

# 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 [musctrips@terradotta.com](mailto:musctrips@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 shows a user's profile page with the following information:

- Header:** Profile, Save, and user icons.
- Profile Section:**
  - Role:** Faculty or Staff
  - College:** University: Non-College Specific
  - Title:** PROGRAM MANAGER I
  - Home city:** Charleston, SC, United States
  - Home Hub (airport):** CHS
  - Update passport:** [Update passport button]
  - Gender:** Female
  - Date of birth:** 1/3/1963
  - Preferred Name:** Rebeca
  - Type of Traveler:** Staff
  - Emergency Contact Email Address:** [Field]
  - WhatsApp Number:** [Field]
  - Profile Created:** 2020-02-06 21:55:06 UTC
  - Profile Updated:** 2021-12-08 21:12:02 UTC
- Contact Information Section:**
  - Home-Country Mobile number:** Country code \* [Field], Phone number \* [Field]
  - Abroad Mobile number:** Country code [Field], Abroad phone number [Field]
  - Emergency contact:** Contact full name \* [Field], Relation \* [Field], Email [Field]
  - Emergency contact phone number:** Country code \* [Field], Contact phone number \* [Field]

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

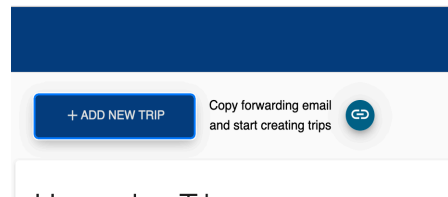
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**There are Two Ways to Add a Trip:**

# 1) Add a New Trip – Forward Your Itinerary

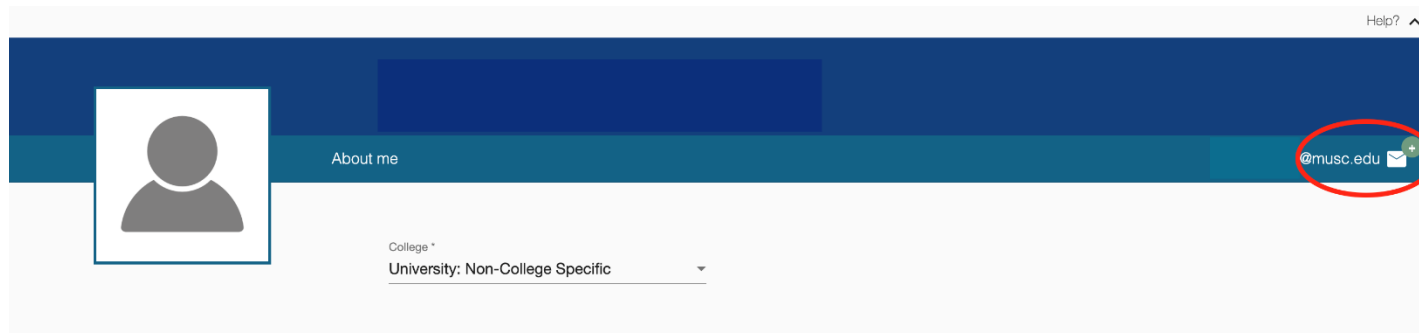
*\*To Add a Trip through this method, you must have your Profile already setup and up-to-date.*

Forward an itinerary or booking confirmation to [musctrips@terradotta.com](mailto:musctrips@terradotta.com).



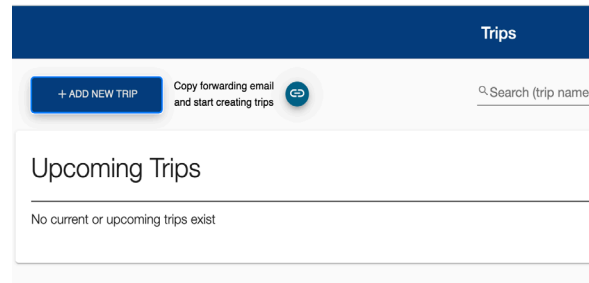
You will need to forward the confirmation email directly (i.e., NOT a screenshot, PDF, or copy).

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



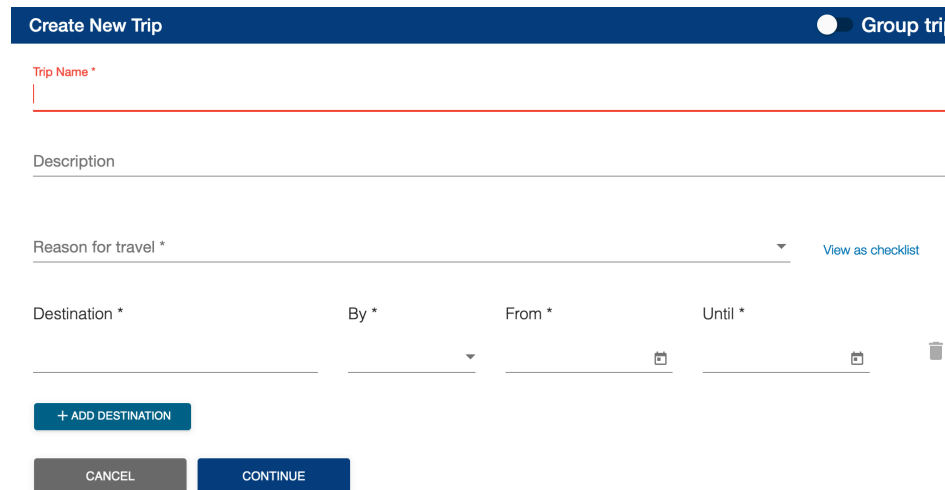
## 2) Add a New Trip – Manual

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



The screenshot shows a dashboard titled "Trips". At the top left, there is a blue button labeled "+ ADD NEW TRIP". To its right, there is a link "Copy forwarding email and start creating trips" with a circular icon containing a right-pointing arrow. Further right is a search bar with the placeholder text "Search (trip name)". Below these elements, the text "Upcoming Trips" is displayed, followed by a horizontal line and the message "No current or upcoming trips exist".

