

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.

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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

Western's International Travel Registry

Travel Registry
Western's International Travel Registry
Travel Registry
London, Canada

All Western students participating in University sanctioned international activities are required to enroll in Western's International Travel Registry.

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

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

Students should complete the Travel Registration process prior to departure. You will be asked to enter the following information:

- Dates of travel
- Travel destination and purpose of your travel
- Name(s) and contact details of your emergency contacts
- Date of country travel insurance information
- Confirmation that you have completed all required Pre-Departure Sessions*
- Acknowledgement of Student Rights and Responsibilities

*For more information on Pre-Departure Sessions, please visit http://www.western.ca/international/learn/prepare/abroad/prepare/abroad_sessions.html

Program Provider
Name: Western's International Travel Registry
Host Institution: *Travel Registry

General Instructions

Step 1: Atlas - Western's International Experience Portal

- Confirm your participation in a university sanctioned activity
- Confirm completion of required pre-departure sessions
- Confirm out of country travel insurance
- Acknowledge and agree to Western's Student Rights and Responsibilities document

Step 2: MyTrips - add travel to MyTrips account

- Set up your MyTrips account
- Enter your travel itinerary

Term **Academic Year** **Apply**

Travel Registry: Sept 2016- Aug 2017	2016	Login To Apply
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CLICK HERE

Term	Academic Year	Apply
Travel Registry: Sept 2016- Aug 2017	2016	Login To Apply

Register in Atlas step 3

Atlas | Western's international experience portal

Western UNIVERSITY · CANADA

Welcome To Atlas Search Programs Events Surveys Incoming Exchange Students

Welcome to Atlas, Western's international experience portal

For a list of our partners and international opportunities, simply click on the **Search Programs** tab above. A login is required to apply for a program and to return to an application in progress.

To login, please click on the link to the right to log in with your **Western username and password**. Once your credentials are verified, you will be redirected to Atlas, Western's international experience portal where you can complete your application process.

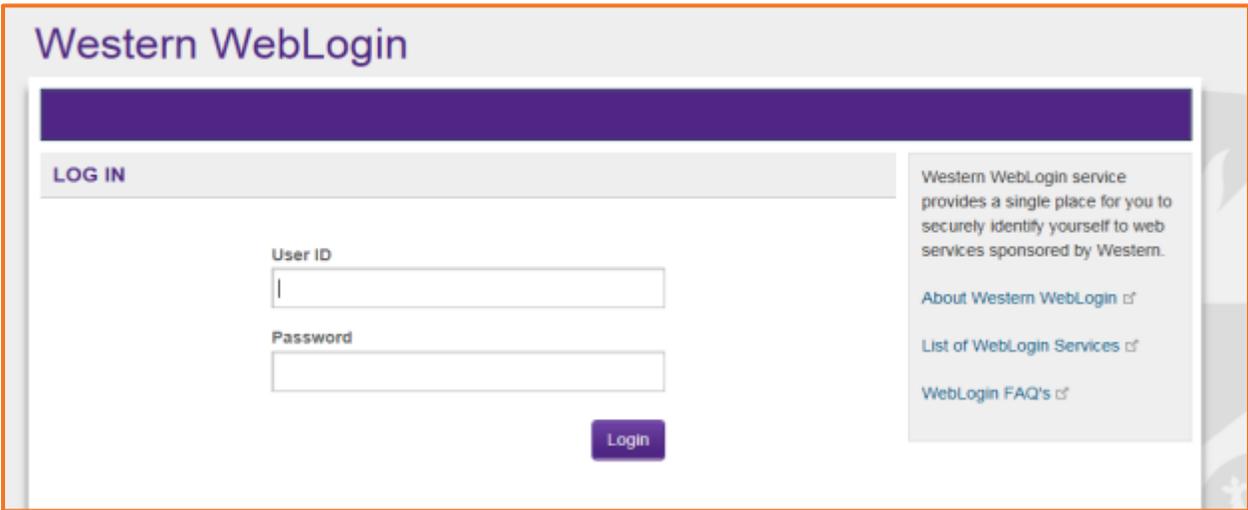
Student Login

Western Students:

