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## Registering Travel for Yourself in the Travel Registry (Terra Dotta)

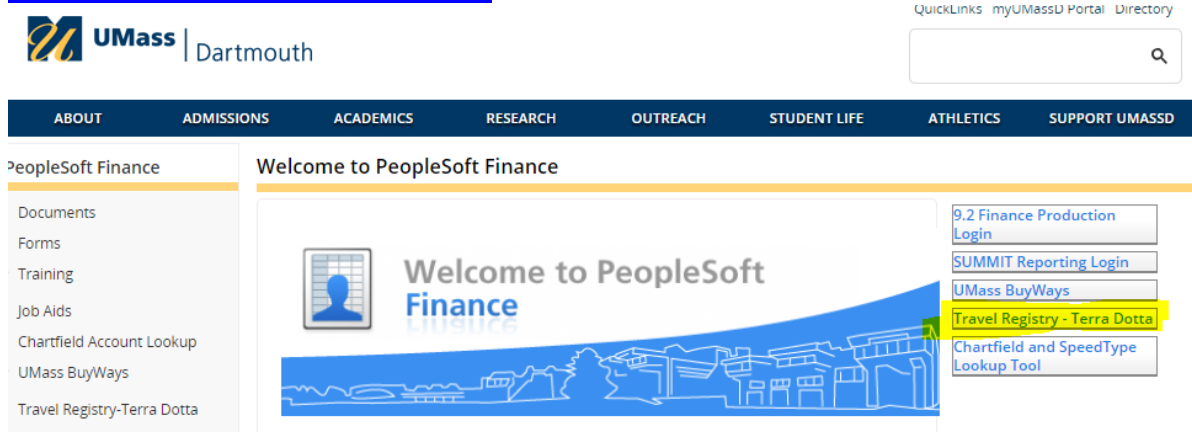
1.

When a Travel Authorization is required for a trip, you must register your travel itinerary in the Travel Registry (Terra Dotta). This job aid will walk you through the process to register your travel itinerary.

You can login to the Terra Dotta Travel Registry via the my UMassD Page:  
QuickLaunch > More Campus Systems > Terra Dotta Travel Registry



Or You can log into the Travel Registry via the PeopleSoft Finance page:  
[www.umassd.edu/peopleSoftfinance](http://www.umassd.edu/peopleSoftfinance)



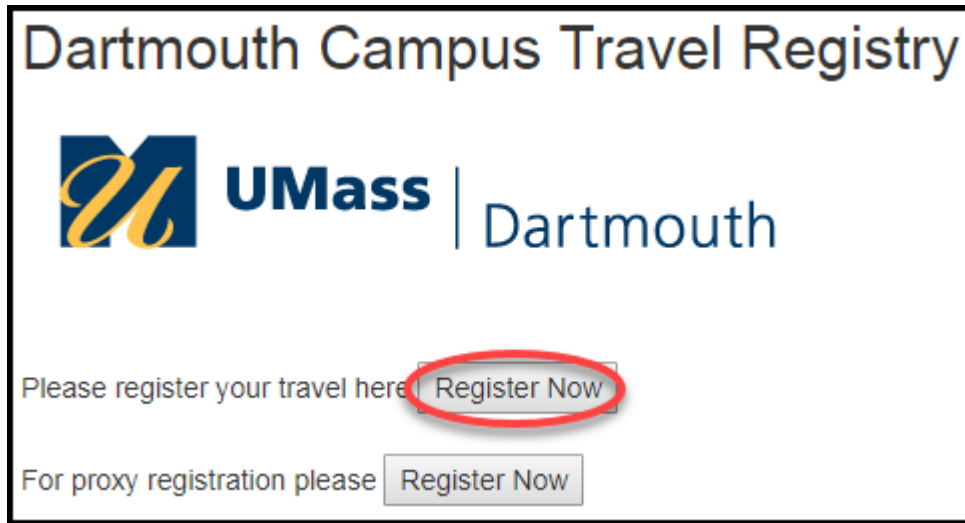
Or directly:  
<https://travelregistry.umasscs.net/>

2. You will come to the Terra Dotta travel registry landing page.

Click on “Dartmouth Campus Travel Registry”, on the menu to the left.



3. Two options are available; you can register travel for yourself, or for another individual (proxy).



Click on the appropriate  button.

- Select the first option.

### Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. x

Please indicate how you will be logging in:

- I have a UMass username and password (all students, faculty, and staff) ←
- I have login credentials to this site that I received by email.
- I do NOT have a UMass email address and password.

- Log in with your UMassD credentials (the same as your email credentials).

Select **Dartmouth** as your campus from the drop down menu.

### Security : Login (existing user)

To login, please enter your UMass NET ID or email address (AMHERST USERS: please use your NET ID) for your username and your corresponding password and campus. x

Login: for username, please use your Net ID or UMass email address (AMHERST USERS: please use your NET ID).

**Username:**

**Password:**

**Campus:**

←

[Forgot your password?](#)

6. First time users will register their profile.

**NOTE:** If you have already registered, you will not see these steps during future sessions.

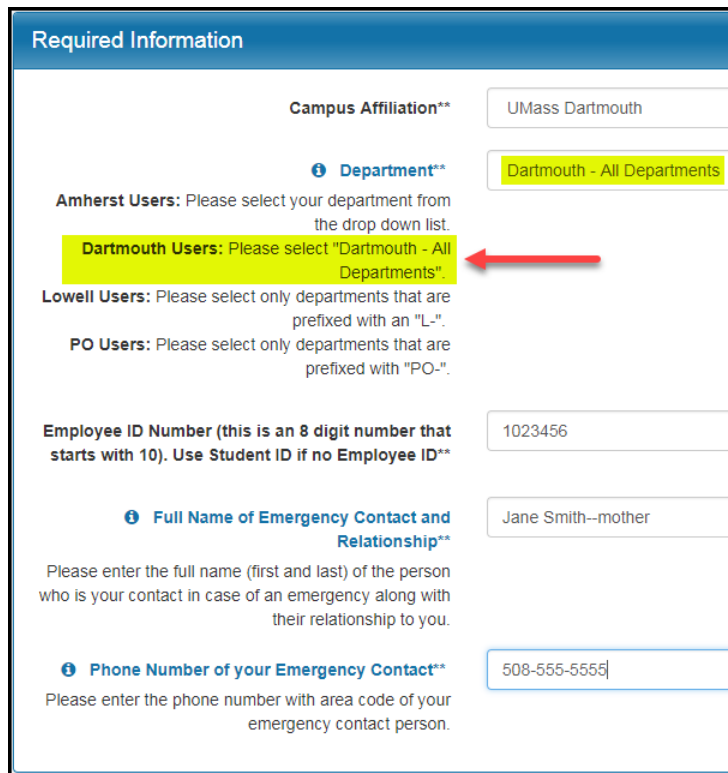
Select "Yes" to continue. Click "Submit".

7. Enter your Date of Birth.

8. Fill in the **Required Information** in the fields.

Select **“Dartmouth All Departments”** for your department.

Your **Employee ID Number** can be found on your Pay Advice in HRDirect.



**Required Information**

**Campus Affiliation\*\*** UMass Dartmouth

**Department\*\*** Dartmouth - All Departments

**Amherst Users:** Please select your department from the drop down list.

**Dartmouth Users:** Please select "Dartmouth - All Departments".

**Lowell Users:** Please select only departments that are prefixed with an "L-".

**PO Users:** Please select only departments that are prefixed with "PO-".

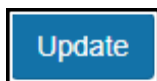
**Employee ID Number (this is an 8 digit number that starts with 10). Use Student ID if no Employee ID\*\*** 1023456

**Full Name of Emergency Contact and Relationship\*\*** Jane Smith--mother

Please enter the full name (first and last) of the person who is your contact in case of an emergency along with their relationship to you.

**Phone Number of your Emergency Contact\*\*** 508-555-5555

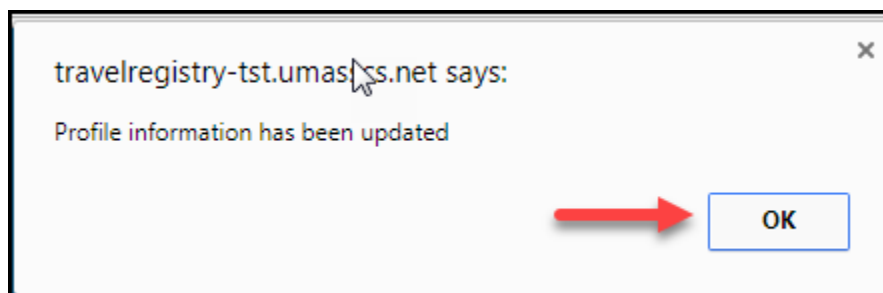
Please enter the phone number with area code of your emergency contact person.



