



Terra Dotta Travel Registry



The UMass system has a requirement that all out-of-state, overnight, domestic and international employee (faculty, staff) and student travel must be entered into a computerized travel registry.

- Non Employee Students use **Terra Dotta**.
- Employees use Concur Travel and Expenses to obtain travel approval and [Healix Sentinel](#) to Register Travel

What is Terra Dotta?

Terra Dotta Travel Registry is a tool that enables the university to locate those traveling on behalf of the university in the event of an emergency.



Before you Begin

Please have your 8 digit Student ID, Cell Phone Number, Emergency Contact Name and Phone Number



Registering Travel in Terra Dotta Travel Registry

Navigate to Terra Dotta Travel Registry

www.umassd.edu/myumassd > QuickLaunch > More Campus Systems > Terra Dotta Travel Registry

Direct Navigation: <https://travelregistry.umasscs.net/>

University of Massachusetts
travel registry
UMASS

Amherst
Boston
Dartmouth
Lowell
Medical School
President's Office

Announcements

U.S. Department of State
Travel Advisories and Alerts
Review the U.S. Department of
State Travel Advisories and Alerts.
[View Details]

Register your Travel

The University of Massachusetts Travel Registry facilitates rapid location and communication in the event of an emergency situation. Please select your campus from the left and follow the prompts to enter your travel information. Thank you for registering!

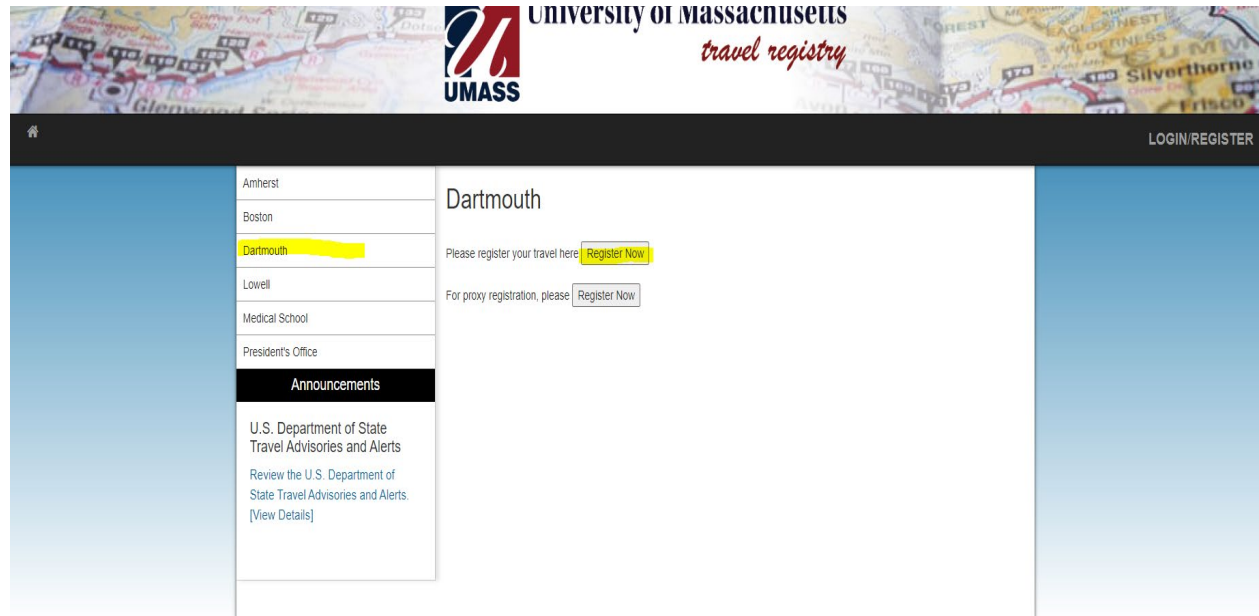
LOGIN/REGISTER



Registering Travel in Terra Dotta Travel Registry

Select Dartmouth

Select Register Now





Registering Travel in Terra Dotta Travel Registry

Choose - I have a UMass username and password (all students, faculty, and staff)

Click Submit

UMASS

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State Travel Advisories and Alerts.
[\[View Details\]](#)

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.