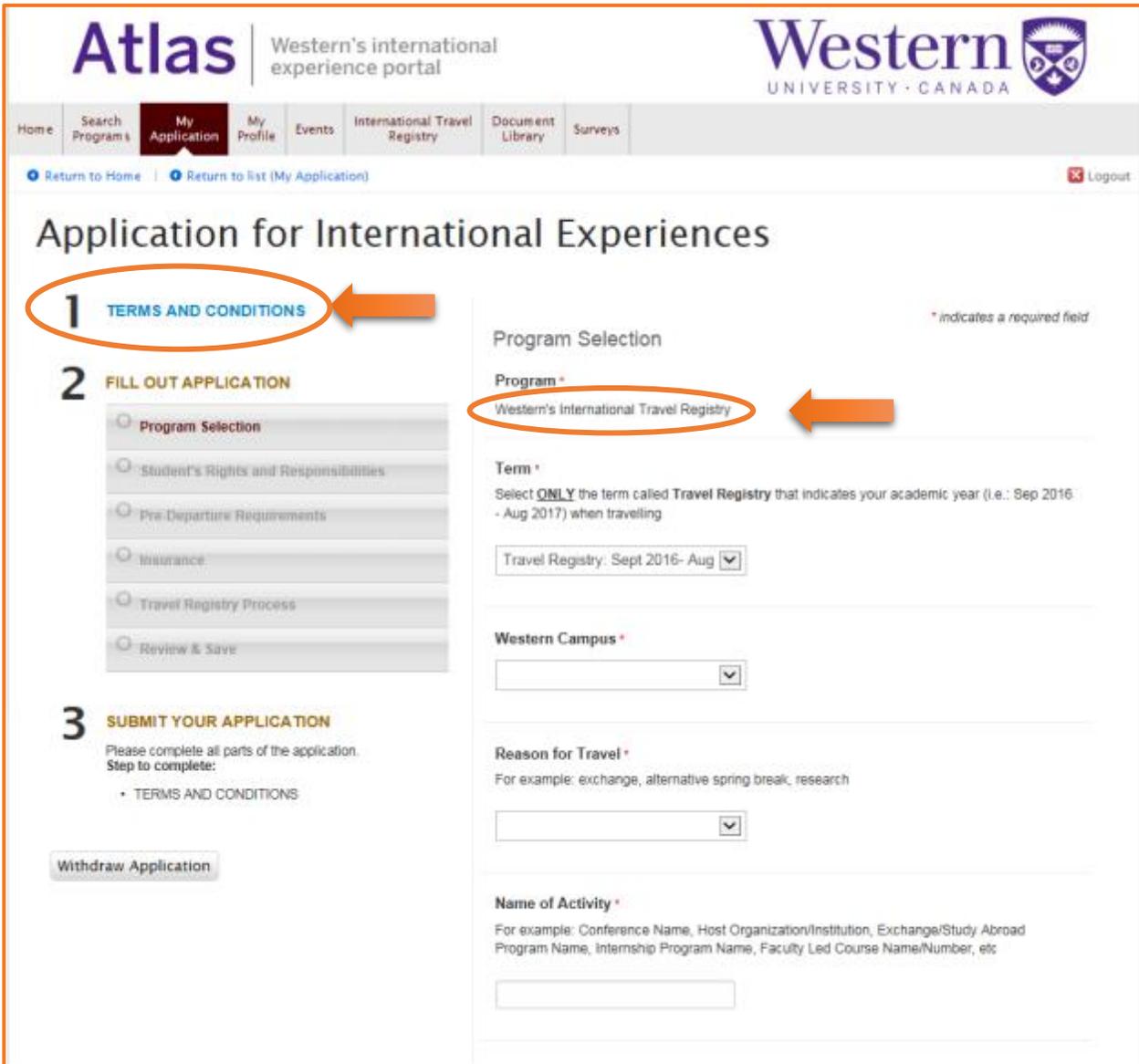
CLICK HERE to log in using your username and password.

