Travel Tracker
REGISTRATION GUIDE

INTERNATIONAL SOS
PEPPERDINE

Setup
(you will need your computer/smartphone for this)

Travel Tracking

1. Create a Profile

- Login at https://MyTrips.travelsecurity.com/Login.aspx. Your profile page will pop up.

1. Create a Profile

- Carefully select or fill in all fields **accurately**
- If you are attending a summer 2017 IP Program, keep information as is
- First Name and Last Name
- Home Country: **Your citizenship**
- School: **Seaver**
- If Member of Seaver or Law School: **International Programs**
- If Member of International Programs: **Select your program**
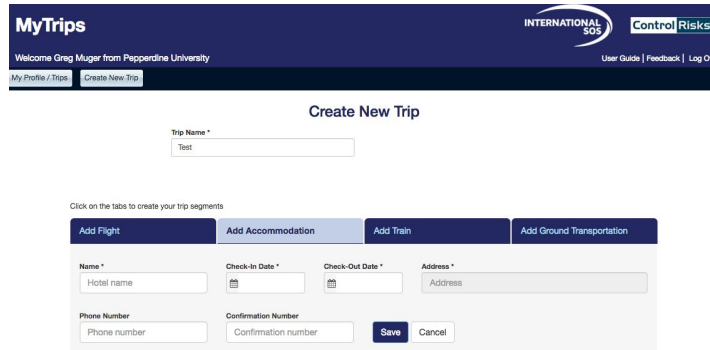- Phone**: Use the mobile phone number you will be using during your entire time abroad. Select that number as your top priority phone. Update your phone number as necessary so we can contact you in emergencies**
- Email: **Must use your Pepperdine email address as your top priority email address.**
- CWID**: make sure your CWID number is correct**
- Relationship to Pepperdine: **Student**
- **Click Save**

2. Set Your Program Location & Term

Enter in your program location and term so that administrators can identify you. If you don't do this step, your program director and others are unable to properly help you in an emergency situation while you travel. This step must be done at the beginning of each term (fall, spring, summer) regardless if you attended the same program location in a previous term.

- Login at https://MyTrips.travelsecurity.com/Login.aspx. Your profile page will pop up. Bookmark this page. Click on 'Create New Trip.' See screen shot below:

2. Set Your Program Location & Term

After you click on 'Create New Trip' do the following:

- Trip Name: **Program Name + Term (example: Heidelberg Fall 2017). If attending multiple IP programs, record your first program.**

- **For Academic Year Students: CREATE TWO TRIPS (one for fall and one for spring)**

- **This next step is only for registered students in the program. Not for waitlisted students.**

Create New Trip

Trip Name *
Test

Click on the tabs to create your trip segments

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

Name *
Hotel name

Check-In Date *

Check-Out Date *

Address *
Address

Phone Number
Phone number

Confirmation Number
Confirmation number

Save   Cancel