

# GHSS Program Leaders Guide to Facilitating Participant Travel Registrations

Items participants will need:

1. Their TU AccessNet Username and Password (e.g. [tuQ99999@temple.edu](mailto:tuQ99999@temple.edu))
2. The capacity to be online and log-in to their program specific URL (see below)
3. The names and contact details of their Emergency Contacts
4. A saved copy of their Passport Photo page.

## Initiating Registration

Temple Global Health, Safety, and Security (GHSS) will provide Program Leaders with a URL specific for travel registration.

**The Program Leaders are responsible for sharing the URL with students and setting expectations for completion and enforcement of deadlines.** The deadlines are communicated to Program Leaders in the program approval email from GHSS.

Entering via the program specific URL should (★) take participants directly to the program page. Example below: ↓

## Travel Registration: CMST 4300 United Kingdom



OverviewTravel Registration for travel on CMST 4300 The Scepter'd Isle

Apply Now

Required Travel Registration for travel on CMST 4300 The Scepter'd Isle: Adventures of Ideas, Histories, and Cultures A Study of England and Scotland

Only students enrolled in the above program through Professor [redacted] should complete this registration.

To begin, click on the "Apply Now" button on the left hand side. This is not an application for the trip, it is completion of pre-travel requirements for University policy for international travel. Enrollment **must be completed by May 31, 2024** in order to travel on the 2024 program.

Any questions about the program or travel should be directed to Professor [redacted] at s [redacted] @temple.edu

Any questions while completing the registration process can be directed to the Global Health, Safety, and Security team within Risk Management at [GHSS@temple.edu](mailto:GHSS@temple.edu).

### Additional health and safety resources:

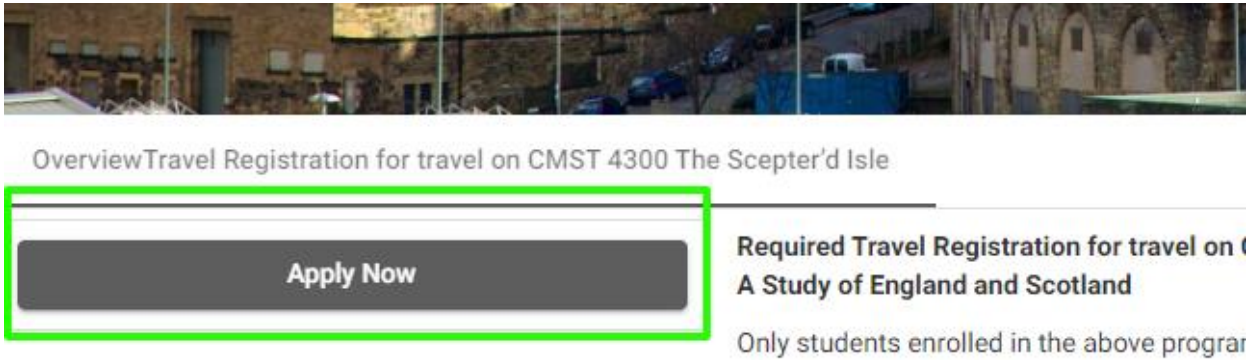
As of 4.1.2024, travel to the United Kingdom has a current risk profile of TU -1: Standard Risk. For more information on Temple's international travel risk profiles: <https://finance.temple.edu/travel-planning/international-travel-planning/risk-profiles-country>

U.S. Department of State Travel Advisory for the United Kingdom: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/UnitedKingdom.html>