Please indicate how you will be logging in:

- I have a UMass username and password (all students, faculty, and staff)
-
-

Submit



Registering Travel in Terra Dotta Travel Registry

Returning users skip this page and Go to page 11

First time users - Choose - Affiliate of UMass

First Time Users – Click Create Profile. (It may take a minute to finish loading)

Amherst
Boston
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Security : New Profile Confirmation

This site is ready to create your user identity as a part of the login/registration process. This involves a confirmation that you wish to have your user profile generated in the site's database. The profile information will be available to the administrative users of the site, and could potentially involve import of data from an external information system.

Confirm Creation of User Profile

Register on this site as the following type of user:

Affiliate of UMass

Not currently affiliated with an institution.

Affiliate of a US institution:

State/Territory or Country

Check the box I understand and click Submit

GDPR Consent Form

I understand that by checking the box and pressing the Submit button that I am authorizing this site to collect personal information about me for the express purpose of interacting with this site. Furthermore, I understand that the type and amount of information that is collected about me by this site is governed by the choices of the institution that is offering this service to its students, faculty, and clients.

In the case that I wish to withdraw my consent for my personal information to be retained in this site, I understand that I will need to contact the site administrator.



Registering Travel in Terra Dotta Travel Registry

Enter your birthdate and click save.

Your Travel Registrations: : Core Information

Before proceeding to your home page, certain required information must be provided.

Required Information:

Date of Birth: Sep 9 1920

Save

Enter Campus affiliation: UMass Dartmouth
Select Department - Dartmouth All Departments (other values are for other campuses)

Enter 8-digit Student ID and name/relationship and phone number of emergency contact.

Profile : Required Information

There are some profile fields required by this site that you have not filled out. Please complete the required sections in the form below and click on the 'Update' button at the bottom of the page.

Please complete the required data sections of this form and click on the submit button at the bottom of the page in order to access this site.

Required Information

Campus Affiliation** UMass Dartmouth

Department** Dartmouth - All Departments

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

Boston Users: Please select "Boston - All Departments".

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

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

Medical School: Please select only departments that are prefixed with "WOR-".

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** 10150999

Full Name of Emergency Contact and Relationship** John Brown, Spouse

Phone Number of your Emergency Contact** 401-555-0182

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.

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



Click Update

* Not editable
** Required

✔ All required addresses have been provided.

Update

Click OK

travelregistry.umasscs.net/index... x Status - myUMassD x +

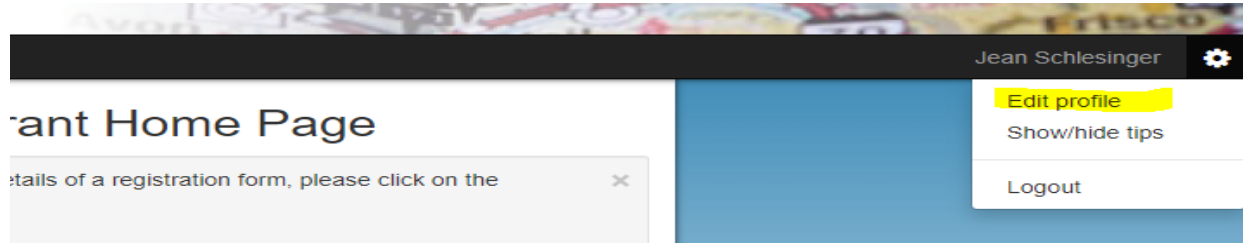
https://travelregistry.umasscs.net/index.cfm?FuseAction=Portal.RequiredInfoUpdate