Do not sign in below!

I consent to the University collecting, using and disclosing my personal information for such purposes and I also



Register in Atlas step 4



Terms and Conditions Western's International Travel Registry:

1 [TERMS AND CONDITIONS](#)

2 **FILL OUT APPLICATION**

- Program Selection
- Student's Rights and Responsibilities
- Pre-Departure Requirements
- Insurance
- Travel Registry Process
- Review & Save

3 **SUBMIT YOUR APPLICATION**
Please complete all parts of the application.

Step to complete:

- TERMS AND CONDITIONS

Consent * * indicates a required field

The personal information in this application is collected under the authority of the University of Western Ontario Act, 1982. The personal information you have included in your application plus additional personal information in the University's Office of the Registrar will be used by Western International to process your application and manage your international experience. Depending on your application, the following personal information may be shared by the Office of the Registrar with Western International for such purposes: your student number, name, date of birth, sex, contact information, emergency contact information, and academic information. Information will also be disclosed to the program partners to which the applicant applies. By checking the box below, you consent to the University collecting, using and disclosing your personal information for such purposes and you also acknowledge that your personal information will be transferred from the University's Registrar's Office to the University's agent, Symplicity Corporation, a third party corporation, which provides a cloud-based study abroad management solution. For further information about this collection, please contact the Director of International Learning, Western International, The University of Western Ontario, London ON, N6A 3K7; Phone 519-661-2111 ext. 85489.

I agree to the statement above about data collection

Travel Registry Process

Travel Registry *

I acknowledge my understanding of the International Travel Registry process.

Register in Atlas step 5

- 1** **TERMS AND CONDITIONS**
- 2** **APPLICATION**
 - Program Selection
 - Student's Rights and Responsibilities
 - Pre-Departure Requirements
 - Medical Conditions
 - Travel Registry Process
 - Review & Save
- 3** **SUBMIT YOUR APPLICATION**

Student

Student ID*

E-mail*

GPA* 0.000

Program Selection

Program* Western's International Travel Registry

Term* Travel Registry: Sept 2016- Aug 2017

Western Campus* Main Campus

Reason for Travel* Exchange

Name of Activity* Aetrus University Exchange

Program/Activity Dates

Program/Activity Start Date* January 17, 2017

Program/Activity End Date* April 30, 2017

Destination City* Aetrus

Destination Country*

Student's Rights and Responsibilities

STUDENT'S RIGHTS AND RESPONSIBILITIES

Acknowledgement*
I acknowledge that I have read and agree to the above and I have had the opportunity to seek clarification and ask any questions I may have about its contents.

Date* Jan 10, 2017 11:29 am

Pre-Departure Requirements

Pre-Departure Sessions* I acknowledge that I have completed all required [Pre-Departure training](#)

Medical Conditions

Medical Conditions* Yes

Special Medical Conditions N/A

Insurance Declaration* Yes

Health Insurance Details* BLUE CROSS (2942)

Travel Registry Process

Travel Registry* I acknowledge my understanding of the International Travel Registry process.

Illustration: Special Authorization to Travel form

Register in Atlas step 5 b

Destination Country*

Students are encouraged to visit the Government of Canada Travel Advice and Advisories (<https://travel.gc.ca/travelling/advisories>) 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.

Afghanistan ▼

High Risk Countries

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/coordinates 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 travelregistry@uwo.ca.

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*).

Philadelphia	+1 215 942 8226
London	+44 (0) 20 8762 8008
Singapore	+65 6338 7800
Sydney	+61 2 9372 2468

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

A white login form with a dark blue header containing the word "Login". Below the header are two input fields: "Username" with a person icon and "Password" with a lock icon. At the bottom, there are two links: "Forgot Password" and "New User? Register here" (the latter is circled in red), and a "Login" button.

Register your itinerary step 2



User Registration for University of Western Ontario Travellers
If you are not travelling for University of Western Ontario then please click [here](#) to contact our helpdesk for assistance with the registration.