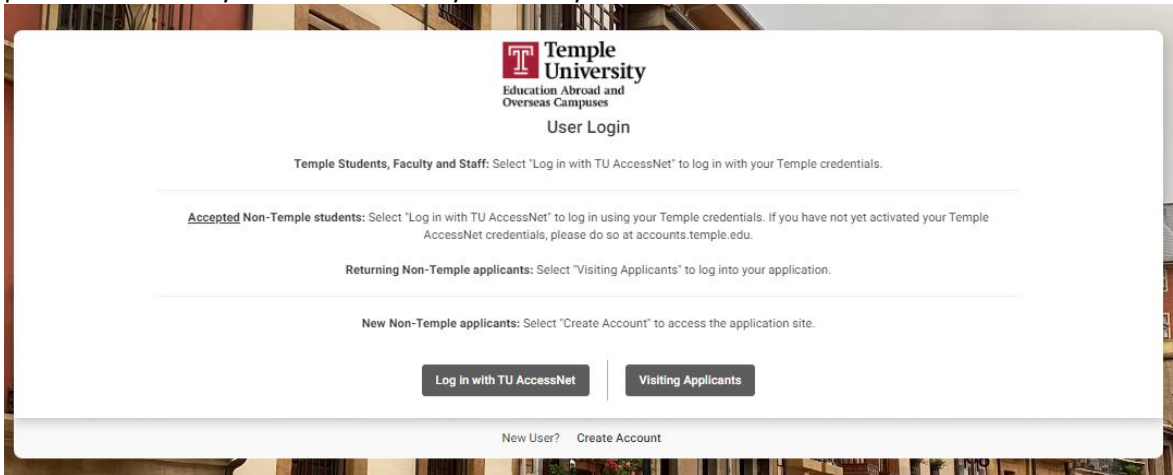
CDC Traveler's Health page for the United Kingdom: <https://wwwnc.cdc.gov/travel/destinations/traveler/none/united-kingdom>



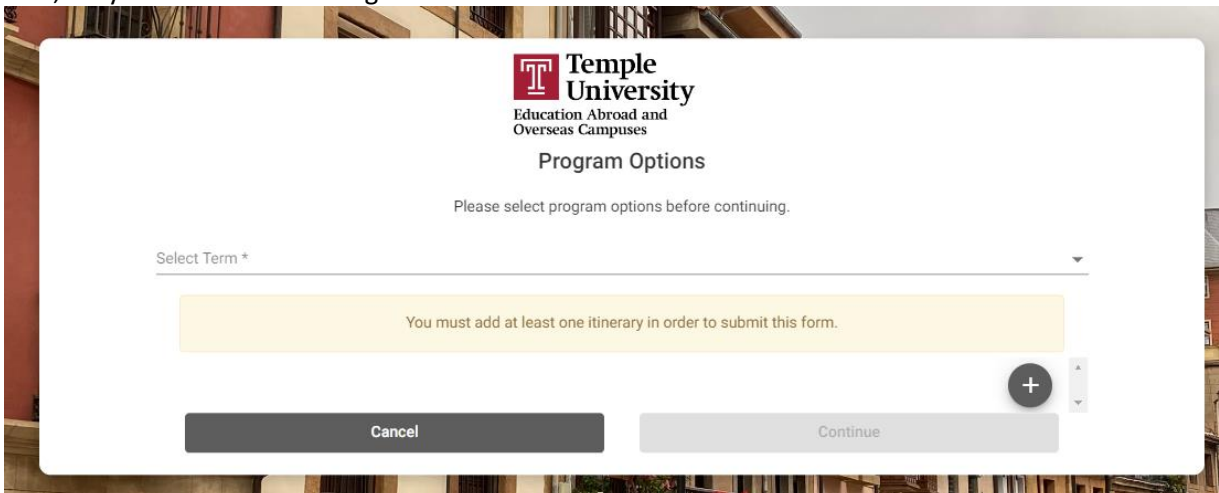
On the program page, they will need to click on the “**Apply Now**” button. This does not impact their admission to the program. “Apply Now” will take them to the required travel registration forms . ↓



Upon clicking “Apply Now”, users will need to login using their TU AccessNet Username (TU email) and Password. If program participants do not have a TU AccessNet, they will select “Visiting Applicants” and create an account and password that they will then use every time they return to the site. ↓



★ In most instances, participants may first be requested to enter an itinerary. They will only need to enter this information on their first time visiting the site. GHSS can edit and update itineraries if necessary. If so, they will see the following screen: ↓



