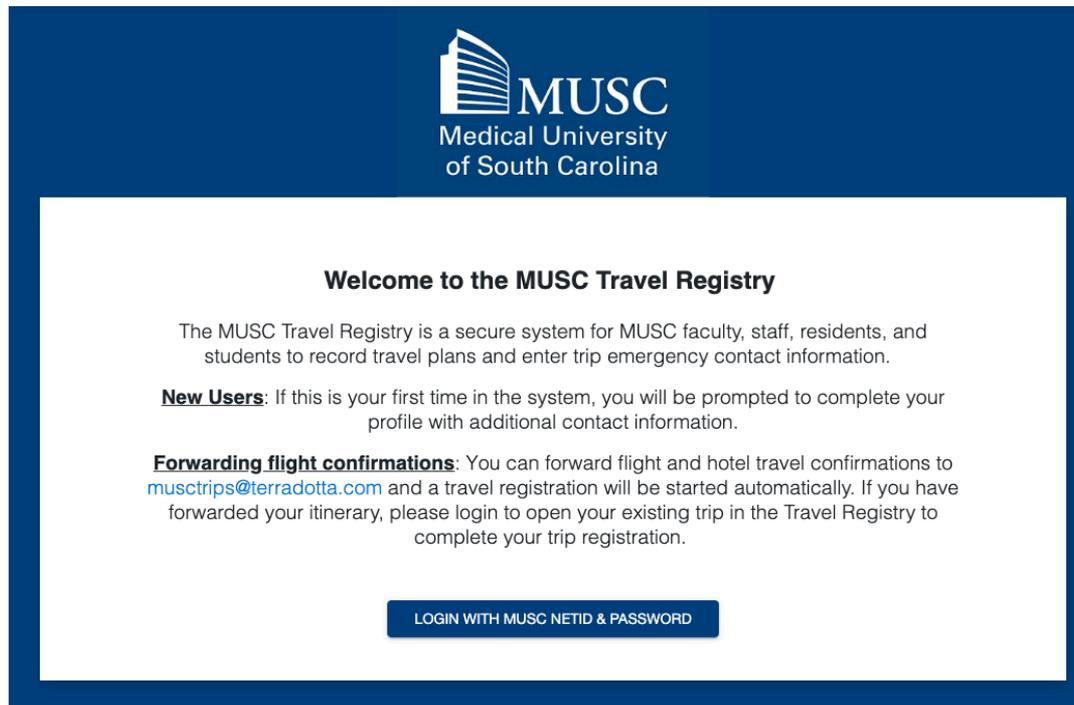


MUSC Global Travel Registry

Visit <https://musc-travelregistry.terradotta.com/login>

Log in to the Travel Registry using your MUSC SSO credentials by clicking "Login with MUSC NetID & Password."





Welcome to the MUSC Travel Registry

The MUSC Travel Registry is a secure system for MUSC faculty, staff, residents, and students to record travel plans and enter trip emergency contact information.

New Users: If this is your first time in the system, you will be prompted to complete your profile with additional contact information.

Forwarding flight confirmations: You can forward flight and hotel travel confirmations to musc trips@terradotta.com and a travel registration will be started automatically. If you have forwarded your itinerary, please login to open your existing trip in the Travel Registry to complete your trip registration.

[LOGIN WITH MUSC NETID & PASSWORD](#)

Updating Your Profile

The first time you log in to the travel registry system, you will need to complete your profile.

**Once updated and saved, you will not need to visit your profile for future logins or trips unless you have changes to your contact information.*

Much of the profile information is pulled from MUSC's OurDay system, but you will need to fill in the following required information:

- A working mobile phone for yourself
- Emergency contact name & phone number

**Uploading a copy of your passport (only accepted in .jpeg format) is highly recommended, but not required.*

Click **Save**.

The screenshot displays the 'Profile' page of a travel registry system. The page is divided into several sections:

- Header:** 'Profile' title and a 'Save' button.
- Profile Information:**
 - Role:** Faculty or Staff
 - College:** University: Non-College Specific
 - Title:** PROGRAM MANAGER I
 - Home city:** Charleston, SC, United States
 - Home Hub (airport):** CHS
 - Gender:** Female
 - Date of birth:** 1/3/1963
 - Preferred Name:** Rebeca
 - Emergency Contact Email Address:** (empty field)
 - WhatsApp Number:** (empty field)
- Update passport:** A button with a passport icon and a small photo thumbnail.
- Profile Status:**
 - Profile Created:** 2020-02-06 21:55:06 UTC
 - Profile Updated:** 2021-12-08 21:12:02 UTC
- Contact Information:**
 - Home-Country Mobile number:** Fields for Country code * and Phone number *
 - Abroad Mobile number:** Fields for Country code and Abroad phone number
 - Emergency contact:** Fields for Contact full name *, Relation *, Email, Country code *, and Contact phone number *

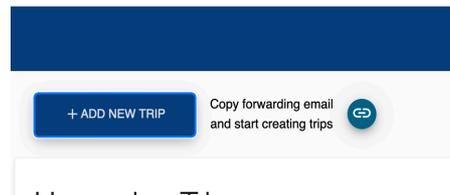
Once your profile is completed and up-to-date,

