



# Traveler Registration with International SOS for Loyola Marymount University

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## Create a MY TRIPS Profile

The My Trips profile will ensure that any travel itineraries registered into Tracker will match the student profile data to ensure the University can communicate with the traveler as needed via email and text when issues may arise.

The My Trips account also provides access for the student/traveler to modify their trip details

LMU Students and Study Abroad Participants to create a My Trips Profile with International SOS. Steps to create a My Trips Profile are on the following 2 slides.

# How to create a MyTrips Profile

# MyTrips – How to register for an account

<https://MyTrips.travelsecurity.com/Login.aspx?ci=9ztoYcjAJCg%3d>

**Login**

Username


Password

[Forgot Password](#)

[New User? Register here](#)

**MyTrips**

User Registration for Loyola Marymount University Travellers  
If you are not travelling for Loyola Marymount University then please [click here](#) to contact our helpdesk for assistance with the registration.

Title <input type="text" value="Select"/>	First Name <input type="text"/>	MI <input type="text"/>	Last Name <input type="text"/>
Organisation Email Address (User Name) <input type="text"/>	Password  <input type="password"/>		
Re-Enter Password <input type="password"/>			
Security Question1 <input type="text" value="Select"/>	Security Question2 <input type="text" value="Select"/>		
Answer 1 <input type="text"/>	Answer 2 <input type="text"/>		

I have read the [privacy policy](#).

Note: Submit button will remain greyed out until the traveller clicks the checkbox. Once the traveller ticks the checkbox then Submit button will be operational.

# MyTrips – Let's keep it going...

## MyTrips

Thank you for registering for MyTrips. A verification email was sent to [test.user@company.com](mailto:test.user@company.com). Please verify it by clicking the link in the email to activate

Dear Test User,

Welcome to MyTrips from International SOS and Control Risks. We have received the request to create your account for MyTrips. To activate your new MyTrips account, please click on the link below:

[\\* This Link would be Client-specific\\*](#)

Please note that this link will expire in 24 hours.

If you did not receive the email, please contact [onlinehelp@company.com](mailto:onlinehelp@company.com)

## MyTrips

Your MyTrips account has been activated. Please log in to check your profile and enter your next trip.

Login

### Register Travel Itinerary with XXXX

Upon completion of booking your Study Abroad travel itinerary, please send a copy of the itinerary to XXXXX. This will ensure your travel is fully registered with LMU Study Abroad.

For any travel excursions, or weekend itineraries booked while studying abroad, please also send those itineraries to XXXXX to ensure registration with LMU.



# Travel Itinerary Registration Process for Faculty and Staff

# Registering Travel Itineraries with LMU



We are happy to announce that our new Travel Registration Process is now live!

You can now forward your itinerary email confirmations to an email-box specifically created for LMU Travel Registration. Please forward your trip confirmation emails to [LMUTravel@itinerary.internationalsos.com](mailto:LMUTravel@itinerary.internationalsos.com) and your trip details will be processed into our system.

After we process your confirmation emails we will send you a notification email informing you of the status of your Itinerary. \*Note: You may notice a slight delay if the Itinerary Forwarding Service does not recognize the vendor.

Successfully registering the tinerary into our system

- If your itinerary is processed successfully, you will receive a confirmation email noting this.

Could not load the Itinerary into our system

- If your confirmation email failed to process, there are several possible reasons for this:
  - We are unable to read the format
  - There are missing data elements that are required to process the itinerary into our system
  - Attachments are missing. Some Itineraries require attachments, so please ensure you forward any attachments which are included in the original confirmation email

Things to Note

- Only flight, hotel and car rental bookings can be forwarded to the mailbox. Train bookings are not supported at this time.
- You should forward the original confirmation email without making any changes to the email. If you change the original email content or format, the trip details will not get processed. For example, if you receive two separate confirmation emails for two different trips, you should forward each original confirmation email to the mailbox separately.
- If the confirmation email includes a PDF document, please include the PDF document when forwarding the confirmation email.
- If you make a change to the itinerary, please forward the latest version of the itinerary confirmation email to the mailbox.
- If you cancelled the trip through a vendor, you will need to create a MyTrips account (<https://https://MyTrips.travelsecurity.com/Login.aspx?ci=9ztoYcjAJCg%3d>) in order to log in and remove the trip from the trip list.

If you require any assistance with the itinerary forwarding service, please contact the International SOS Online Help team at [onlinehelp@internationalsos.com](mailto:onlinehelp@internationalsos.com) and they will be happy to assist.

# Communicating with the Travelers

# Pre-Trip Advisory



Upon registration of your travel itinerary, you will receive a destination specific advisory highlighting the medical and security resources available to you while abroad.



## Pre-trip Advisory

Dear Traveler,


Loyola Marymount University is committed to the wellbeing of our employees, which extends to those traveling internationally for business.

It is important that you read the following pre-trip advisory from International SOS which contains important security and medical information relevant to your travel. It is also important to be aware that alerts can change on a daily basis and you should review updated information from your Portal web site if your departure is not immediate and during longer stays.

Additionally, the advisory contains business and cultural information to assist you during your trip.

**International SOS** provides special knowledge and assistance regarding security, medical or prescriptions. Whether you have questions about the information on this advisory, become a victim of a crime, lost a stolen wallet, call any 24 hour assistance centre around the world to speak with a doctor, see a nurse, or get a prescription refilled.

Remember to carry our International SOS card so you always have the phone numbers with the link below.


 **Call for Assistance**

**Philadelphia**  
+1 215 942 8226


**Sydney**  
+61 2 9372 2468

**London**  
+44 (0)20 8762 8008

**Singapore**  
+65 6338 7800


 **Membership Card**

**Printable Version**  
Loyola Marymount University  
Corporate Comprehensive Membership

 **Download the App**


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**Links**

 [LMU Portal](#)

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**Alerts and Updates**


 10 Jul 2020 - 00:27  
COVID-19: Abide by country-specific advice as pandemic, associated consequences move into new phases


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**Destination at a Glance**

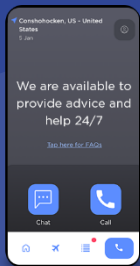
 Destination: **Anguilla**

 **HIGH MEDICAL RISK**

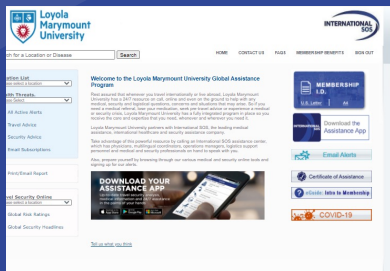
 **INSIGNIFICANT TRAVEL RISK**

# International SOS 24/7 Assistance Center Support

## Download Assistance APP



Scan to Download the International SOS Assistance App This will provide 1 click dialing to the nearest 24/7 Assistance Center for any medical or security support needs related to your LMU international travel



## International SOS-LMU Website

Visit the International SOS – LMU website to explore health and safety information for your international travel destination

END