UNSW
AUSTRALIA

Never Stand Still

MyTrips is a tool provided by International SOS that allows travellers to record their trip details prior to travelling. By recording your trip you will receive travel alerts before and during travel. It also enables International SOS and UNSW to contact you during an incident or emergency while you are travelling.

Your travel details will be automatically entered and available in MyTrips by:

- Arranging and booking your travel with UNSW Preferred Travel Agents – Anywhere Travel, Voyager and STA Travel
- Arranging your travel with the SERKO Travel Management System.

**Entering or modifying travel details into MyTrips**
When arranging your travel directly with an airline or an alternative travel agent the following guide will help you to enter your details into MyTrips for International SOS assistance.

You can access and view your travel plans in MyTrips.

If you need to modify or postpone your travel plans, please follow the guide.

1. Registering as a new user

Please log in to My Trips:

MyTrips
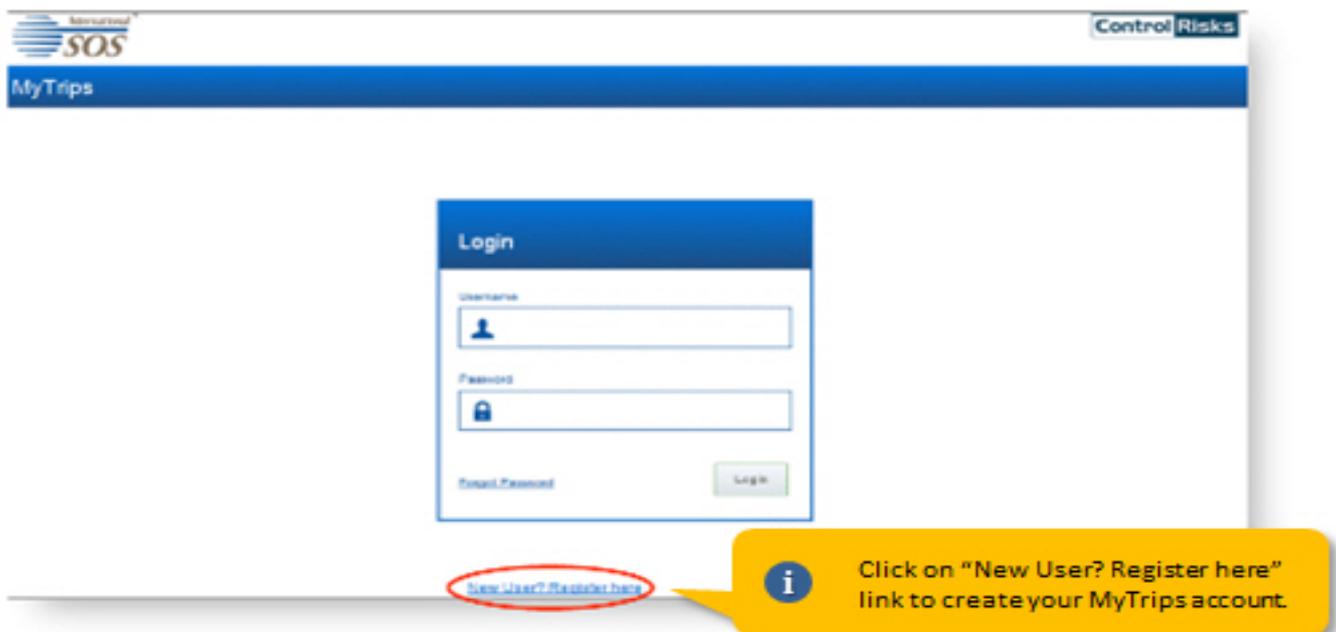
User Registration

Title	First Name		MI	Last Name
Mr. ▼				

Organisation Email Address (User Name)   Password ⓘ

Re-Enter Password

Security Question1	Security Question2
▼	▼
Answer 1	Answer 2

Submit

ⓘ Enter the required information on the Registration page.

ⓘ Your user name will be your UNSW email address.

ⓘ Set up your security questions and answers. If you forget your password or need your password to be reset you will be required to provide the answers.

