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Registering Travel for Yourself in the Travel Registry (Terra Dotta)- Part I

The product works best with Chrome or Firefox

1. When a Travel Authorization is required for a trip, you must register your travel itinerary in the Terra Dotta Travel Registry. All Faculty and Staff travelling overnight or out of state must register their travel in Terra Dotta.

Students travelling abroad and travelling on side trips while studying abroad are advised to register their travel in Terra Dotta. This enables the university to locate you or contact your emergency contacts in the event of an emergency.

This job aid will walk you through the process to register your travel itinerary.

2. Login to the Terra Dotta Travel Registry via the my UMassD Page:
 QuickLaunch > More Campus Systems > Terra Dotta Travel Registry.



Or directly:

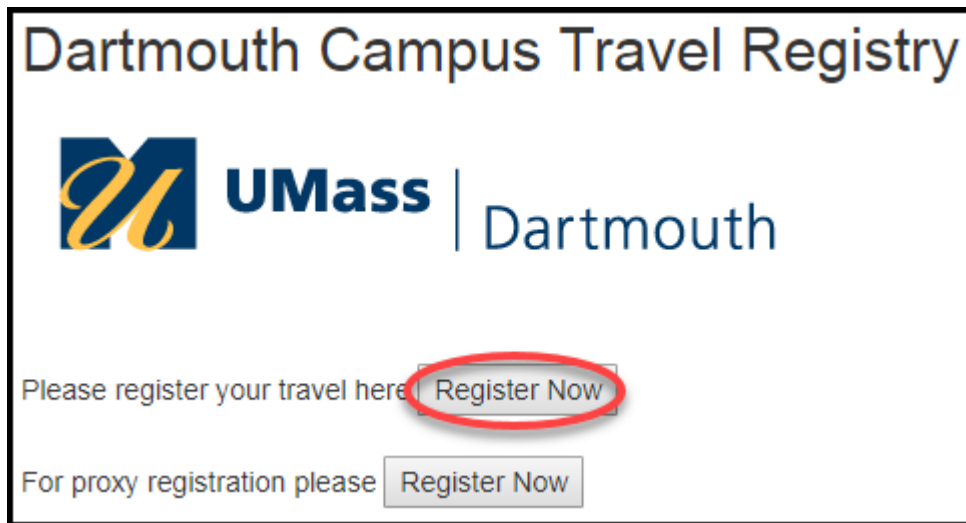
<https://travelregistry.umasscs.net/>


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

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

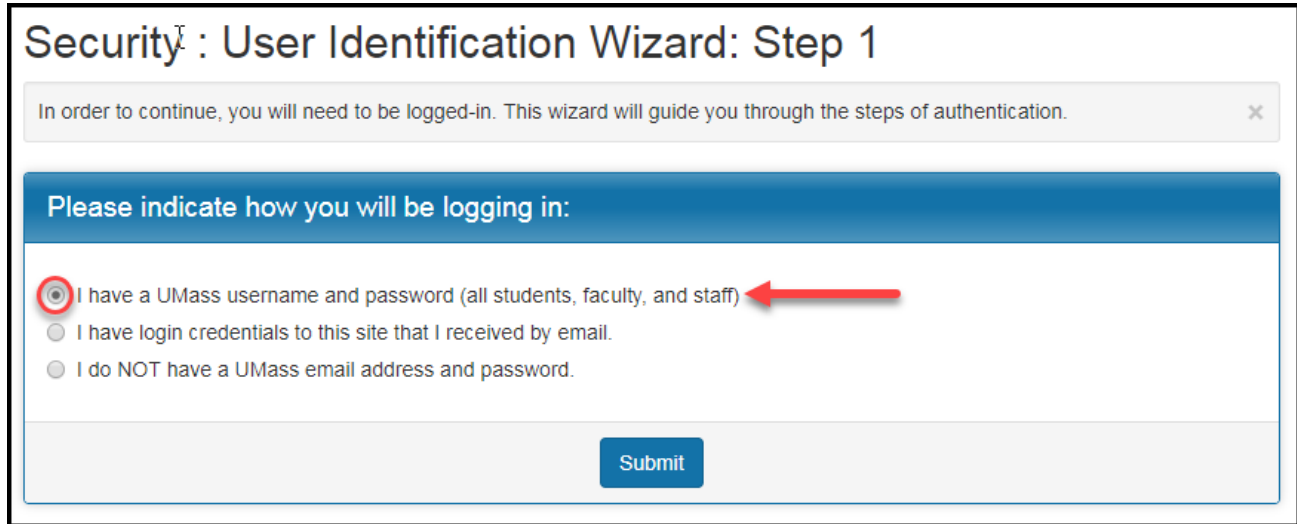


4. Two options are available; you can register travel for yourself, or for another individual (proxy).



To register for yourself, click on the  button for “Please Register your travel here”.