Click **Update** at the bottom of the page.

9. A confirmation message appears.

Click **“OK”**.



10. You will need to enter **each** travel segment of your trip.

A calendar pops up when you place your cursor in the date box to indicate the first portion of your trip.

Select a date when you leave that **specified location**.

**Your Travel Registration Page : Available Program Terms**

To register, build your itinerary by selecting a location, entering all dates and locations of your itinerary have been entered, please click the "Add to Itinerary" button. After clicking the "Add to Itinerary" button, you will be taken to the "My Itinerary" page. If you have any questions, please contact us at [travel@umassd.edu](mailto:travel@umassd.edu).

**Itinerary**

Please select the departure to and departure from dates for a location. After clicking the "Add to Itinerary" button, you will be taken to the "My Itinerary" page. If you have any questions, please contact us at [travel@umassd.edu](mailto:travel@umassd.edu).

Current Itinerary:

**Date of Departure TO Specified Location:**

**Date of Departure FROM Specified Location:**

SEP 2017						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

11. Type in a location, or select an option from the menu.

If you cannot find your destination city, you can search using the “**Find location**” box.


Click 

**Location/Destination:** Find location:

If your destination city does not appear in the list below, you can run a search on the external location database to find the city entered above:

Paris, France (Europe)

Whiteparish, United Kingdom (Europe)



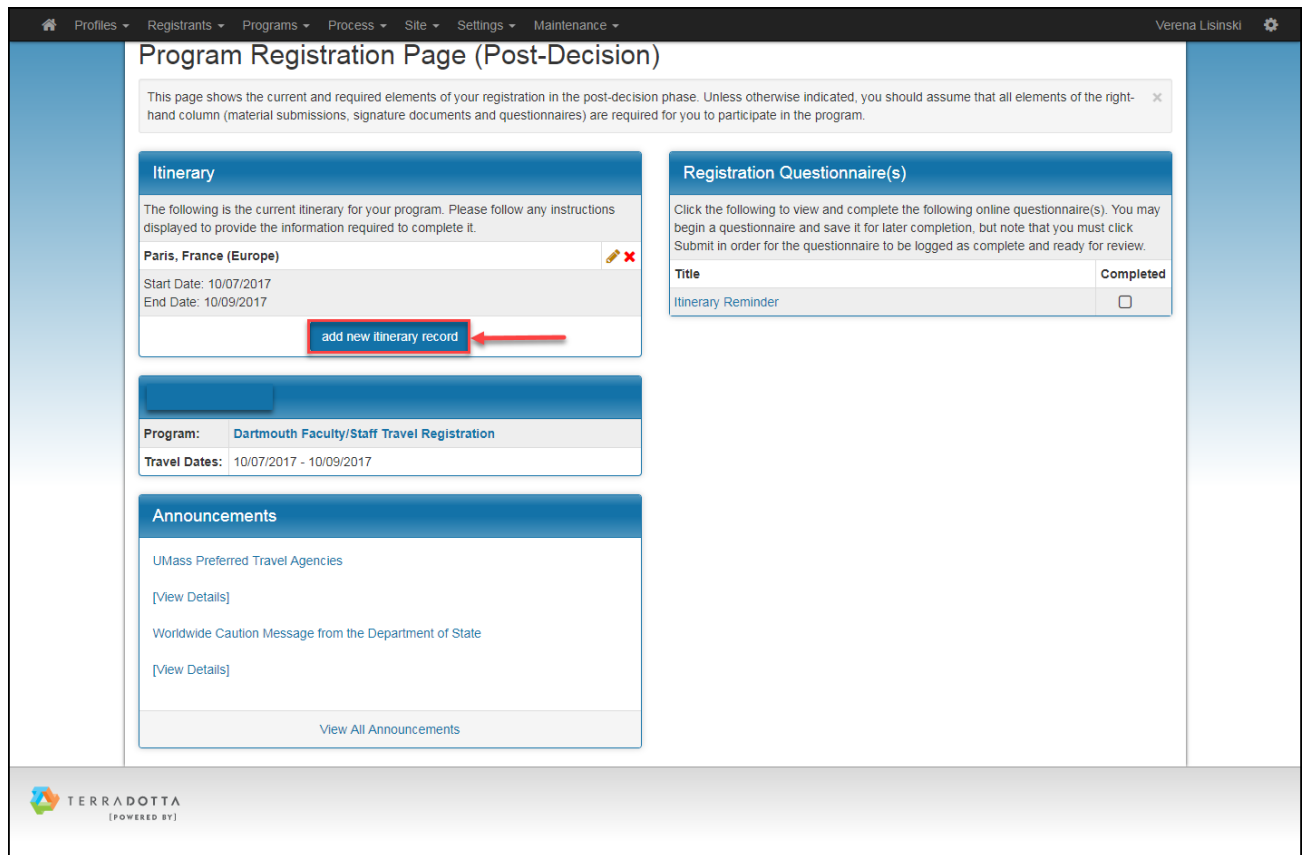
12. Continue this until you have entered all portions and travel segments of your trip. **Each segment of your trip counts as one “To/From” entry.**

