How to Register Someone Else’s Travel on the Travel Registry

NAVIGATE TO https://travelregistry.umasscs.net/

1. Click Login/Register in the top right of the black horizontal menu bar
2. Key in NETID, NETID Password and select Amherst Campus and then Login.
3. You can review previous registries on the left or if you want to start a new registry go to step 4

PLEASE NOTE: TO THE TRAVEL REGISTRY EVERYONE IS A TRAVELER SO THE ABOVE IS YOUR INFO/TRIPS
4. Select the House icon in the top left of the black horizontal navigation bar. Under the drop down within select Site Home.

5. On the next page with the Globe select Amherst in the top left.
5. There will be 5 Register Now buttons. Select one of the two highlighted above depending if the person’s travel is domestic or foreign.
6. Find the person you wish to register AKA who is traveling
In the highlighted above enter the person traveling’s email, campus filter: Amherst and Search

On the next screen verify the correct traveler and select Register
7. You will verify (and enter if need be) the traveler’s Department, EMP # and emergency contact. PLEASE NOTE: The DEPT. If different from your own you can create this registry but will not be able to view it later.

*Continue to scroll down the page*
8. A. Enter date of traveler’s departure and return
   B. Search for location in Find Location (see note on next page)
   C. Select Add to Itinerary

   Continue to scroll down the page
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**Note on Searching Locations**

Try to first search the name in **Location/Destination** (#1 below)

If no results then click **Search button (#2 below)** to search a secondary database

If there are no results the location needs to be added.

To request a location be added to the Travel Registry: [https://goo.gl/forms/c71qkNo3tBZGNvf2](https://goo.gl/forms/c71qkNo3tBZGNvf2)
9. You now need to complete the Pre-Travel Authorization Form & then click **Update**

Please Note: **You are NOT done yet.** You now need to get this trip approved
10. In the top black bar navigator select **RegistrantS > Search**. Then enter last name and **Search**.
11. You will have a list of all of the person’s registries under your Dept.

A. Locate the registry you created.
   Hint: Look for the highest ID #.

B. Select the correct registry.

Make note of this ID #.
This is your Terra Dotta Travel Registration #.
Example above 27625
12. Once in your created registry go to the Approvals tab and to Generate Approval Request.
13. In **Keywords** enter the approver’s last name/email and select Amherst in **Campus Filter** and then **Search**

Select radial of appropriate approver and **Next**
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Enter optional comments and select Submit Approval Request DONE!

The approver will receive an email request to approve. Once done the traveler will receive an approval confirmation email.