There are Two Ways to Add a Trip:

1) Add a New Trip – Forward Your Itinerary

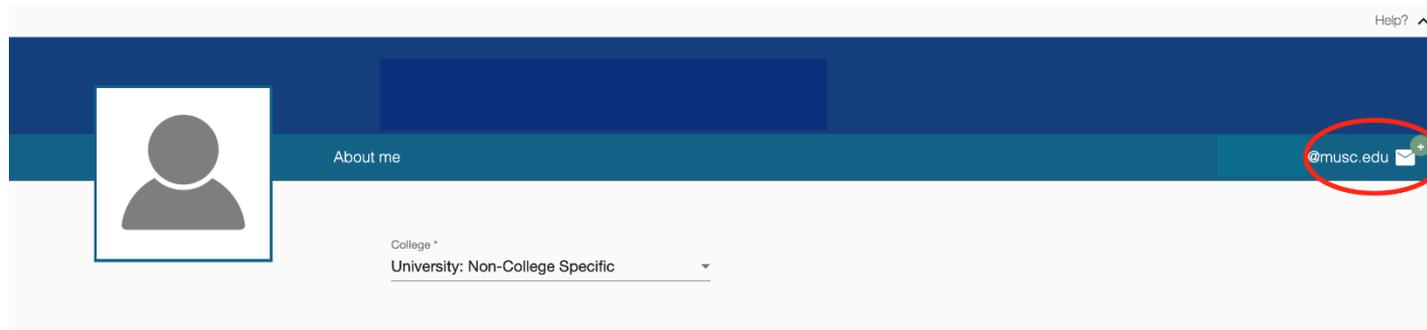
**To Add a Trip through this method, you must have your Profile already setup and up-to-date.*

Forward an itinerary or booking confirmation to musctrips@musc.edu.



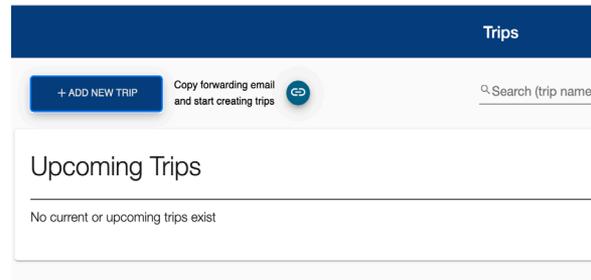
You will need to forward the confirmation email directly (i.e., NOT a screenshot, PDF, or copy).

Additionally, the forwarding email must either be your MUSC-affiliated email (@musc.edu) **OR** a personal email that you have added to your profile during setup.

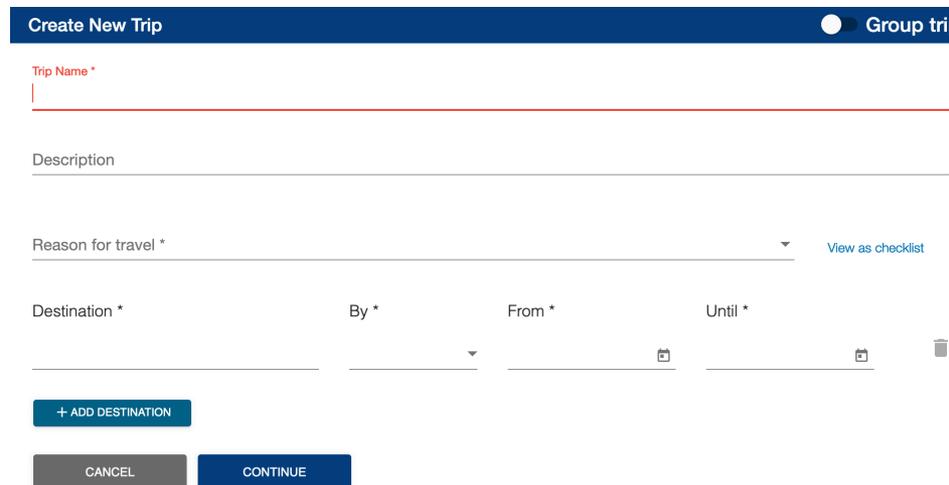


2) Add a New Trip – Manual

To manually add a new trip, click the blue “**ADD A NEW TRIP**” button to get started



Compose a trip name, reason for travel (drop-down list), and include your destination and dates. Click “**Continue.**”

A screenshot of a "Create New Trip" form. The form has a dark blue header with the text "Create New Trip" and a toggle switch labeled "Group tri" which is currently turned off. The form contains several input fields: "Trip Name *" (with a red asterisk and a red underline), "Description", "Reason for travel *" (with a dropdown arrow and a "View as checklist" link), and "Destination *" (with a dropdown arrow). Below the "Destination" field is a blue button labeled "+ ADD DESTINATION". The form also includes date and time pickers: "By *" (with a dropdown arrow), "From *" (with a calendar icon), and "Until *" (with a calendar icon). At the bottom of the form, there are two buttons: a grey "CANCEL" button and a dark blue "CONTINUE" button.

