

Travel Tracker

REGISTRATION GUIDE



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.

Profile

* Please complete all required fields

Traveler Name & School

First Name *

Last Name *

Home Country
 *


Please select a School:
 *


If member of Seaver School:

If member of Seaver International Programs:


Your profile is missing some required fields. You will need to enter data for all required fields before your Profile can be saved


Phone

Phone Priority	Phone Type	Country Code	Phone Number
<input type="text" value="Select"/> *	<input type="text" value="Select"/> *	<input type="text" value="Select Country Code"/> *	<input type="text"/> * 


 Add Another

Email*

Email Priority	Email Type	Email Address
<input type="text" value="Select"/> *	<input type="text" value="Select Email Type"/> *	<input type="text"/> * 

 Add Another

Additional Information*

CWID	Relationship to Pepperdine
<input type="text"/> *	<input type="text" value="Please Select"/> * 

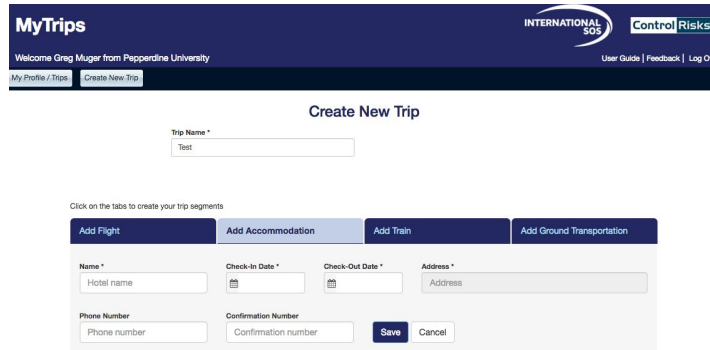
1. Create a Profile

- 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:



The screenshot shows the 'MyTrips' web application interface. At the top, there's a dark blue header with the 'MyTrips' logo, a welcome message for 'Greg Muger from Pepperdine University', and links for 'My Profile / Trips', 'Create New Trip', 'User Guide', 'Feedback', and 'Log Off'. Below the header, the main section is titled 'Create New Trip'. It features a 'Trip Name' field with the value 'Test'. Below this, a message says 'Click on the tabs to create your trip segments'. There are four tabs: 'Add Flight', 'Add Accommodation', 'Add Train', and 'Add Ground Transportation'. The 'Add Accommodation' tab is currently selected. Under this tab, there are fields for 'Name' (with a sub-label 'Hotel name'), 'Check-In Date', 'Check-Out Date', and 'Address'. At the bottom, there are fields for 'Phone Number' and 'Confirmation Number', followed by 'Save' and 'Cancel' buttons.

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 *

Click on the tabs to create your trip segments

Add Flight	Add Accommodation	Add Train	Add Ground Transportation
Name * <input type="text" value="Hotel name"/>	Check-In Date * <input type="text" value=""/>	Check-Out Date * <input type="text" value=""/>	Address * <input type="text" value="Address"/>
Phone Number <input type="text" value="Phone number"/>	Confirmation Number <input type="text" value="Confirmation number"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	