5. Indicate how you will be logging in.
Select the first option - I have a username and password.



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) ←

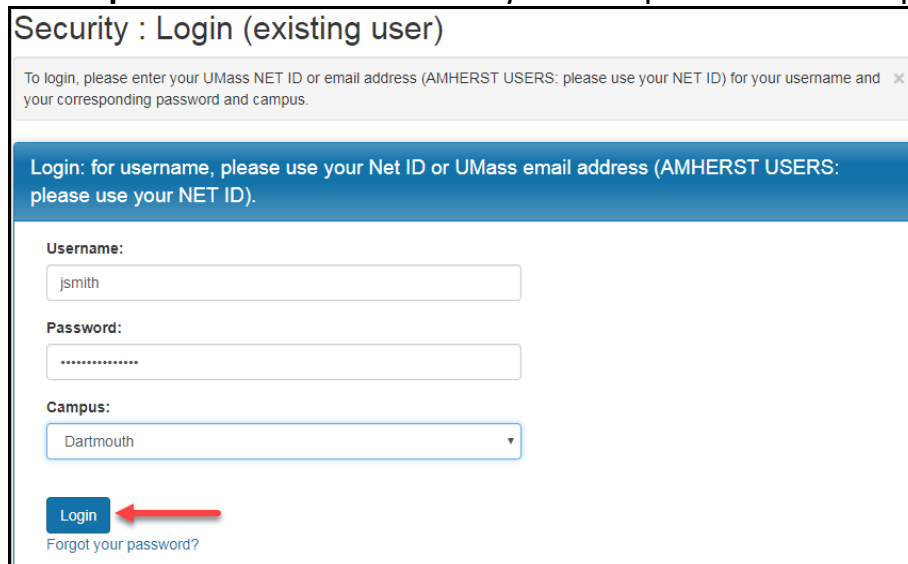
I have login credentials to this site that I received by email.

I do NOT have a UMass email address and password.

Submit

6. a. Log in with your UMassD credentials (the same as your email credentials)
User your Single Sign on user ID and password

b. Campus: 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. ×

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

Username:

Password:

Campus:

Login ←
[Forgot your password?](#)

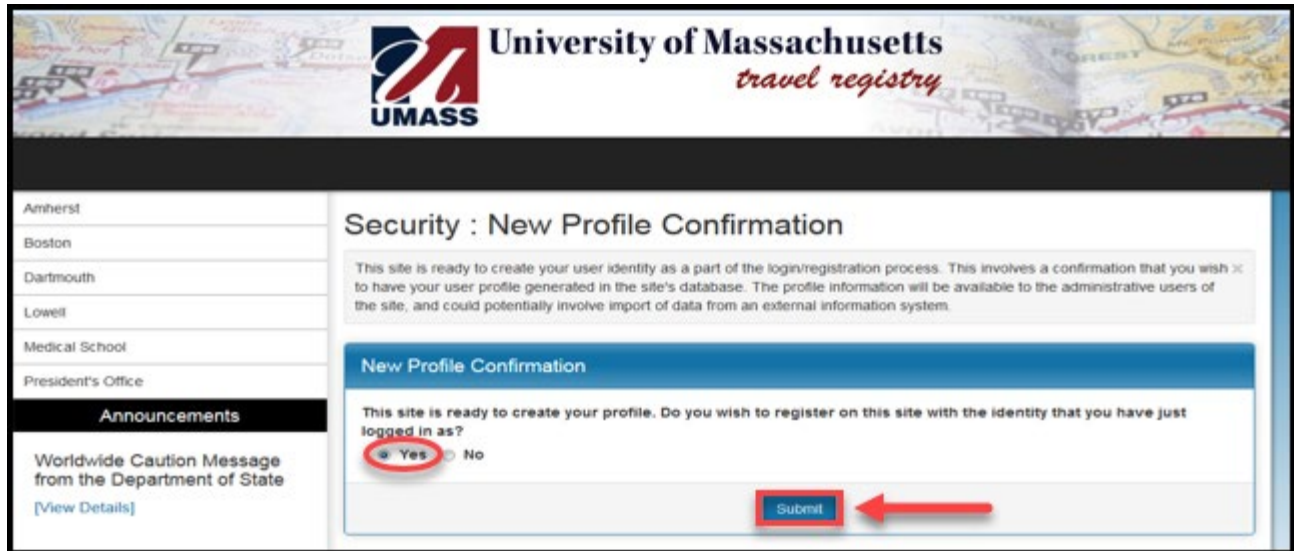
c. Click Login.