travelregistry.umasscs.net says
Profile information has been updated

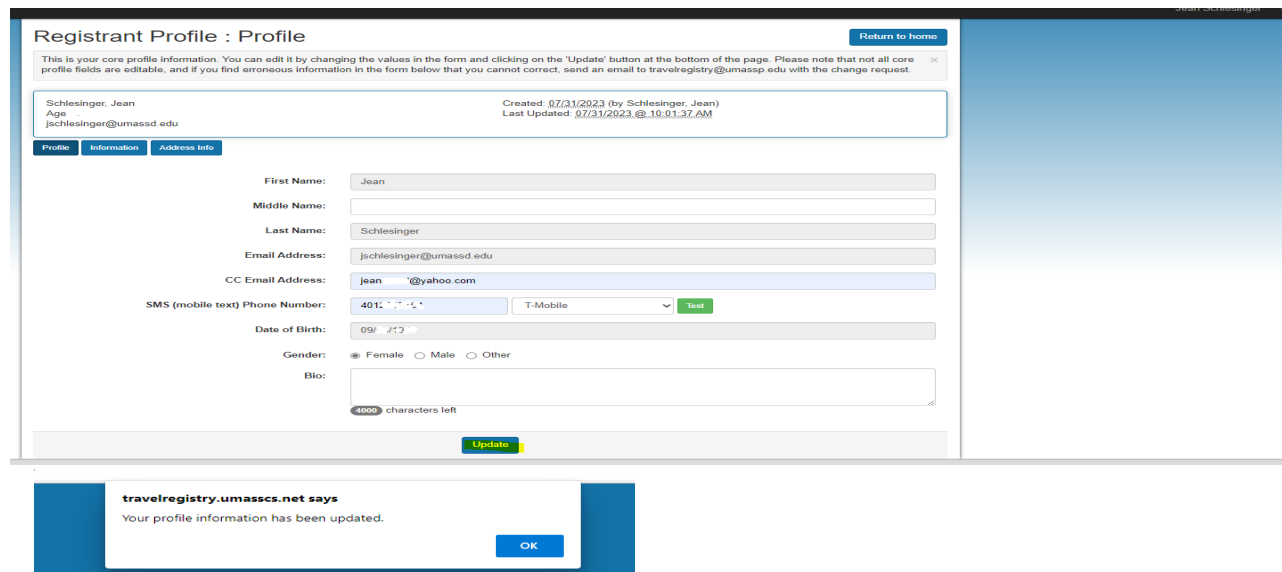
OK



Finishing setting up your profile by clicking on the Gear icon > Edit Profile (Upper Right)



Enter your cell phone number and email address. Click Update. Then click OK You can test the cell phone text function by clicking Test .





Click the Home Icon



Choose Dartmouth > Register Now

The screenshot shows the UMass travel registration website. At the top, there is a banner with a map of the UMass system, the UMass logo, and the text "travel registration". Below the banner is a navigation menu with the following items: Amherst, Boston, **Dartmouth** (highlighted in yellow), Lowell, Medical School, and President's Office. Below the menu is a section titled "Announcements" with a link to "U.S. Department of State Travel Advisories and Alerts". To the right of the menu, the "Dartmouth" section contains the text "Please register your travel here" followed by a yellow "Register Now" button, and "For proxy registration, please" followed by a "Register Now" button.



**Add your itinerary. Enter your From/ To Departures Dates and Location Destination
Include all locations and dates of your itinerary.**

Your Travel Registration Page : Available Program Terms

To register, build your itinerary by selecting a location, entering the departure and arrival dates, and clicking the "Add to Itinerary" button for each destination. Once all dates and locations of your itinerary have been entered, please click the "Register" button at the bottom of the page.

