UML email or a personal email as appropriate.

![Profile form](image1.png)

b. Under **Itinerary**, begin building your itinerary by entering the departure to and from the specific location, selecting the location and clicking the **“Add to Itinerary” button** for each leg of your trip

   i. **Please note:** you can start typing a location’s name in the “Find Location” box for quicker searching

   ii. If you cannot find your destination on the list, email rebecca_spanos@uml.edu and ask for the location to be added to the list.

![Itinerary form](image2.png)
c. Under **Lowell Pre-Travel Authorization – Student Domestic**, please answer the following questions:
   i. Purpose of Trip
   ii. Trip Details (i.e. Conference name, research description, etc...)
   iii. UML Department or Organization(s) which you are traveling for
   iv. Program Advisor/Faculty Advisor
   v. Method of Transportation
   vi. Overnight Accommodations
   vii. Will you be Requesting Reimbursement for this trip?
   viii. Contact Number While Traveling

d. Under **Lowell Student Travel Waiver**, please check the box for “I Agree”

![Lowell Student Travel Waiver](image)

e. Once all required items are complete, please click “Update” at the bottom of the page. You will receive the following confirmation message:

![Confirmation Message](image)
8. Click “OK” on the above confirmation message and you will be returned to Your Travel Registration Page. Click the Program Name of your most recent registration to complete the registration process:

Your Travel Registration Page: Rebecca Spanos - Registrant Home Page

Your Travel Registrations:

Calendar Year, 2018

Lowell - Student - Domestic (ID 38584)

Program start date: 08/27/2018
Itinerary: Louisville, United States (North America)

Profile

Rebecca Spanos
Rebecca_Spanos@uml.edu

Campus Affiliation: UMass Lowell
Department: L-Procurement Services
Full Name of Emergency Contact and Relationship: Robert Spanos - Husband

9. Proceed to the Approvals box on the right-hand side and click “Request Approval”

Approvals

Requests

Lowell - Student - Domestic (1 required) Please request approval from your Program Advisor or Faculty Advisor for this trip.

- Request Approval

Approval has not yet been requested.

Completed

a. Type your approver’s name or email in the Keywords field, select Lowell from the Campus Filter dropdown and click Search

Registration: New Approval Request

Directory Lookup:

Please select your campus and then type the UMass email address of the person to whom your request for approval should be sent.

Keywords:

Campus Filter:

Lowell

Search >
b. Select the appropriate person and then click Next

The person whom you have selected will receive an email notification requesting approval for your trip. From this email, they will be able to review your trip details and submit their approval. Travelers may enter optional comments on the screen below and then click Submit Approval Request.
10. Once the approval request has been generated, please click the “Submit Registration” button at the top of the page

a. If any element of your registration is incomplete, you will receive a system notification with this information

b. Please complete the required registration elements and click the “Submit Registration” button

11. Once you have successfully submitted your registration, you will receive a confirmation email that your registration status has been updated

12. Thank you, your registration is now complete!