7. **First time users will register their profile.**

NOTE: If you have already registered, you will not see steps 7,8,9,10 during future sessions.

Skip to Step 11

New Profile Confirmation: Select “Yes” to continue then Click “Submit”.



8. **Enter your Date of Birth and click Save**




9. Fill in the **Required Information** in the fields.
- Campus Affiliation: UMass Dartmouth**
 - Department:** Select **“Dartmouth All Departments”** for your department.
This is the only value you should choose for Dartmouth.
 - Your **Employee ID Number** can be found on your Pay Advice in HRDirect. **Students** may enter their Student ID which can be found in COIN.
 - Enter the **Full Name of Emergency Contact and Relationship:**
example, Jane Smith, Mother (Text field so comma or dashes are acceptable)
 - Phone Number of your emergency Contact: Include Area code**

Required Information

Campus Affiliation**

Department**

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-".

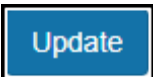
Employee ID Number (this is an 8 digit number that starts with 10). Use Student ID if no Employee ID**

Full Name of Emergency Contact and Relationship**

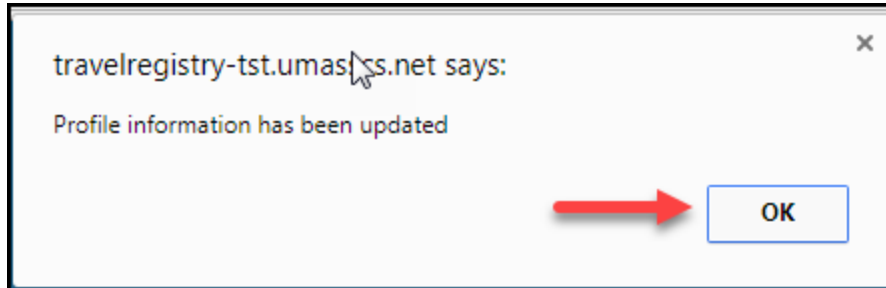
Please enter the full name (first and last) of the person who is your contact in case of an emergency along with their relationship to you.

Phone Number of your Emergency Contact**

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

Click  at the bottom of the page.

10. A confirmation message appears.
Click "OK".



11. You should enter **each** travel segment of your trip. It is recommended that you register the airport or the train station as a segment of the 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**.

Example: If you are flying out of Boston on 11/7/19, then the date of departure to and From Boston will be 11/7/19.

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 at the bottom of the page.

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

Itinerary

Please select the departure to and departure from dates for a

Current Itinerary:

Date of Departure TO Specified Location:

Date of Departure FROM Specified Location:

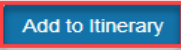

12. Type in a location, or select an option from the menu.
Partial searches will return all values containing the text entered.
If you cannot find your destination city, email travelregistry@umassd.edu requesting that a location be added.

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)

13. a. 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 on 11/10/2019 and then on to Paris, the first segment of your trip is "Boston with a date of departure to and from as 11/10/2019. The next segment is London with a date of departure to and from as 11/10/2019; the next is Paris on 11/10/2019 with a return date of when you expect to travel home. The return trip would be the same, in reverse.

