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]

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]
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)

- 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:

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

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

i. 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

Program Registration Page (Pre-Travel)

Registrations Instructions
After completing the OneStep Registration process, all travelers MUST complete the following:
1. Request approval from your Program Advisor/Faculty Advisor under Approvals
2. Click “Submit Registration” at the top of the page

Registration Questionnaire(s)
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

<table>
<thead>
<tr>
<th>Title</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowell Pre-Travel Authorization - Student Domestic</td>
<td>☑</td>
</tr>
</tbody>
</table>

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

Your submission is INCOMPLETE. Please review your application to submit all required elements
- All approvals must be requested.

OK

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

Wed 7/25/2018 5:39 PM
travelregistry@umasssp.edu
Registration Activity: University of Massachusetts Website
To Spanos, Rebecca R

University of Massachusetts - Registration Activity
Following is the list of current activities:

1. Your registration status has changed.

To login, use the following link:

12. Thank you, your registration is now complete!