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



The screenshot shows the "Create New Trip" form. At the top, there is a dark blue header with the text "Create New Trip" and a toggle switch labeled "Group tri". Below the header, there are several input fields: "Trip Name \*" (with a red asterisk), "Description", "Reason for travel \*" (with a dropdown arrow and a "View as checklist" link), "Destination \*" (with a dropdown arrow), "By \*" (with a dropdown arrow), "From \*" (with a calendar icon), and "Until \*" (with a calendar icon). At the bottom, there is a blue button labeled "+ ADD DESTINATION", a grey button labeled "CANCEL", and a blue button labeled "CONTINUE".

## 2) Add a New Trip – Manual

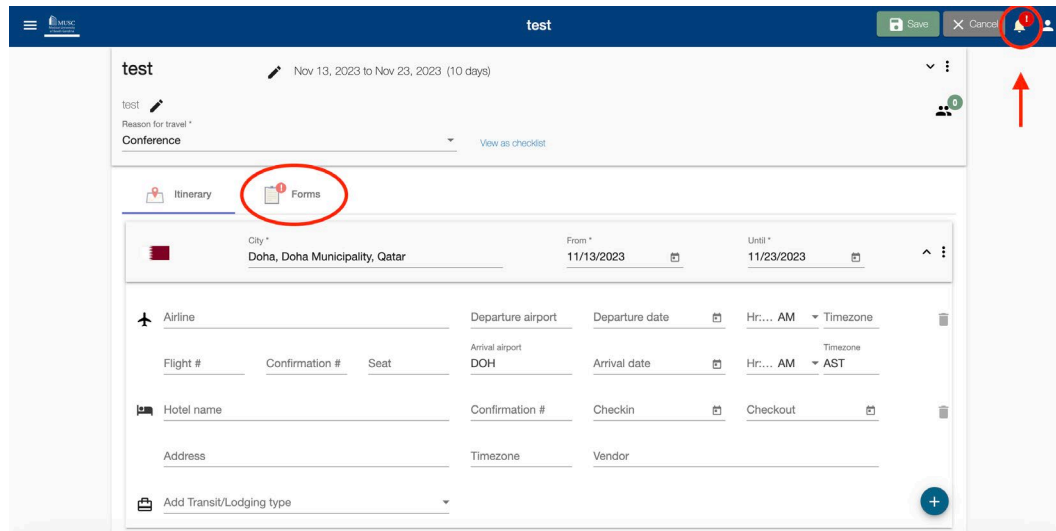
Fill in all the details of your mode of transportation (i.e., flight itinerary) and accommodations on the itinerary tab. Click **Save and Finish**.

*\*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 adding a new trip. At the top, a dark blue header contains the logo on the left, the text '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 form area is titled 'test' and includes a pencil icon and the text 'Nov 13, 2023 to Nov 23, 2023 (10 days)'. The 'Reason for travel' is set to 'Conference'. Below this, a section for 'Doha, Doha Municipality, Qatar' shows dates 'Nov 13, 2023 - Nov 23, 2023' and risk ratings: 'Low Risk Rating', 'Level 1 DOS Rating', and 'Level 0 CDC Rating'. The form contains several input fields: 'Airline', 'Departure airport', 'Departure date', 'Hr... AM', 'Timezone', 'Flight #', 'Confirmation #', 'Seat', 'Arrival airport', 'Arrival date', 'Hr... AM', 'AST', 'Hotel name', 'Confirmation #', 'Checkin', 'Checkout', 'Address', 'Timezone', and 'Vendor'. At the bottom, there is a dropdown menu for 'Add Transit/Lodging type' and a blue plus icon.

# 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 a web application interface for trip registration. At the top, there is a dark blue header with the text "test" and a "Save" button. Below the header, the main content area shows a form titled "test" with a date range of "Nov 13, 2023 to Nov 23, 2023 (10 days)". The "Reason for travel" is set to "Conference". There are two tabs: "Itinerary" and "Forms", with the "Forms" tab highlighted by a red circle. The "Forms" tab contains several input fields for trip details, including "City" (Doha, Doha Municipality, Qatar), "From" (11/13/2023), and "Until" (11/23/2023). Below these are sections for "Airline", "Flight #", "Confirmation #", "Seat", "Arrival airport" (DOH), "Arrival date", "Hr... AM", "Timezone", "Hotel name", "Confirmation #", "Checkin", "Checkout", "Address", "Timezone", "Vendor", and "Add Transit/Lodging type". A red arrow points to a notification icon in the top right corner.

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?

Chris Fuglestad, MFS  
Global Travel, Safety, & Security Coordinator  
Center for Global Health  
[fuglesta@musc.edu](mailto:fuglesta@musc.edu)