They will select the term of travel (only the current term of for the program should be seen). Then they will need to list an approximate itinerary for the primary city and the program dates. ↓

The screenshot shows the 'Program Options' page for Temple University's Education Abroad and Overseas Campuses. At the top, the university logo and name are displayed. Below the logo, the text 'Please select program options before continuing.' is centered. A dropdown menu labeled 'Select Term \*' is set to 'Summer II 2024', with a green arrow pointing to it. A yellow warning box states: 'You must add at least one itinerary in order to submit this form.' Below this, there is a table for adding itinerary items. The first item is 'London', with an arrival date of '08/12/2024' and a departure date of '08/23/2024'. A dropdown menu is open for the location, showing 'London, Canada (North Amer...' and 'London, United Kingdom (Eur...' with the latter highlighted by a green box. A 'Continue' button is visible at the bottom right of the itinerary list.

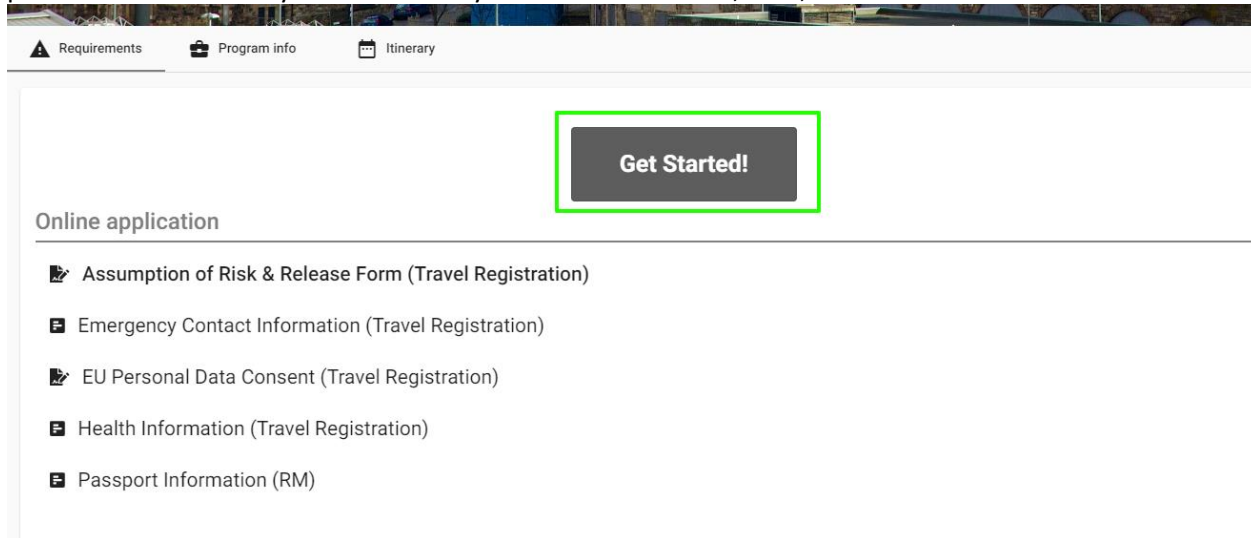
After logging their itinerary, participants will see an instructional letter and then move forward to the registration page. All participants will start in a "Committed" status, implying they are already accepted into the experience by Program Leaders. ↓

The screenshot shows the registration page for 'Travel Registration: CMST 4300 United Kingdom - Summer II, 2024'. On the left, there is a user profile card with a grey silhouette icon. Below the icon, the status is 'Committed', which is highlighted with a green box. The start date is '08/12/2024' and the end date is '08/23/2024'. On the right, there is a large landscape photograph of a rocky hill under a blue sky with clouds.