Available Terms

Itinerary

Please select the departure to and departure from for all locations in your itinerary. To Register, select the dates and location, click on the 'Add to itin

Current Itinerary:

Date of Departure TO Specified Location:

Date of Departure FROM Specified Location:

Location/Destination: If your desired location does not appear in the search results, please email travelregistry@umassd.edu

Find Location:

- Boston, Philippines (Asia)
- Boston, MA, United States (North America)**
- Boswell, PA, United States (North America)
- Los Cabos, Mexico (North America)
- Sarajevo, Bosnia and Herzegovina (Europe)
- Stellenbosch, South Africa (Africa)

Click Add to Itinerary



Continuing adding Locations and Dates to your Itinerary.

For example, if you are flying out of Boston to Grimsby, England there would be multiple Itinerary Rows.

Boston would be your first itinerary row, From Through Dates would be the same.

Grimsby, England would be the second itinerary Row. From/Through Dates would be the Date you arrive to the date you return home.

Available Terms

Itinerary

Please select the departure to and departure from for all locations in your itinerary. To Register, select the dates and location, click on the 'Add to Itinerary' button.

Current Itinerary:

✘ Boston, MA, United States	From: 07/24/2023	To: 07/24/2023
✘ Grimsby, England, United Kingdom	From: 07/24/2023	To: 07/28/2023
✘ Boston, MA, United States	From: 07/28/2023	To: 07/28/2023

Date of Departure **TO** Specified Location:

Date of Departure **FROM** Specified Location:

Location/Destination: If your desired location does not appear in the search results, please email travelregistry@umassp.edu

Find Location:

- Akko, Israel (Middle East)
- Aachen, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Aberdeen, United Kingdom (Europe)
- Aberdeen, MD, United States (North America)
- Abingdon, VA, United States (North America)
- Abington, MA, United States (North America)
- Abo, Finland (Europe)
- Abu Dhabi, United Arab Emirates (Middle East)
- Abuja, Nigeria (Africa)

Add to Itinerary

Register **Cancel**

Click Register when you have Finished adding your full itinerary.



You will be directed to the Program Registration page.

You can edit the itinerary by clicking on the Pencil Icon, or Delete it by clicking the X

You can add attachments or Group Rosters in the Attach Documents Section

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Registrant ▾ Profiles ▾ Registrants ▾ Programs ▾ Process ▾ Site ▾ Settings ▾ Maintenance ▾

Program Registration Page (Abroad)

Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

Dartmouth, MA, United States (North America) ✎ ✕

Start Date: 11/01/2023
End Date: 11/30/2023

[add new itinerary record](#)

Jean M Schlesinger

Program: Dartmouth Faculty/Staff Travel Registration

Travel Dates: 11/01/2023 - 11/30/2023

Announcements

[UMass Preferred Travel Agencies](#)

[\[View Details\]](#)

[U.S. Department of State Travel Advisories and Alerts](#)

[Review the U.S. Department of State Travel Advisories and Alerts.](#)

[\[View Details\]](#)

Registration Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Completed
Itinerary Reminder	<input type="checkbox"/>

Attached Documents

The following files have been attached to your registration. Click the filename to download the attached document.

No documents have been attached.

You can attach documents to this application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

[Choose File](#) No file chosen - select document type - ▾ [Upload](#)



Click on the Registration Questionnaire Itinerary Reminder to complete the registration

Registration Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Completed
Itinerary Reminder	<input type="checkbox"/>

Choose I understand.

Optional: Attach a Group Roster or enter comments as needed

Itinerary Reminder:

(*) Indicates the question is required.

1. I understand that any changes or cancellations to the itinerary should also be made in this system. (*)
 I understand

2. Group Roster List
 If registering for a group please attach roster list using the folder icon above and selecting the file on your computer.