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: 11/10/2019	To: 11/10/2019
✘	London, United Kingdom	From: 11/10/2019	To: 11/10/2019
✘	Paris, France	From: 11/10/2019	To: 11/18/2019
✘	London, United Kingdom	From: 11/18/2019	To: 11/18/2019
✘	Boston, MA, United States	From: 11/18/2019	To: 11/18/2019

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:

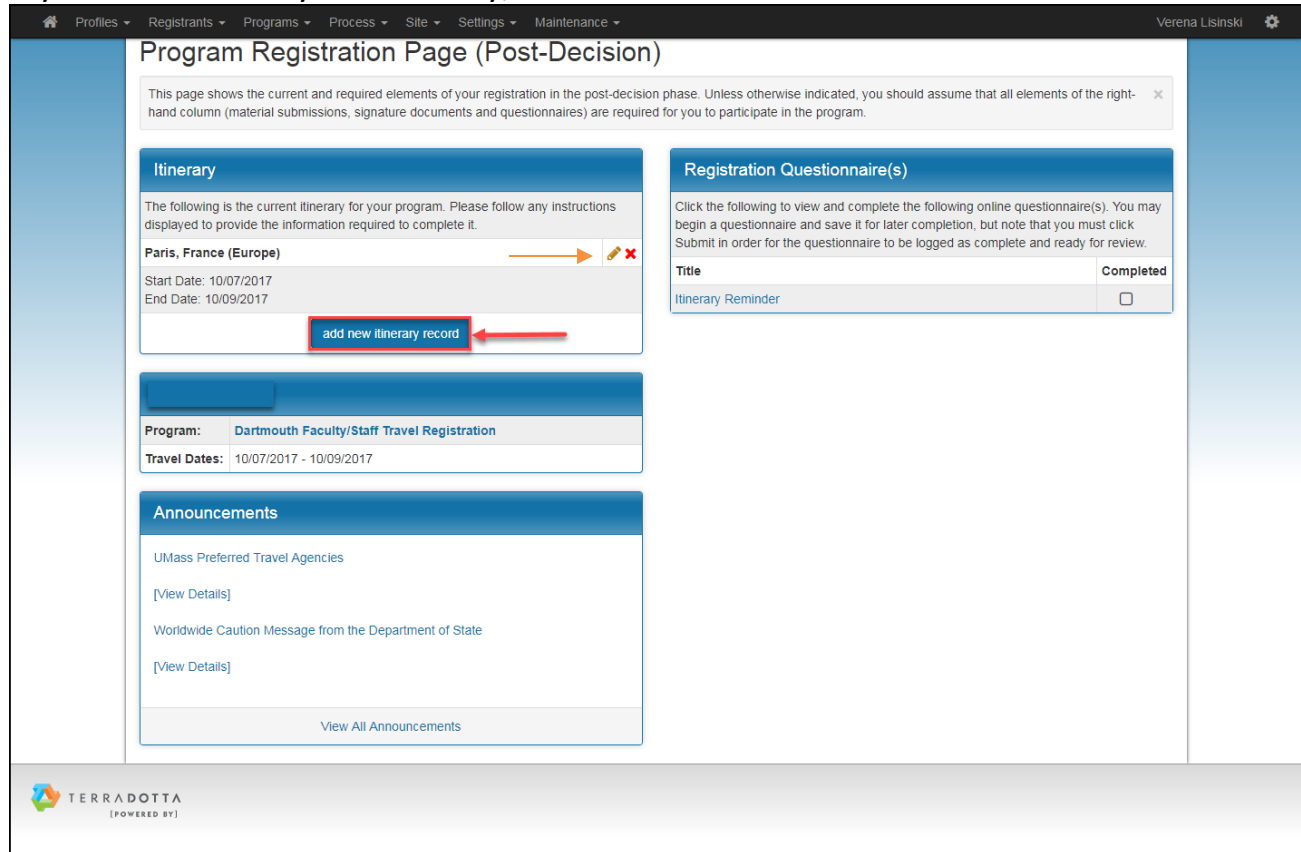
- *Akko, Israel (Middle East)
- Aachen, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Aberdeen, United Kingdom (Europe)
- Aberdeen, MD, United States (North America)
- Abingdon, VA, United States (North America)
- Abo, Finland (Europe)
- Abu Dhabi, United Arab Emirates (Middle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

- b. Click Register when you have finished.

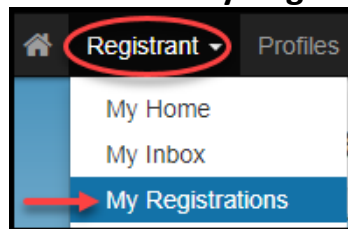
14 A Program Registration page displays.

