

## UMass Lowell Online Travel Registry – Student International Travel

### Directions for Registering Your Travel

Questions? Please contact Rebecca Spanos, Payment Card & Travel Specialist, at [rebecca\\_spanos@uml.edu](mailto: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=10030](https://travelregistry.umasscs.net/index.cfm?FuseAction=OneStep.Apply&Program_ID=10030)
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.

### Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. ✕

Please indicate how you will be logging in:

I have a UMass username and password (all students, faculty, and staff)

I have login credentials to this site that I received by email.

I do NOT have a UMass email address and password.

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

- The **FIRST TIME** you log in to the registry, you will be asked to create your profile. Please select **Yes** then click Submit.

## Security : New Profile Confirmation

This site is ready to create your user identity as a part of the login/registration process. This involves a confirmation that you wish to have your user profile generated in the site's database. The profile information will be available to the administrative users of the site, and could potentially involve import of data from an external information system.

### New Profile Confirmation

This site is ready to create your profile. Do you wish to register on this site with the identity that you have just logged in as?

Yes  No

Submit

- Enter your Date of Birth, then click Save.

## Your Travel Registrations: : Core Information

Before proceeding to your home page, certain required information must be provided.

### Required Information:

Date of Birth:

Save

- Enter your profile information. These are editable and you only have to enter them the first you log in to the registry:
  - For Campus Affiliation: please select UMass Lowell
  - 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
  - For Employee ID Number: please enter your Student ID number

Information	
<b>Campus Affiliation:</b>	**
<b>Department:</b>	**
<b>Employee ID Number:</b>	**
<b>Full Name of Emergency Contact and Relationship:</b>	**
<b>Phone Number of your Emergency Contact:</b>	**

- 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.

The screenshot shows a 'Profile' form with the following fields:

- First Name: Rebecca
- Last Name: Spanos
- Email Address: Rebecca.Spanos@uml.edu
- CC Email Address: rebecca\_spanos@student.uml.edu

- 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
- Please note:** you can start typing a location’s name in the “Find Location” box for quicker searching
  - If you cannot find your destination on the list, enter the city name only in the “Find Location” box and hit enter. The registry will search the database and pull up the location. If the location is still not found, email [rebecca\\_spanos@uml.edu](mailto:rebecca_spanos@uml.edu) and ask for the location to be added to the list.

The screenshot shows an 'Itinerary' form with the following fields and instructions:

Please select the departure to and departure from for **all locations** in your itinerary. To Register, select the dates and location, click on the 'Add to itinerary' button.

Current Itinerary:

- Date of Departure **TO** Specified Location: mm/dd/yyyy
- Date of Departure **FROM** Specified Location: mm/dd/yyyy
- Location/Destination: Find location: enter city name here to find location

A dropdown menu lists the following locations:

- Akko, Israel (Middle East)
- Aachen, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Aberdeen, United Kingdom (Europe)
- Aberdeen, MD, United States (North America)
- Abingdon, VA, United States (North America)
- Abo, Finland (Europe)
- Abu Dhabi, United Arab Emirates (Middle East)
- Accra, Ghana (Africa)
- Acton, MA, United States (North America)

**Add to Itinerary**

c. Under **Lowell Pre-Travel Authorization – Student International**, please answer the following questions:

- i. Purpose of Trip
- ii. Trip Details (i.e. Conference name, research description, etc...)
- iii. UMass Lowell Business
- iv. International Travel with University equipment or materials
- v. UML Department or Organization(s) which you are traveling for
- vi. Program Advisor/Faculty Advisor
- vii. Please select your College
- viii. Method of Transportation
- ix. Overnight Accommodations
- x. Will you be Requesting Reimbursement for this trip?
- xi. Contact Number While Traveling

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

**Lowell Student Travel Waiver**

University of Massachusetts Lowell  
Office of Student Activities and Leadership

LIABILITY WAIVER

THE FOLLOWING LIABILITY WAIVER MUST BE SIGNED BY PARTICIPANTS FOR ALL OFF CAMPUS TRIPS SPONSORED BY UNIVERSITY STUDENT ORGANIZATIONS.  
THIS MAY ALSO BE USED FOR CLASS SPONSORED TRIPS.