A user registration form with the following fields: "Title" (dropdown), "First Name" (text), "MI" (text), "Last Name" (text), "Organisation Email Address (User Name)" (text), "Password" (text with strength indicator), "Re-Enter Password" (text), "Security Question1" (dropdown), "Answer 1" (text), "Security Question2" (dropdown), and "Answer 2" (text). At the bottom are "Submit" and "Cancel" buttons, with "Submit" circled in red.

Register your itinerary step 3

The screenshot shows a 'Login' form with a dark blue header. Below the header, there are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A red oval highlights both of these fields. Below the fields, there are links for 'Forgot Password' and 'New User? Register here', and a 'Login' button.

Register your itinerary step 4

The screenshot shows the 'My Profile' registration page. At the top, there is a dark blue navigation bar with two buttons: 'My Profile / Trips' and 'Create New Trip'. The 'Create New Trip' button is circled in red. Below the navigation bar, the page title 'My Profile' is circled in red. Below the title, there is a red asterisk and the text '* Please complete all required fields'. The page is divided into two main sections: 'Primary Profile Information' and 'Phone*'. The 'Primary Profile Information' section contains several required fields: 'First Name' and 'Last Name' (text inputs with red asterisks), 'Home Country' (dropdown menu with 'Select country' and a red asterisk), 'Faculty' (dropdown menu with 'Please Select' and a red asterisk), 'Career' (dropdown menu with 'Please Select' and a red asterisk), and 'Campus Affiliation' (dropdown menu with 'Please Select' and a red asterisk). The 'Phone*' section contains four required fields: 'Phone Priority' (dropdown menu with 'Select' and a red asterisk), 'Phone Type' (dropdown menu with 'Select' and a red asterisk), 'Country Code' (dropdown menu with 'Select Country Co' and a red asterisk), and 'Phone Number' (text input with a red asterisk and a trash icon). Below the phone fields, there is a '+ Add Another' button.

Register your itinerary steps 5-6

Create New Trip

Trip Name *
Trip Name/Confirmation#PNR Record Locator

Click on the tabs to create your trip segments

Add Flight | Add Accommodation | Add Train | Add Ground Transportation

Airline *
Airline
Please select Unknown Airline (YY) if you can't find the airline.

Departure City *
Departure city

Arrival City *
Arrival city

Confirmation Number
Confirmation number

Flight Number *
Flight number

Departure DateTime *
[Calendar] [hr] [min]

Arrival DateTime *
[Calendar] [hr] [min]

Save Cancel

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

Click on the tabs to create your trip segments

Add Flight | Add Accommodation | Add Train | **Add Ground Transportation**

Name *
Name

Pickup City, Country *
Pickup City, Country
Please select closest city.

Dropoff City, Country *
Dropoff City, Country
Please select closest city.

Confirmation Number
Confirmation number

Telephone
Telephone

Pickup DateTime *
[Calendar] [hr] [min]

Dropoff DateTime *
[Calendar] [hr] [min]

Save Cancel

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:

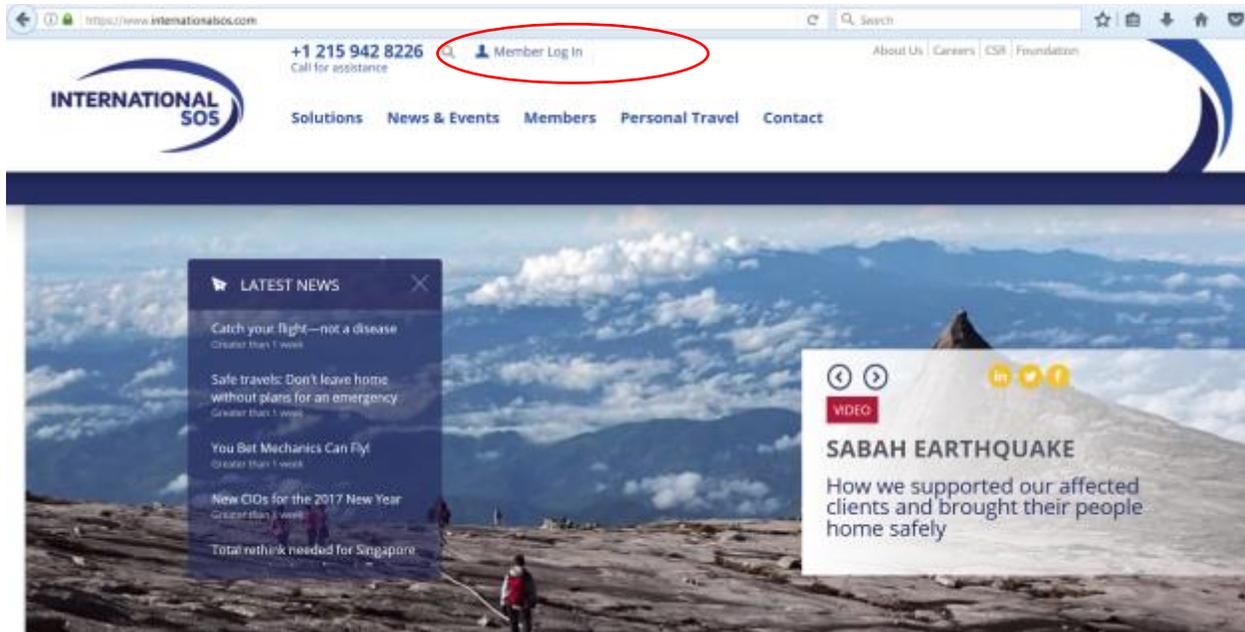
1. You have the option to select which countries and what type of alerts you wish to receive.
2. Go to the International SOS website (www.internationalsos.com) and enter Western's membership number under 'Member Log In'.
3. Select 'Email Alerts' in the left hand menu.
4. Enter your name and email address 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:

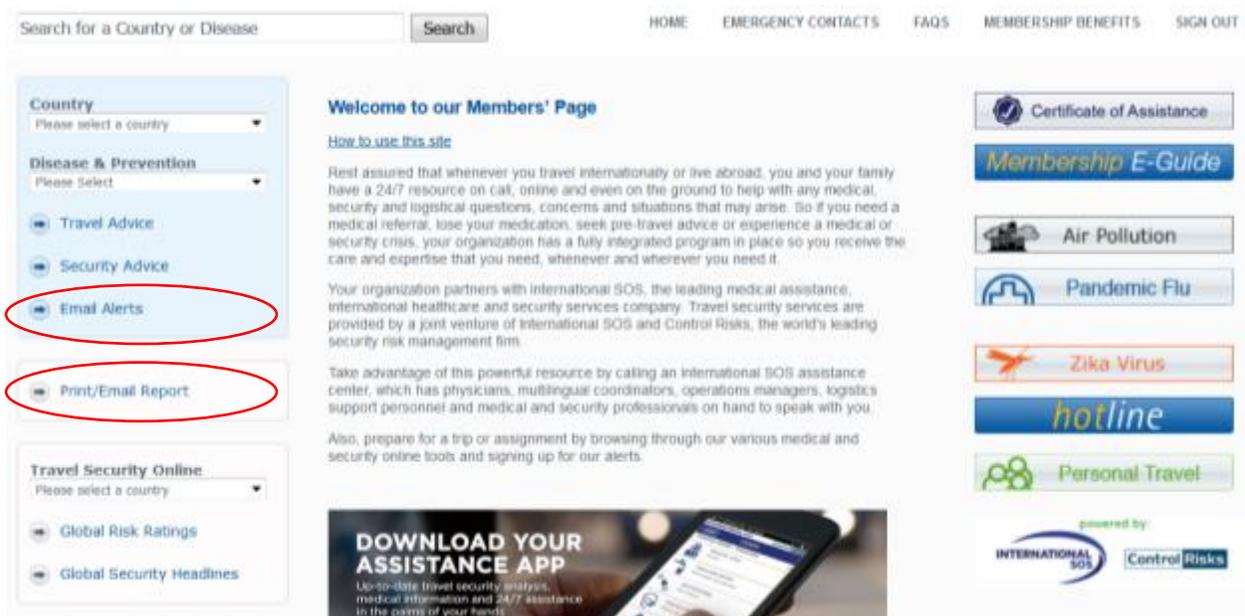
1. You can also choose to receive emails regarding global issues, changes to health or security risk ratings, daily digests, monthly digests and regional security forecasts.
2. Select the respective tabs for 'Other Updates' and/or 'Scheduled Summaries' to set your preferences.
3. Check the boxes next 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.