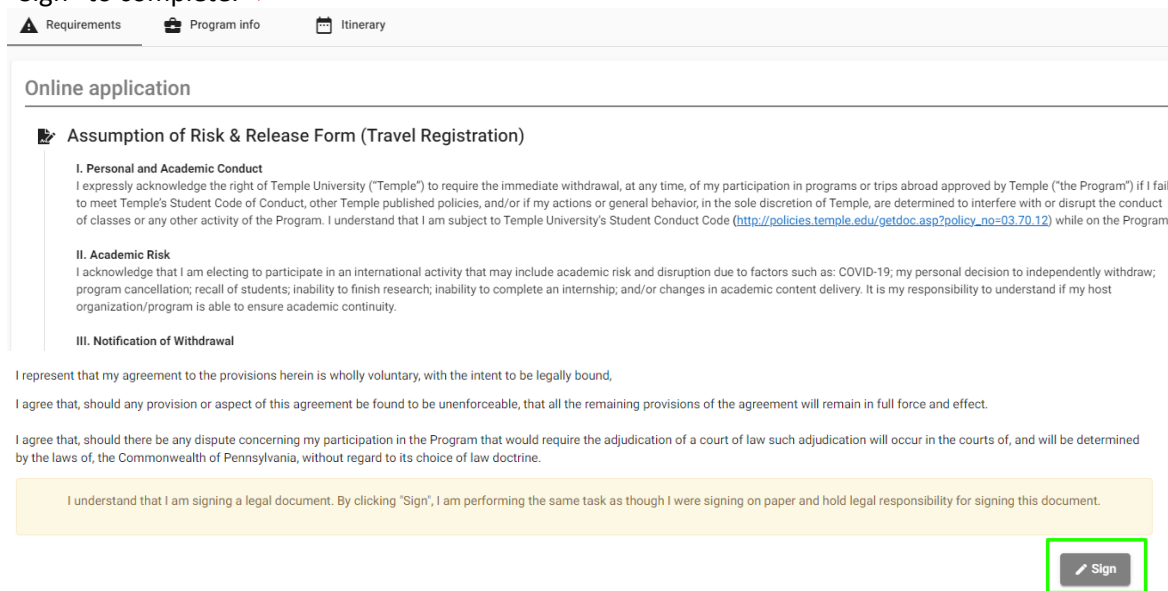
## Completing the Temple Travel Registration Requirements

By clicking “Get Started!,” they will initiate the required travel registration forms.

Depending on the program, there will be 4-5 forms to complete. These forms are all listed in alphabetical order, not preferential order. They can click on any of the forms to start, save, or submit. ↓




Some forms, such as Temple’s standard *Assumption of Risk and Release Form* will require them to read, and simply click “Sign” to complete. ↓



(the above is abbreviated text of the *Assumption of Risk & Release Form*)

Once completed, a ✓ will be visible in their profile. ↓

## Online application

 Assumption of Risk & Release Form (Travel Registration)

Other forms like Passport Information require filling in text and uploading documentation. ↓

**Passport Information (RM)**

1) First Name (exactly as it appears on your passport) (REQUIRED)

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2) Middle Name (exactly as it appears on your passport, if applicable)

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10) Passport Upload (REQUIRED)

Please upload your passport scan below.