2) Add a New Trip – Manual

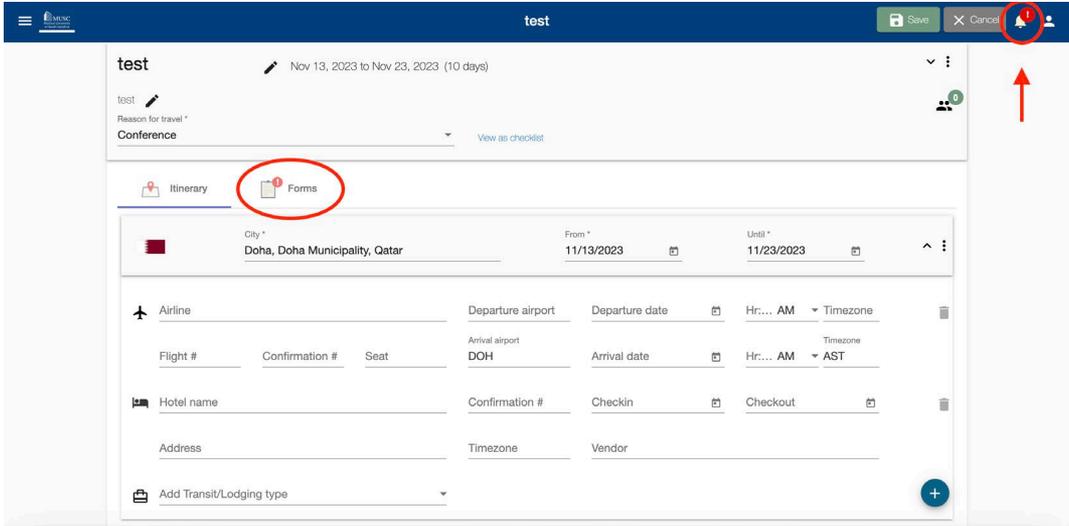
Fill in all the details of your mode of transportation (i.e., flight itinerary) and accommodations on the itinerary tab. Click **Save and Finish**.

If you **Save or **Save and Finish** and you have incomplete required information, the system will give you an alert indicating remaining action items.*

The screenshot displays a web application interface for managing travel. At the top, a dark blue header contains the logo on the left, the word "test" in the center, and "Save" and "Cancel" buttons on the right. A red notification bell icon with a "1" is also present. Below the header, a yellow banner reads "Action required". The main content area shows a trip entry for "test" (Nov 13, 2023 to Nov 23, 2023, 10 days) with a reason for travel of "Conference". Below this, a section for "Doha, Doha Municipality, Qatar" (Nov 13, 2023 - Nov 23, 2023) displays risk ratings: "Low Risk Rating", "Level 1 DOS Rating", and "Level 0 CDC Rating". The form includes fields for "Airline", "Departure airport", "Departure date", "Timezone", "Flight #", "Confirmation #", "Seat", "Arrival airport", "Arrival date", "Arrival timezone", "Hotel name", "Confirmation #", "Checkin", "Checkout", "Address", "Timezone", "Vendor", and "Add Transit/Lodging type". A blue "+" button is located at the bottom right of the form.

Complete Your Registration

If you utilize the Forward Your Itinerary method, there will still be tabs to complete before your trip registration can be finalized: Itinerary and Forms. Please answer all questions in the **Forms** tabs.



The screenshot displays the MTC registration interface. At the top, there is a header with the MTC logo, the name 'test', and buttons for 'Save', 'Cancel', and a notification bell. Below the header, the main content area shows the trip details: 'test' (Nov 13, 2023 to Nov 23, 2023 (10 days)), 'Reason for travel *' (Conference), and a 'View as checklist' link. The 'Forms' tab is highlighted with a red circle, and a red arrow points to the notification bell icon. The 'Itinerary' section is also visible, showing flight and hotel information.

City *	From *	Until *
Doha, Doha Municipality, Qatar	11/13/2023	11/23/2023

Airline	Departure airport	Departure date	Hr... AM	Timezone		
Flight #	Confirmation #	Seat	DOH	Arrival date	Hr... AM	AST

Hotel name	Confirmation #	Checkin	Checkout
Address	Timezone	Vendor	

Buttons: Add Transit/Lodging type, +

Manually entered trips will complete this information upon entry of trip information.

Once you have answered the questions, make sure to click **Save and Finish**.

You will receive a Trip Receipt email indicating that your trip has been successfully registered.

Travel Safe and Enjoy Your MUSC Benefits

Your trip registration will feed directly to International SOS.

Enjoy all the International SOS benefits and resources just like always:

- [Member Portal](#): – information at your fingertips
- [Location Guides](#): Find up-to-date information on your destination(s), including important contact information and a glance at expected events such as protests.
- [Medical & Security Support and Resources](#): Learn about what benefits are available to you so you are prepared in case of emergency.
- [Personal Travel](#): Find information on discounted coverage for personal travel.
- [App](#): Download the International SOS mobile app.

Questions?

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