



# *My Trips*

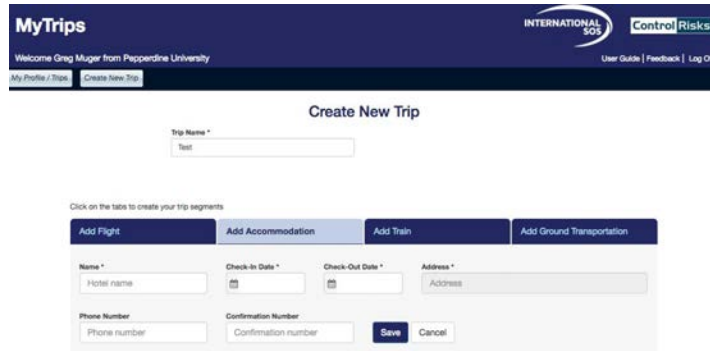
## Setting Program Location & Term



# 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 is a dark blue header with the 'MyTrips' logo, a welcome message 'Welcome Greg Muger from Pepperdine University', and a 'Control Risks' button. Below the header, there are links for 'My Profile / Stats' and 'Create New Trip'. The main content area is titled 'Create New Trip' and contains a form with the following fields:

- Trip Name \***: A text input field with the placeholder text 'Test'.
- Click on the tabs to create your trip segments**: A row of four tabs: 'Add Flight', 'Add Accommodation', 'Add Train', and 'Add Ground Transportation'.
- Name \***: A text input field with the placeholder text 'Hotel name'.
- Check-In Date \***: A date selection field.
- Check-Out Date \***: A date selection field.
- Address \***: A text input field with the placeholder text 'Address'.
- Phone Number**: A text input field with the placeholder text 'Phone number'.
- Confirmation Number**: A text input field with the placeholder text 'Confirmation number'.
- Save** and **Cancel** buttons.

# Set Your Program Location & Term

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

- Trip Name: **Program Name + Term** (example: **Heidelberg Summer 2018**). 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
<p>Name *  <input type="text" value="Hotel name"/></p> <p>Phone Number  <input type="text" value="Phone number"/></p>	<p>Check-In Date *  <input type="text" value=""/></p> <p>Confirmation Number  <input type="text" value="Confirmation number"/></p>	<p>Check-Out Date *  <input type="text" value=""/></p>	<p>Address *  <input type="text" value="Address"/></p>
		<p><b>Save</b> <input type="button" value="Cancel"/></p>	

# Set Your Program Location & Term

## **BUENOS AIRES**

**Name:** Casa

**Check in date:** First day

**Check out date:** Last day

**Enter this address:** Buenos Aires, ARG and then **click search button** and then **save** (Leave confirmation & phone numbers blank)

# Set Your Program Location & Term

## FLORENCE

Name: **Florence Villa**

Check in date: **First day**

Check out date: **Last day**

Enter this address: **Viale Milton Giovanni, 41, 50100 Firenze, Italy** and then **click search button** and then **save** (Leave confirmation & phone numbers blank)

# Set Your Program Location & Term



## HEIDELBERG

Name: **Moore Haus**

Check in date: **First day**

Check out date: **Last day**

Enter this address: **Graimbergweg 10 69117 Heidelberg** and then **click search button** and then **save** (Leave confirmation & phone numbers blank)

# Set Your Program Location & Term

## LAUSANNE

Name: **Maison du Lac**

Check in date: **First day**

Check out date: **Last day**

Enter this address: **Av. Marc Dufour 15 CH-1007 Lausanne**  
and then **click search button** and then **save** (Leave confirmation & phone numbers blank)

# Set Your Program Location & Term

## LONDON

Name: **London House**

Check in date: **First day**

Check out date: **Last day**

Enter this address: **56 Princes Gate Court, London, GBR** and then **click search button** and then **save** (Leave confirmation & phone numbers blank)



# Set Your Program Location & Term

## SHANGHAI

Name: **Jia**

Check in date: **First day**

Check out date: **Last day**

Enter this address: **Shanghai, China** and then **click search button** and then **save** (Leave confirmation & phone numbers blank)

# Set Your Program Location & Term

## WASHINGTON D.C.

Name: **DC House**

Check in date: **First day**

Check out date: **Last day**

Enter this address: **2011 Pennsylvania Avenue NW**  
**Washington DC** and then **click search button** and then **save**  
(Leave confirmation & phone numbers blank)