How do I register

If you have not registered to receive email alerts before, then enter your name and email address to register.

Name:

Email address:

Register

Login for existing users

If you have already registered to receive email alerts, enter your email address in the form below and click Login.

Email address:

Login

Health & security email alerts steps 7-11

My Alerts

- Settings
- Email Alerts**
- RSS and Apps
- Log out of My Alerts
- Logout of site

To update your name or email address, go to settings and make your changes there. Please ensure that you are viewing the page in the same language that you wish to receive your emails alerts in.

I am interested in

Medical updates Travel security updates

Real time country updates | Other updates | Scheduled summaries

This service emails you country specific Medical and Travel security updates as they happen.

Country Picker

Please set your alert delivery options:

When updates are published to one of my subscribed countries below
Email me all updates

Enter country name

MED NON-MED

Select All

Afghanistan

Albania

Algeria

American Samoa (US)

Andorra

Angola

You have not selected any countries

Medical Non-Medical

Summary

You have chosen to receive:

1 Daily Digest sent at 01:00

You have unsaved changes.

Save Changes

Other updates & scheduled summaries steps 1-4

My Alerts

- Settings
- Email Alerts**
- RSS and Apps
- Log out of My Alerts
- Logout of site

To update your name or email address, go to settings and make your changes there. Please ensure that you are viewing the page in the same language that you wish to receive your emails alerts in.

I am interested in

Medical updates Travel security updates

Real time country updates | **Other updates** | Scheduled summaries

This service emails you Rating changes and Global Issues when they are updated.

Global Issues

Frequency: when changes occur
Updates on transnational issues.

Select All

Medical Multi-country Alerts

Worldwide travel

Rating changes

Frequency: when changes occur
An update on the latest risk rating change.

Rating changes

Preview email

Summary

You have chosen to receive:

1 Daily Digest sent at 01:00

You have unsaved changes.

Save Changes

Settings
Email Alerts
 RSS and Apps
 Log out of My Alerts
 Logout of site

To update your name or email address, go to settings and make your changes there. Please ensure that you are viewing the page in the same language that you wish to receive your emails alerts in.

I am interested in
 Medical updates Travel security updates

Real time country updates Other updates **Scheduled summaries**

This service emails you Medical and Travel security summaries at your scheduled time(s).

Daily Digest
Frequency: daily
 A collation of all Medical and Travel security updates published in the last 24 hours. Regional subscription only *

Select All
 Africa
 Americas
 Asia & the Pacific
 Europe & CIS
 Mid East & N Africa

Choose your time
 Send my Daily Digest at 01:00 GMT
 Add another Digest at choose GMT
Preview email

* Please note that if no updates have been published in the last 24 hours, the Daily Digest will not be sent.

Monthly Medical Digest
Frequency: monthly
 A collation of all live medical updates.
 Monthly Medical Digest

Regional Security Forecast
Frequency: weekly
 A forecast that looks ahead over the next week at potential flashpoints and provides a synopsis of upcoming travel-related events, by country.

Select All
 Africa
 Americas
 Asia & the Pacific
 Europe & CIS
 Mid East & N Africa
Preview email

World Calendar
Frequency: weekly A calendar of upcoming security dates over the next three months.
 World Calendar
Preview email

Summary
 You have chosen to receive:
 1 Daily Digest sent at 01:00
 You have unsaved changes.
Save Changes

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) using Western’s membership number.

