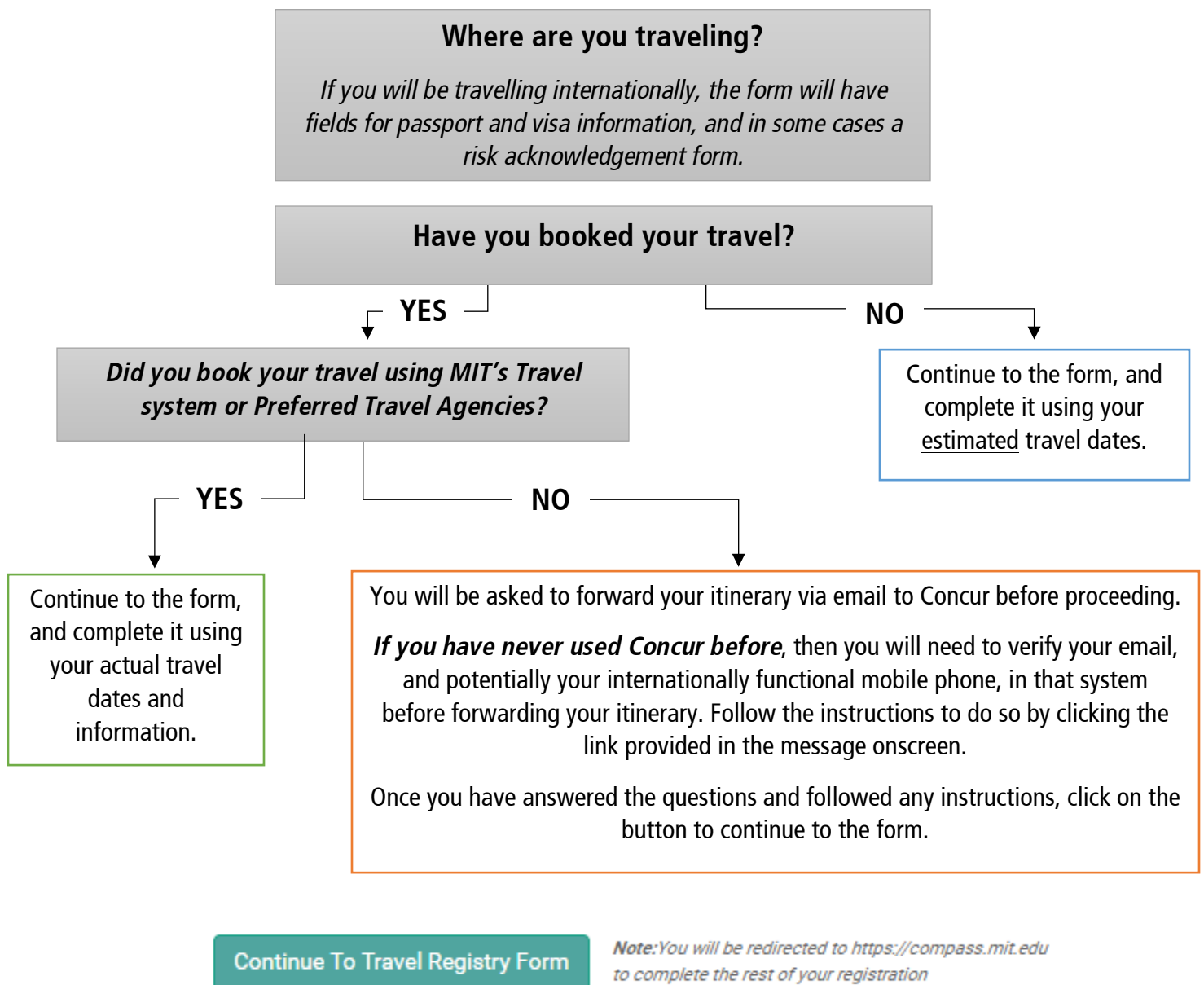The MIT Travel Registry collects trip-related data such as itineraries and contact information for MIT students, faculty, staff, and affiliates. This information expedites the look-up of MIT travelers in a particular area where health, safety, or security are threatened.

The Travel Registry system facilitates the Institute's ability to account for your well-being and contact you in the event of an emergency.

The Travel Registry can be accessed directly at **travelregistry.mit.edu**, from Atlas, or icc.mit.edu. *Note: MIT Travel Registry requires authentication via Touchstone & Duo.*

Step 1: Get the right form Answer the questions presented so that you complete the correct form.

> ### Where are you traveling?
>
> *If you will be travelling internationally, the form will have fields for passport and visa information, and in some cases a risk acknowledgement form.*

> ### Have you booked your travel?

YES / **NO**

NO → Continue to the form, and complete it using your <u>estimated</u> travel dates.

YES →

> ### *Did you book your travel using MIT's Travel system or Preferred Travel Agencies?*

YES / **NO**

YES → Continue to the form, and complete it using your actual travel dates and information.

NO →

You will be asked to forward your itinerary via email to Concur before proceeding.

If you have never used Concur before, then you will need to verify your email, and potentially your internationally functional mobile phone, in that system before forwarding your itinerary. Follow the instructions to do so by clicking the link provided in the message onscreen.

Once you have answered the questions and followed any instructions, click on the button to continue to the form.

Continue To Travel Registry Form

Note: You will be redirected to https://compass.mit.edu to complete the rest of your registration

Step 2: Enter your travel information

Note: In certain cases, some travelers may be presented with a simplified, express form. If you see **OneStep Travel Registration** at the top of the page, skip to the instructions in the next section.

1. Enter your departure and return dates, and destination:
    - ✓ For Destination City, type the city's name and then click **Find** to locate a match.
    - ✓ Select the correct city from the dropdown list, and then click **Continue**. *Note: You must select the city from the list even if there is only one selection there.*
2. On the Travel Registration Overview page, complete the forms provided.
    - ✓ As you complete each required form, you will see a checkmark and pencil icon in the Completed column. Click the pencil if you need to make any changes to an already-completed form.
    - ✓ At any point, you may click the **Save and finish later** button, and come back to the form later. When you have entered all information, click the **Submit I'm done** button.

COMPLETE FORMS (REQUIRED)	
COMPLETE AND SUBMIT THE FOLLOWING DIGITAL FORMS.	
TITLE	COMPLETED
Estimated Travel Details	✓ ✎
Passport & Visa Information	✓ ✎
Traveling Contact Information	✓ ✎

3. Sign any document(s) provided. *Note that you may not see a Sign documents section, if a travel risk acknowledgement form is not required for your travel.*
    - ✓ Read the provided travel risk form, and sign by clicking **Click here to sign digitally**. A popup window will display a confirmation message; please read this and click **Accept**.
4. Once you have completed all forms/documents, you will see a success message at the top of the page. You may exit the application, or click the Travel Registry logo to return to the home page.

Success You have successfully completed this questionnaire.

OneStep Travel Registration

- ✓ In the **TRIP** section, enter your departure date, return date, and destination city.
- ✓ For international travel, enter your **PASSPORT & VISA INFORMATION**; this will not be required for domestic travel.
- ✓ In the **TRAVELING CONTACT INFORMATION** section, enter the required field (marked with *), and other fields if applicable.
- ✓ Click Update when finished.
- ✓ You will receive a confirmation email that you have registered your travel, with a link to view it or make updates if needed.

For more information

If you still have questions or need additional help with using the MIT Travel Registry, please email travel-registry@mit.edu.