Western's International Travel Registry – Student User Guide

All Western students participating in University sanctioned international activities are required to enrol in Western's International Travel Registry prior to departing Canada.

This information enables Western to monitor student safety, update students on travel advisories from the Canadian Government and locate and provide assistance in case of an emergency overseas.

If you have questions about this process, please email travelregistry@uwo.ca.

Overview:

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STEP 1 - Register in Atlas, Western’s International Experience Portal
(Step-by-step illustrations are available below the instructions)

1. Go to International Travel Registry page on Atlas, Western’s International Experience Portal
2. At the bottom of the page, choose the appropriate term reflecting your travel dates and select “Login to Apply”
3. Click on the purple login box and enter your Western user name (just user name, not your full email) and password. You will be taken directly to the Travel Registry application form.
4. Complete the application form, which includes acknowledgement of student’s rights and responsibilities, details of your activity, and travel insurance details. Save and submit the information.
   a. If you are travelling to multiple countries as part of your trip, please select all applicable locations under the ‘Destination Country’ section.
   b. **NOTE - Special Authorization to Travel form:**

   Western’s Safety Abroad Policy states that student travel to destinations with an active Government of Canada Travel Advisory *(Avoid non-essential travel; Avoid all travel)* will not be authorized unless exceptional circumstances exist. Please ensure that you visit the Government of Canada Travel Advice and Advisories site for the overall risk level for a country or territory based on an assessment of the nationwide safety and security situation.

   If a country you are travelling to is deemed as high risk *(Avoid non-essential travel; Avoid all travel)*, you are required to complete the **Special Authorization to Travel** form in conjunction with the Faculty/Supervisor/Staff member who is approving/coordinating your participation in this activity. This form must be completed as soon as possible in order for your proposed travel to be approved. The approval process may take up to 2 weeks. As such it is important that you plan your travel and completion of the form accordingly.

   Within Atlas, as you select your ‘Destination Country’ from the drop-down list, high-risk countries will be automatically identified and a link to the ‘Special Authorization to Travel form’ will be provided. Once this form is completed and signed by the appropriate Western Sponsor and Head of Unit, please submit it to Western International by email (travelregistry@uwo.ca). Final review and authorization is determined by the Vice-Provost, International. You will be notified once a final decision has been made.

   You may continue completing Western’s International Travel Registry application in Atlas while the approval of the **Special Authorization to Travel form** is in progress.

   Should you have any questions, please contact travelregistry@uwo.ca.

5. You will receive an email, sent to your Western email account, with a customized link to begin step two.
Illustrations:
Register in Atlas steps 1-2

Register in Atlas step 3
Register in Atlas step 4
Register in Atlas step 5
Illustration: Special Authorization to Travel form

Register in Atlas step 5 b

<table>
<thead>
<tr>
<th>Destination Country</th>
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</thead>
<tbody>
<tr>
<td>Students are encouraged to visit the Government of Canada Travel Advice and Advisories (<a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a>) site for the overall risk level for a country or territory based on an assessment of the nationwide safety and security situation. Western’s Safety Abroad Policy states that student travel to destinations with an active Government of Canada Travel Advisory (Avoid non-essential travel, Avoid all travel) will not be authorized unless exceptional circumstances exist.</td>
</tr>
</tbody>
</table>

| Afghanistan |

<table>
<thead>
<tr>
<th>High Risk Countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on your destination country, you are required to complete the Special Authorization to Travel form in conjunction with the Faculty/Supervisor/Staff member who is approving/coordinate your participation in this activity. This form must be completed as soon as possible in order to approve your proposed travel. Should you have any questions, please contact <a href="mailto:travelregistry@uwo.ca">travelregistry@uwo.ca</a></td>
</tr>
</tbody>
</table>
STEP 2 - Register in MyTrips/International SOS
(Step-by-step illustrations are available below the instructions)

Western International has invested in the services of International SOS (ISOS), providing access 24-hours a day worldwide to expertise and assistance with travel preparations, medical, security and emergency needs.

2.1 Be prepared. Access pre-travel information and guidance.

Understand the risks, local environment, health care system and security precautions related to the location(s) you are visiting by accessing detailed country guides. You can contact ISOS Help Centres (call directly or call collect) for general travel advice or if you have questions about the locations you are travelling to. You will need to provide the Western University membership number when you contact ISOS. The membership number can be found online. (Western login credentials required).

<table>
<thead>
<tr>
<th>City</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philadelphia</td>
<td>+1 215 942 8226</td>
</tr>
<tr>
<td>London</td>
<td>+44 (0) 20 8762 8008</td>
</tr>
<tr>
<td>Singapore</td>
<td>+65 6338 7800</td>
</tr>
<tr>
<td>Sydney</td>
<td>+61 2 9372 2468</td>
</tr>
</tbody>
</table>