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

If you need to edit your itinerary, then click the Pencil Icon



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



16. Note the 5-digit itinerary ID. For faculty and Staff, this is the number that goes on your PeopleSoft Travel Authorizations. For Students, this is the number that goes on your Departure and Return travel Questionnaire in the Main Study abroad application.

Your Travel Registrations:	
Year, 2017	
Dartmouth Faculty/Staff Travel Registration (ID 12705)	Processed Program start date: 11/03/2017 Itinerary: Abu Dhabi, United Arab Emirates (Middle East) 11/03/2017 11/10/2017

This number will not be emailed to you. You must navigate to retrieve it. This is the number that goes in the travel authorization.

Each trip requires its own registration. If you are traveling to multiple cities in one trip you need only one registration as long as the segments of the trip are recorded. For example if you are going to Paris and then on to Rome in the same trip, that requires only one registration.

Finally, If you are traveling on University business and requesting reimbursement though PeopleSoft Travel and Expenses, 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 Travel and Expenses.

*Business Purpose

*Report Description

Terra Dotta ID

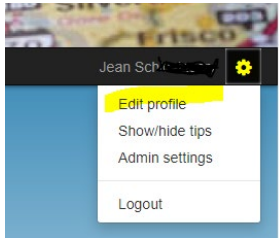
Note: Please Follow this format. Do not put prefixes in front of the Travel Registry ID

End of Procedure.

Go to Part II on the next page to Enter your cell phone number and cc email address.

Update your Personal Information and Define your contact information – Part II

1. Update your personal Information by clicking on the Gear Icon near your name.



2. On the Registrant Profile: Profile Tab, fill in your Mobile Phone number and Carrier.

Registrant Profile : Profile [Return to home](#)

This is your core profile information. You can edit it by changing the values in the form and clicking on the 'Update' button at the bottom of the page. Please note that not all core profile fields are editable, and if you find erroneous information in the form below that you cannot correct, send an email to travelregistry@umassp.edu with the change request.

Sc... Jean :
 Female
 Age :
 jschle...@umassd.edu

 Created: 02/09/2018 (by: ... r. Jean)
 Last Updated: 09/12/2019 @ 10:46:50 AM

[Profile](#) | [Information](#) | [Address info](#)

First Name:
Middle Name:
Last Name:
Email Address:
CC Email Address:
SMS (mobile text) Phone Number:
Date of Birth:
Gender: Female
Bio:
 4800 characters left

3. Fill in a cc email Address – Optional

4. Fill in Gender – Optional

5. Click Update and then Click OK

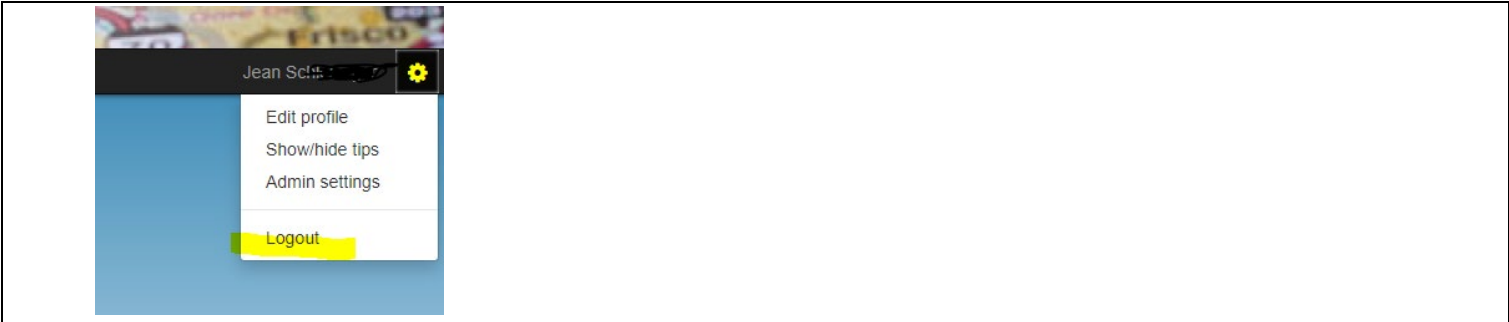
travelregistry.umasscs.net says

Your profile information has been updated.

OK

6. Click on the information Tab to update emergency contact if needed.

7. Logout by clicking on the Gear Icon and choosing Logout.



End.