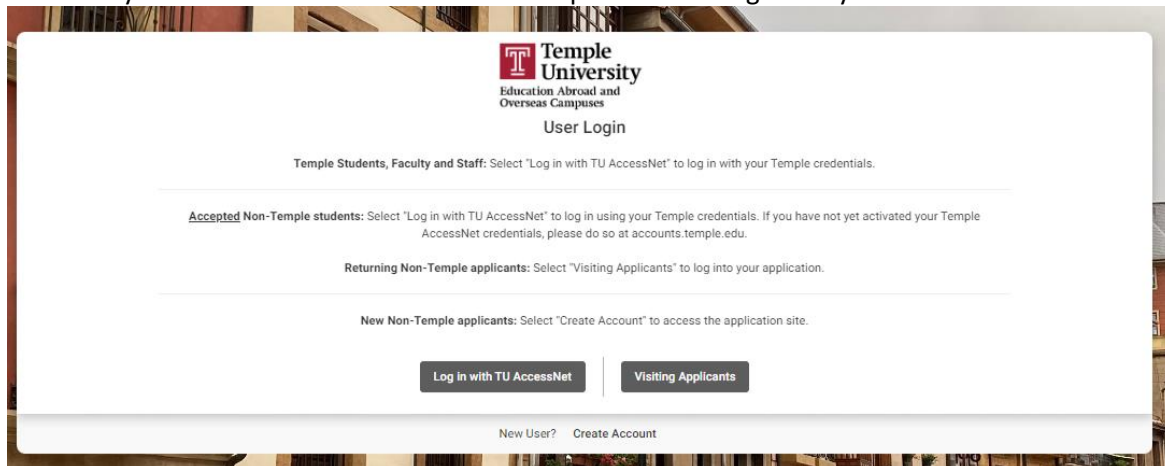
Drag/drop file here to upload or click to **Browse**

Done

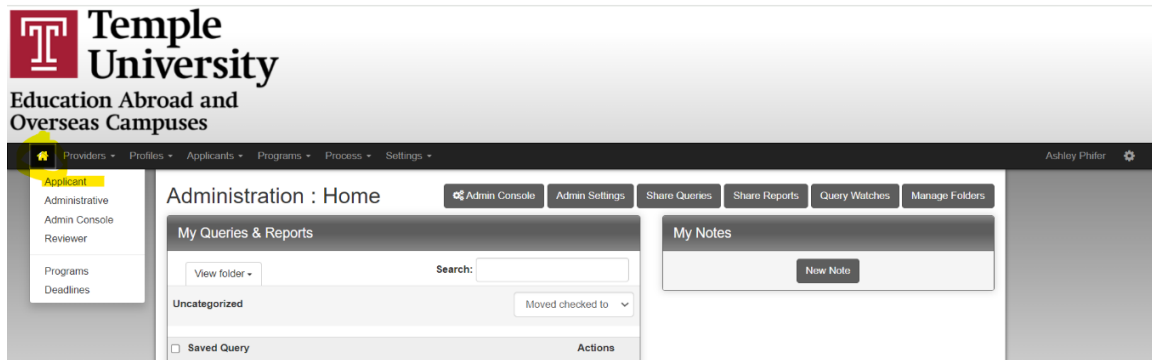
Participants can save their information and return to the application to add additional information and complete their travel registration. Participants can return to their program URL or the general log-in page:

<https://mytuabroad.temple.edu/index.cfm?FuseAction=Security.AngLogin>

There they will reenter their TU AccessNet and password or log-in they created on their first visit. ↓



If their individual program application is not visible - click on the 'home' button 🏠 and select 'Applicant.' ↓



## Confirmation of Completion

Once all items are completed, there will be a log of when all items were completed. ↓

Completed Requirements			
Post-decision requirements ^			
Type	Name	Date Submitted ↓	Actions
	Passport Information (RM)	06/10/2024	
	Health Information (Travel Registration)	06/10/2024	
	EU Personal Data Consent (Travel Registration)	06/10/2024	
	Emergency Contact Information (Travel Registration)	06/10/2024	
	Assumption of Risk & Release Form (Travel Registration)	06/10/2024	

GHSS can also run program specific audits by request (1x per week). The audit will show which participants are **(complete)** and those participants with outstanding items. first visit. ↓

<input type="checkbox"/>	Lindsey <b>(complete)</b>	Committed
<input type="checkbox"/>	Amanda <b>(complete)</b>	Committed
<input type="checkbox"/>	, Joseph <b>(complete)</b>	Committed
<input type="checkbox"/>	Jake <b>(complete)</b>	Committed
<input type="checkbox"/>	Simmons, Dru	Committed
<input type="checkbox"/>	, Kaitlyn <b>(complete)</b>	Committed

For additional assistance, please contact [GHSS@temple.edu](mailto:GHSS@temple.edu)