3. Please specify whether the traveler is a student or employee. (*)
 Student

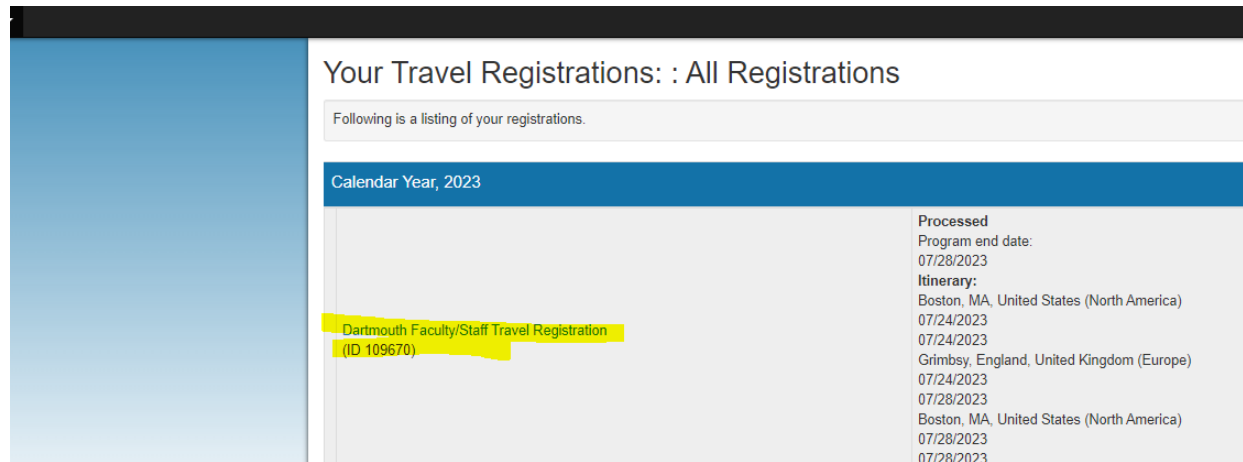
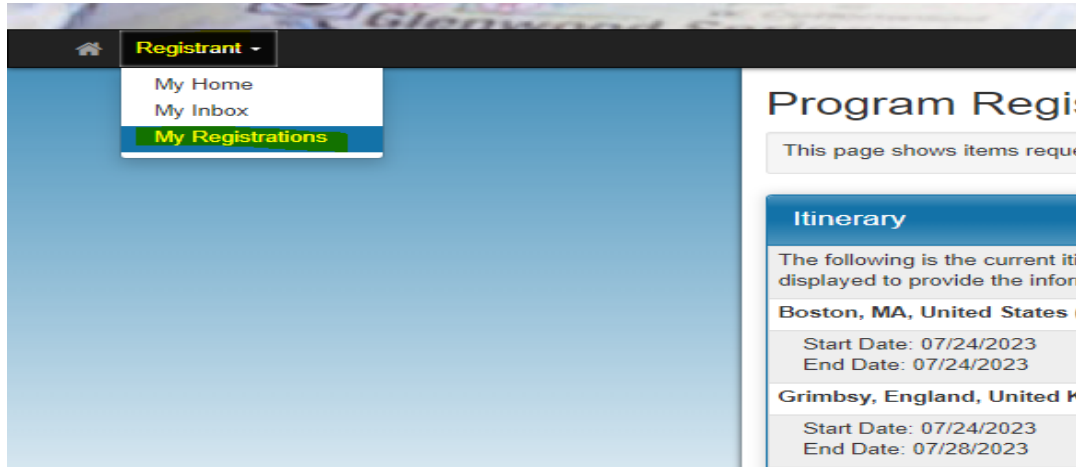
You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your registration questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

Save as Draft Submit Cancel

Specify Student or employee. Click Submit to Save and return to the Registration Page



To get your registration number > Click on Registrant > My Registrations



Your Registration ID is the 6 digit code under Dartmouth Faculty Staff Travel Registration



If your location does not exist, email travelregistry@umassd.edu

If you encounter an error – such as Not a UMass Affiliate, please wait an hour and try to log back in. There is a known issue that is resolved with an update script after your first initial login.

If you have any issues that are urgent, email travelregistry@umassd.edu

Who needs to register in Terra Dotta?

- Non Employee Students

- Students studying abroad should add their Itinerary

- Students taking Side trips while abroad are encouraged to register those trips