This form must be signed within the Terra Dotta - Travel Registry prior to the trip. Failure to do so may invalidate insurance coverage, for any students who may be injured, by the University Health Insurance Policy.

In consideration of my participation in this travel as detailed in the Itinerary and Pre-Travel Authorization Questionnaire, I hereby release and hold harmless UMass Lowell and its affiliates, its agents, servants, employees, assignees, successors and herein or distributors from any and all claims, actions, losses, damages, or expenses for personal or bodily injury (including death), and property loss or damage incurred by me, or arising out of or in connection with my participation in the aforementioned travel.

I have read the foregoing and am of legal age to consent to this waiver.

I Agree

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

Registrant Name:	Rebecca Spanos
Date:	07/25/2018

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

Thank you for registering your travel

A confirmation email has been sent to you.

If you wish to update your itinerary, please submit a new registration.

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

This is your homepage and it provides you an overview of your travel registration activity. In order to complete or see the details of a registration form, please click on the appropriate registration form under Your Travel Registrations. ✕

**To register additional travel:**  
Please select your campus and appropriate travel registration type by visiting the [site home](#).

Your Travel Registrations:	
Calendar Year, 2018	
Lowell Student Travel - International (ID 36037)	Deadline: 12/31/2018 <a href="#">Withdraw</a> <b>Itinerary:</b> Accra, Ghana (Africa) 09/02/2018 09/06/2018

Profile
<b>Rebecca Spanos</b> Rebecca.Spanos@uml.edu  <b>Campus Affiliation:</b> UMass Lowell <b>Department:</b> L-Procurement Services <b>Full Name of Emergency Contact and Relationship:</b> Robert Spanos Husband

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

Approvals	
Requests	Completed
Lowell - Student - International (3 required) <b>International Travel requires <u>THREE</u> approvals as follows:</b>	
<ol style="list-style-type: none"> <li>1. Your Program Advisor or Faculty Advisor</li> <li>2. Your Dean's Office (see below for additional information)</li> <li>3. The Office of Institutional Compliance (search the Directory for <a href="mailto:International_Travel@uml.edu">International_Travel@uml.edu</a>)</li> </ol>	
Dean's Office Approval requests should be routed to the following individuals: <ul style="list-style-type: none"> <li>- Engineering - Erin_Caples@uml.edu</li> <li>- Science - Elizabeth_Cole@uml.edu</li> <li>- FAHSS - Luis_Falcon@uml.edu</li> <li>- Business - Sandra_Richtermeyer@uml.edu</li> <li>- Health Sciences - Deirdra_Murphy@uml.edu</li> <li>- Education - Michelle_Quinno@uml.edu</li> </ul>	
<span style="background-color: yellow;">- Request Approval</span>	
Approval has not yet been requested.	<input type="checkbox"/>
Approval has not yet been requested.	<input type="checkbox"/>
Approval has not yet been requested.	<input type="checkbox"/>

- a. For International Travel, three approvals are required:
  - i. Your Program Advisor or Faculty Advisor
  - ii. Your Dean's Office (see screenshot above for additional information)
  - iii. The Office of Institutional Compliance (via the Directory Listing [International\\_Travel@uml.edu](mailto:International_Travel@uml.edu))
- b. For each approval request, please type the person's name or email in the Keywords field, select Lowell from the Campus Filter dropdown and click Search

## Registration : New Approval Request

Use this feature to request approval for your travel. ✕

**User Search**

**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:**

- c. Select the appropriate person and then click Next

## Registration : Search Results

Select the radio button that corresponds to the user you wish to select. ✕

**Search Results:**

Last Name	First Name	UMass GUID	Email
<input checked="" type="radio"/> Hoole	Thomas	0875474321	Thomas_Hoole@uml.edu
<input type="radio"/> Whooley	Arielle	1833735573	Arielle_Whooley@student.uml.edu
<input type="radio"/> Hoole	Casey	2442766202	Casey_Hoole@student.uml.edu
<input type="radio"/> Whooley	Jenna	4607107675	Jenna_Whooley@student.uml.edu
<input type="radio"/> Hoole	Adam	7825253900	Adam_Hoole@student.uml.edu

- 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.