2. Creating your profile

2. Creating the Profile

My Profile

Default

First Name	Last Name
John	Smith

Home Country
Select country ▼ *

Faculties/Divisions	Are you a Student or Staff ?	UNSW ID
Please Select ▼ *	Please Select ▼ *	*

Australian Mobile Number *

Phone Priority	Phone Type	Country Code	Phone Number
Select ▼ *	Select ▼ *	Select Country Code ▼ *	* 🗑

➕ Add Another

Email

Email Priority	Email Type	Email Address
Preferred ▼	Business ▼	j.smith@unsw.edu.au 🗑

➕ Add Another

ⓘ Enter your profile information and click on the Update button to save the information. Every time you log into your profile the information will be available for you to view and update.

Update   Cancel

3. Creating a new trip

In order to create a new trip, click on the "Create New Trip" button on the horizontal navigation or at the bottom of the Profile page. Enter the Reservation ID for your trip. If you don't have the reservation ID, enter a trip name that is familiar to you. Provide the flight, train, accommodation, transportation and trip information as required. In order to create additional segments, please click on the '+Add another' button under each section. Please click on the 'Save' button so the information is saved in the system.

If you need to delete one of the segments in your trip, you can click on the Delete link located next to that segment.

When entering the address for an accommodation, you should click on 'Address' textbox. It will open a pop-up box where you can enter the address. Once you click the Find Address button on this pop up, the system perform a search and provide you with a list of matching addresses. Select the closest address and click Ok. The address will then be prepopulated into the address fields.

Accommodation

Name	Address

Find Address GeoCode

100 Broad Street

Philadelphia, PA, US

[Find Address] [Cancel]

Search Result :
100 N Broad St, Philadelphia, PA 19102
100 S Broad St, Philadelphia, PA 19107

[Ok]

4. Viewing your trips

My Profile ✎ Edit

Click on Edit to update your profile information.

Default

First Name
John

Last Name
Smith

Home Country
Australia

Faculties/Divisions
Division-Finance

Are you a Student or Staff ?
Staff

UNSW ID
z5400098

Australian Mobile Number

Phone Priority	Phone Type	Country Code	Phone Number
Preferred	Mobile	Australia - 011-61	0419251491

Email

Email Priority	Email Type	Email Address
Preferred	Business	j.smith@unsw.edu.au

My Trips

Trips or PNR	Status	Start Date	End Date	Created By	Remove
Rome Trip	Active	20 Mar 2013	23 Mar 2013	You	🗑
Test	Active	04 Mar 2013	04 Mar 2013	You	🗑
Assignment	Active	01 Feb 2013	06 Apr 2013	You	🗑
NY Trip	Active	07 Jan 2013	11 Jan 2013	You	🗑
NY trip	Active	01 Jan 2013	01 Jan 2013	You	🗑
Atlanta	Active	29 Oct 2012	31 Oct 2012	You	🗑
London trip 2012	Inactive	06 Oct 2012	13 Oct 2012	You	🗑

ℹ The trips list will include your past trips and include trips that have been created by you, a system administrator or the travel agency. You can update or delete the trips that your have created.

ℹ In order to access the trip details click on the trip name or the itinerary number.

ℹ If your trip needs to be postponed to a later date you can change the trip status to Inactive until the dates are confirmed. You can later update your trip with the new dates and change the status to Active.

5. Updating trip details

Once you click on the trip name or itinerary number from the Trip list, you will be taken to the trip detail page where you can easily make changes to the trip information. After you make your changes please click on the 'Save' button so that the changes are saved in the system.

Trip Detail *

Trip Name / Reservation ID

100 characters remaining

Flight

Airline	Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation No.	
							Delete

Please select Unknown Airline (YY) if you can't find the airline.

➕ Add another flight

Train

Train Name	Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation No.	
							Delete

➕ Add another train

Accommodation

Name	Address	Telephone	Check-in Date	Check-out Date	Confirmation No.	
						Delete

➕ Add another accommodation

Local Transportation

Name	Telephone	Pickup City,Country	Dropoff City,Country	Pickup Date/Time	Dropoff Date/Time	Confirmation No.	
							Delete

➕ Add more transportation

Trip Information

[Student Only]Purpose of Travel: Choose one of the following:

[Student Only]Will your experience be for Credit or Recognition?:

[Student Only]Will your trip be supported by University Funds ? :

[Student Only]Will your trip be supported by OS HELP ? :

[Student Only]Will your trip be supported by Australian government program ? :

[Student Only]Will your trip be supported by Private funds ? :

Save   Cancel