GHSS Program Leaders Guide to Facilitating Participant Travel Registrations

Items participants will need:

- 1. Their TU AccessNet Username and Password (e.g. <u>tuQ99999@temple.edu</u>)
- 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: Ψ

Travel Registration: CMST 4300 United Kingdom



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



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 should complete this registration.

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

Any questions about the program or travel should be directed to Professor at s @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. 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 .↓



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

e.	Apply Now	

Required Travel Registration for travel on (A Study of England and Scotland

Only students enrolled in the above program

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. Ψ

Temple University Education Abroad and Overseas Campuses
User Login
Temple Students, Faculty and Staff: Select "Log in with TU AccessNet" to log in with your Temple credentials.
Accepted Non-Temple students: Select "Log in with TU AccessNet" to log in using your Temple credentials. If you have not yet activated your Temple AccessNet credentials, please do so at accounts.temple.edu.
Returning Non-Temple applicants: Select "Visiting Applicants" to log into your application.
New Non-Temple applicants: Select "Create Account" to access the application site.
Log in with TU AccessNet Visiting Applicants
New User? Create Account

★ 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: ↓

	Temple University Education Abroad and Overseas Campuses Program Options	
Select Term *	Please select program options before continuing.	-
Y	You must add at least one itinerary in order to submit this form.	1 -
Cance	el Continue	*

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. Ψ



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. \checkmark



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. \checkmark

A Requirements	Program info	itinerary				
			Get S	itarted!		
Online applic	cation					
🏂 Assumpti	ion of Risk & Relea	ase Form (Travel Reg	istration)			
E Emergenc	cy Contact Informa	ation (Travel Registra	tion)			
😰 EU Perso	nal Data Consent	(Travel Registration)				
🗈 Health Inf	ormation (Travel F	Registration)				
Passport	Information (RM)					

Some forms, such as Temple's standard Assumption of Risk and Release Form will require them to read, and simply click "Sign" to complete. \checkmark

Onli	ne application
<i>i</i>	Assumption of Risk & Release Form (Travel Registration)
	I. Personal and Academic Conduct I expressly acknowledge the right of Temple University ("Temple") to require the immediate withdrawal, at any time, of my participation in programs or trips abroad approved by Temple ("the Program") if I fa to meet Temple's Student Code of Conduct, other Temple published policies, and/or if my actions or general behavior, in the sole discretion of Temple, are determined to interfere with or disrupt the conduct of classes or any other activity of the Program. I understand that I am subject to Temple University's Student Conduct Code (http://policies.temple.edu/getdoc.asp?policy_no=03.70.12) while on the Program
	II. Academic Risk I acknowledge that I am electing to participate in an international activity that may include academic risk and disruption due to factors such as: COVID-19; my personal decision to independently withdraw; program cancellation; recall of students; inability to finish research; inability to complete an internship; and/or changes in academic content delivery. It is my responsibility to understand if my host organization/program is able to ensure academic continuity.
	III. Notification of Withdrawal
l represe	ent that my agreement to the provisions herein is wholly voluntary, with the intent to be legally bound,
l agree ti	hat, should any provision or aspect of this agreement be found to be unenforceable, that all the remaining provisions of the agreement will remain in full force and effect.
l agree th by the la	hat, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law such adjudication will occur in the courts of, and will be determined ws of, the Commonwealth of Pennsylvania, without regard to its choice of law doctrine.
	I understand that I am signing a legal document. By clicking "Sign", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.
	✓ Sign
the a	bove is abbreviated text of the Assumption of Risk & Release Form)
Dnce	e completed, a 🖌 will be visible in their profile. 🖖
0	nline application



Other forms like Passport Information require filling in text and uploading documentation. $oldsymbol{\psi}$

Passport Information (RM)	
1) First Name (exactly as it appears on your passport) (REQUIRED)	
2) Middle Name (exactly as it appears on your passport, if applicable)	0/4000
0) Passport Upload (REQUIRED)	
lease upload your passport scan below.	074000
	074000

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:

Done

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. lacksquare

Temple Diversity Education Abroad and Oversead Campuses	
User Login	
Temple Students, Faculty and Staff: Select "Log in with TU AccessNet" to log in with your Temple credentials.	
Accepted Non-Temple students: Select 'Log in with TU AccessNet' to log in using your Temple credentials. If you have not yet activated your Temple AccessNet credentials, please do so at accounts.temple.edu.	
Returning Non-Temple applicants: Select "Visiting Applicants" to log into your application.	
New Non-Temple applicants: Select "Create Account" to access the application site.	1.1
Log in with TU AccessNet Visiting Applicants	- AL
New User? Create Account	

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. ullet

ompl	eted Requirements		
Post-d	ecision requirements		
Туре	Name	Date Submitted $^{\downarrow}$	Actions
F	Passport Information (RM)	06/10/2024	Ø
F	Health Information (Travel Registration)	06/10/2024	Ø
<u>.</u> 2	EU Personal Data Consent (Travel Registration)	06/10/2024	Ø
F	Emergency Contact Information (Travel Registration)	06/10/2024	0
and the	Assumption of Risk & Release Form (Travel Registration)	06/10/2024	Ø

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. Ψ

Lindsey (complete)	Committed
Amanda (complete)	Committed
, Joseph (complete)	Committed
Jake (complete)	Committed
Simmons, Dru	Committed
, Kaitlyn (complete)	Committed

For additional assistance, please contact GHSS@temple.edu