## Your Travel Registrations: : Travel Approver Information

Please fill out the form provided below. The information you fill out on this page will be sent by email to your travel approver. ✕

### Travel Approver Information:

#### Travel Approver Information:

**First Name:** Thomas

**Last Name:** Hoole

**Email:** Thomas\_Hoole@uml.edu

**Phone:**

**Type:** Lowell - Student - Domestic

#### Comments:

(optional)

4000 characters left

[Submit Approval Request](#)

[Cancel](#)

- i. **Please return to the beginning of step #9 to repeat this process for each of the three required approvals detailed above**

10. Once all required elements have been completed, click the "Submit Registration" button at the top of the page

## Program Registration Page (Pre-Travel)

This page shows current and required elements of your registration. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, approvals and questionnaires) are required for your registration to be considered complete. ✕

[- Submit Registration -](#)

### Registrations Instructions

After completing the OneStep Registration process, all travelers MUST complete the following:

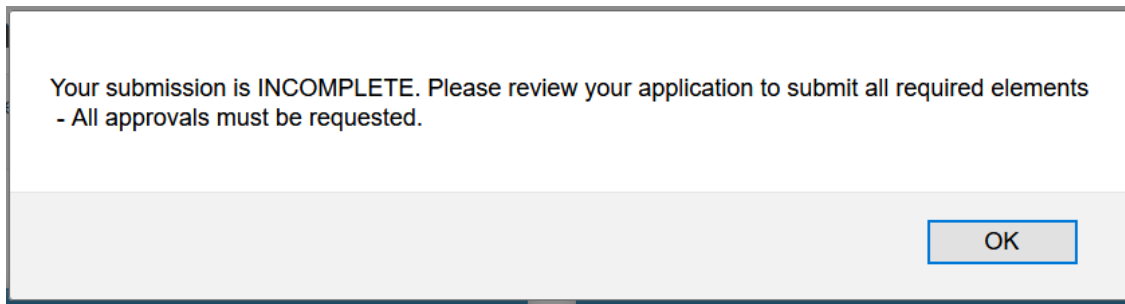
1. Request three approvals as detailed in the Approvals section on the right
2. If necessary, complete the Request to Ship/Carry Materials or Equipment Outside of the U.S. located under Material Submissions
3. Click "Submit Registration" at the top of the page

### 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.

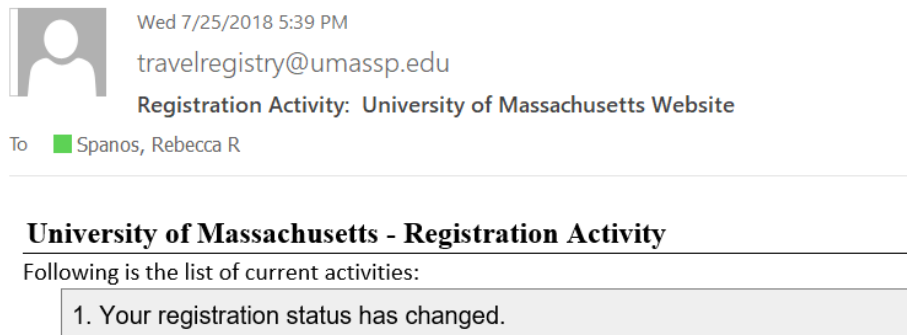
Title	Completed
<a href="#">Lowell Pre-Travel Authorization - Student International</a>	<input checked="" type="checkbox"/>

- 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



To login, use the following link:

<https://travelregistry.umasscs.net/index.cfm?FuseAction=Security.Login>

12. Thank you, your registration is now complete!