2.2 Register your itinerary with MyTrips.

1. Go to the customized International SOS web link provided in your email from Step 1 and register your account using your Western email address.
2. You will be asked to select a password and two security questions. You will be required to activate your account by clicking on the link that will be sent to you via email. Your account will need to be activated within 24 hours, otherwise it will expire. Please monitor your email spam/junk folder(s) as this email may be filtered to these folders.
3. Once your account is activated, login using your Western email address and the password you created in the step above to complete your profile.
4. Enter your travel itinerary by selecting ‘Create New Trip’.
5. Choose a trip name, then create your trip segments through the respective tabs (e.g. Add Flight, Add Accommodation, Add Train, Add Ground Transportation).
6. You are required to complete the trip segment relating to your round trip flight(s), the other segments are optional.
   a. Enter your flight information by selecting the ‘Add Flight’ tab and completing the corresponding information, then select ‘Save’.
   b. Each flight (e.g. departure, transit and return) must be entered individually.
   c. If all your flight details are not yet confirmed, you can save the information you currently have available and edit your trip at a later date. Please ensure that to the extent possible your flight details are up to date in MyTrips before you depart Canada.
   d. **NOTE: For travel to the United States**, if you are travelling by car instead of by air, please complete the information in the Ground Transportation tab instead of the Flight tab. Use the ‘Pickup’ and ‘Dropoff’ fields to list your equivalent departure and arrival information. If you are driving independently with your own car or a rental (not using a ground transportation company), please include your name in the ‘Name’ field. If you are using a ground transportation service, please include the company name in the ‘Name’ field. Each travel segment (e.g. drive to and from the US location) must be entered individually.
7. You will receive a confirmation email, sent to your Western email account, from ISOS with specific information related to your upcoming travel. Please note this email might take up to 24 hours. Please monitor your email spam/junk folder(s) as this email may be filtered to these folders.
**Returning Users:** Once you have activated your account with MyTrips (steps 1-3 above), you can login any time to make changes to your itinerary or add new trips by simply completing steps 4-7 above.

**Illustrations:**

Register your itinerary step 1

![MyTrips login screenshot]

Register your itinerary step 2

![MyTrips registration screenshot]
Register your itinerary step 3

Register your itinerary step 4

My Profile

* Please complete all required fields

Primary Profile Information

First Name

Last Name

Home Country

Select country

Faculty

Select

Career

Select

Campus Affiliation

Select

Phone

Phone Priority

Select

Phone Type

Select

Country Code

Select Country Code

Phone Number

Add Another
Register your itinerary steps 5-6


>>> For travel to the United States by car (step 6 d)

NOTE: For users who require additional support, a MyTrips user guide can be accessed providing additional illustrations of the instructions above. To access the guide, log in to MyTrips and select the ‘User Guide’ link on the top menu.

2.3 Sign up for health and security email alerts.

Stay informed of health, safety or security risks in your travel destination(s).

To sign up for health and security email alerts:

1. You have the option to select which countries and what type of alerts you wish to receive.
2. Go to the International SOS website (www.internationalsos.com) and enter Western’s membership number under 'Member Log In'.
3. Select 'Email Alerts' in the left hand menu.
4. Enter your name and email address under 'How do I register'.
5. You will receive confirmation of registration by email along with a link to activate your account.
6. Log in using your email address.
7. Select 'Email Alerts' from the left hand menu.
8. Check the box next to the type of alerts you wish to receive.
9. Use the drop down menu to select 'All updates' or 'Special Advisories'.
10. Place check marks in the boxes next to your country/countries of interest.
11. Select 'Save Changes' when you have completed your selections.
Other updates and scheduled summaries:

1. You can also choose to receive emails regarding global issues, changes to health or security risk ratings, daily digests, monthly digests and regional security forecasts.
2. Select the respective tabs for ‘Other Updates’ and/or ‘Scheduled Summaries’ to set your preferences.
3. Check the boxes next to items that interest you under these tabs.
4. Select ‘Save Changes’ when you have completed your selections.

Illustrations:

Health & security email alerts steps 1-2

Health & security email alerts step 3
Health & security email alerts steps 4-6

My Alerts | Logon

Email alerts

You can choose to receive a number of email alerts to keep you up to date with the latest developments around the world.

Health & security email alerts steps 7-11

Other updates & scheduled summaries steps 1-4
2.4 Stay safe throughout your travel. Download the Assistance App.

Take advantage of instant access to ISOS services through the free Assistance App, including:

- One-touch dialing to the closest International SOS Assistance Centre, for immediate help.
- Mobile-friendly medical and travel security information to prepare for your travel, with deeper content a further tap away.
- The latest medical and travel security alerts, delivering travel advice before and during trips, allowing you to quickly adjust your plans if needed.

To download the App:

1. Open the Internet browser on your phone and enter the following address
   http://app.internationalsos.com. You will find various versions of the app for your device.

   OR

   Open Google Store from your phone and search for ISOS Assistance App. You will be able to install the app directly to your phone.

2. Once the app is downloaded on your phone, open the app and enter the Western University membership number into the app to sign in. You will then be connected to the member services.
2.5 Additional Resources

The following additional resources have been made available by ISOS to help you learn about their services and membership benefits.

- **Membership eGuide** – Illustrates the scope of your benefits with a comprehensive representation of how to navigate ISOS services.
- **Membership Benefits overview and Frequently Asked Questions** can be accessed once you log in to the ISOS website ([www.internationalsos.com](http://www.internationalsos.com)) using Western's membership number.