

Traveler Instructions: International SOS MyTrips

Before departing on an international trip, register your trip details using International SOS **MyTrips**. Registration on **MyTrips** involves two processes: 1) **Create a MyTrips Profile** (or update an existing **MyTrips** Profile) and then, 2) **Create a New Trip**.

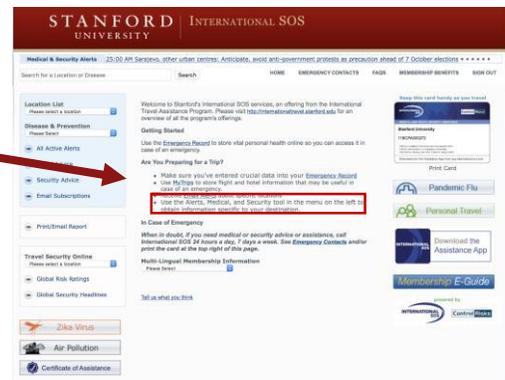
If you forget your password or if you are locked-out from your account, please send an email to onlinehelp@internationalsos.com.

Registered MyTrips users:

Log-In to your Stanford MyTrips profile at: <https://mytrips.travelsecurity.com/Login.aspx?ci=jv2i6ybpeQ0%3d>

Create a MyTrips Profile

1. You can reach the MyTrips log-in page through Stanford's unique [link](#). Stanford's MyTrips link is also posted on the Stanford University [International SOS Member Portal](#), where you can also learn about other ISOS resources.



Stanford's International SOS Member Portal:
<https://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BCPA000272>

2. Once you are on the [Stanford MyTrips log-in page](#), click on "**New User? Register here**" to create a profile. Please use your "[@stanford.edu](#)" email address as the "**Username**." You will then be asked for basic profile information. If you already have a profile on MyTrips, please edit it to include all of

the fields below.

Profile Fields:

- First and Last Name
- Home Country
- SUID Number (8 digits)
- Traveler type (your affiliation with Stanford)
- School/unit
- Phone number(s) and email(s) that are accessible during your travel
- Emergency contacts during travel (can be personal or school contacts)

3. Once your profile is complete click "**Save**." You are ready to **Create a New Trip**.

Create a New Trip

Option A - Forwarding Itinerary Confirmation Email (easiest):

After creating or updating your MyTrips Profile, use your "@stanford.edu" email address to forward itinerary confirmation emails received from airline, hotel or travel booking sites to StanfordTravel@itinerary.internationalsos.com. Travelers can forward confirmation details for any flight, hotel and car rental bookings. Train bookings must be manually entered. Enter as much detail as possible and keep that information up to date.

If you are sending an itinerary on a traveler's behalf, please send the email to the traveler's Stanford email address and cc StanfordTravel-TO@itinerary.internationalsos.com. Your traveler should still create a MyTrips account.

Tips:

- The confirmation email should be in English language. If the confirmation email contains a PDF document, the PDF should be included when forwarding the confirmation email.
- Once an itinerary confirmation email is processed, the traveler will receive an automated email from MyTrips confirming if the trip segments were successfully processed.
- If the traveler makes a change to their booking, please forward the latest version of the itinerary confirmation email to the mailbox.

Option B – Manually Create New Trip:

After creating or updating your *MyTrips Profile*, go back to your MyTrips home page and click **"Create New Trip"** at the top or bottom of the page.

The "Trip Name," "Flight" or "Accommodation" are required fields. If you don't enter them, your trip will not be registered.

Tips:

- All fields marked with a red asterisk must be filled.
- *Flights* – *Airline*: type first letter and an Airline list will pop-up for selection.
- *Flights* – *Departure City/Arrival City*: type first letter and an Airport list will pop-up for selection.
- *Flights* – *Departure & Arrival Times*: click on hours and minutes to make your selection.
- *Accommodation* – *Address*: start typing address and a pop-up window will assist in searching for geocode match.
- When done, always remember to click **"Save."** Remember to update this information if your travel plans change during your trip.

If you have any technical difficulties, please contact onlinehelp@internationalsos.com or call ISOS (US: +1 215-942-8226).