For example, if you fly from Boston to London and then on to Paris, the first segment of your trip is “Boston to London”; the next is “London to Paris” and the return trip would be the same, in reverse.

Click  when you have finished.

13. A **Program Registration** page displays.

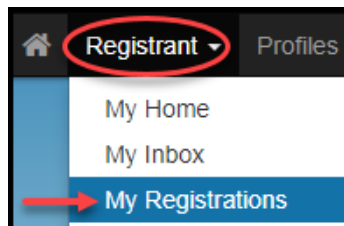
**NOTE:** If you need to add a new itinerary record, click on the button as noted.



The screenshot shows the 'Program Registration Page (Post-Decision)'. At the top, there is a navigation bar with 'Profiles', 'Registrants', 'Programs', 'Process', 'Site', 'Settings', and 'Maintenance'. The user 'Verena Lisinski' is logged in. The main content area is divided into several sections:

- Itinerary:** Displays 'Paris, France (Europe)' with start date '10/07/2017' and end date '10/09/2017'. A red box highlights the 'add new itinerary record' button with a red arrow pointing to it.
- Registration Questionnaire(s):** Shows a table with columns 'Title' and 'Completed'. One entry is 'Itinerary Reminder' with an unchecked checkbox.
- Program:** 'Dartmouth Faculty/Staff Travel Registration'.
- Travel Dates:** '10/07/2017 - 10/09/2017'.
- Announcements:** Lists 'UMass Preferred Travel Agencies' and 'Worldwide Caution Message from the Department of State', each with a '[View Details]' link.

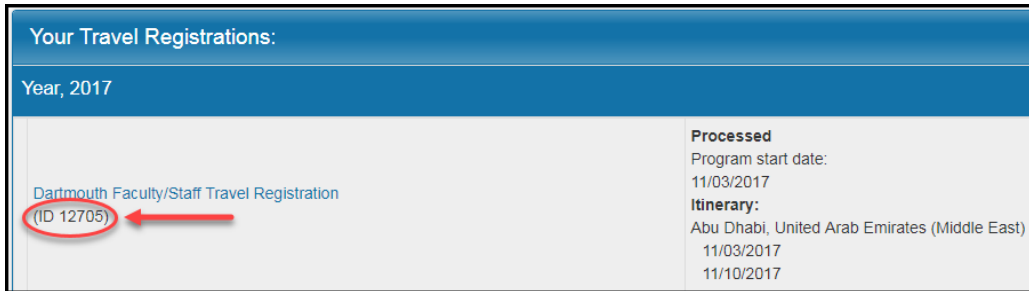
14. **To obtain your registration ID,** Click on **“Registrant”** in the upper left portion of the banner and select **“My Registrations”**.



The screenshot shows the navigation menu with 'Registrant' circled in red. The dropdown menu is open, and 'My Registrations' is highlighted with a red arrow.



15. Note the 5-digit itinerary ID.



16. If you are requesting reimbursement, when completing your **Travel Authorization Entry** in PeopleSoft, enter the **5-digit Travel Registry Itinerary ID** from Terra Dotta in the Terra Dotta Field in PeopleSoft.

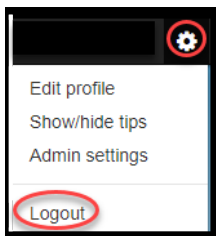
\*Business Purpose

\*Report Description

Terra Dotta ID

**Note: Please Follow this format. Do not put prefixes in front of the Travel Registry ID**

17. Log out of the Terra Dotta system by selecting “Logout” from the settings icon in the upper right portion of the banner.



18. **End of process.**