

### Travel Registry – How to Search for Registries

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The screenshot shows the homepage of the University of Massachusetts travel registry. The header includes the UMass logo and the text "University of Massachusetts travel registry". A navigation menu on the left lists various campus locations. The main content area features a "Register your Travel" section with a globe icon and a "LOGIN/REGISTER" button in the top right corner, which is highlighted with a green box and a green arrow. A cyan callout box contains the text: "Navigate to <https://travelregistry.umasscs.net> & select LOGIN/REGISTER".

2

The screenshot shows the login page of the University of Massachusetts travel registry. The header includes the UMass logo and the text "University of Massachusetts travel registry". A navigation menu on the left lists various campus locations. The main content area features a "Security : Login (existing user)" section with a "LOGIN/REGISTER" button in the top right corner. The login form includes fields for "Username:", "Password:", and "Campus:" (with "Amherst" selected). A cyan callout box contains the text: "Use NetID Login Info".

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The screenshot shows the 'Registration Page: Available Program Terms' in the UMass travel registry system. The top navigation bar includes 'Registrant', 'Profiles', 'Registrants', 'Staff', and 'Settings'. A dropdown menu is open under 'Registrants', with 'Search' highlighted in yellow. A green arrow points from this menu to the 'Itinerary' section. The 'Itinerary' section contains fields for 'Date of Departure TO Specified Location', 'Date of Departure FROM Specified Location', and 'Location/Destination'. A dropdown list of locations is visible, including 'Aachen, Germany (Europe)', 'Aalborg, Denmark (Europe)', and 'Aberdeen, United Kingdom (Europe)'. A blue 'Add to Itinerary' button is at the bottom.

1. You are taken to this page where you would begin to register your own travel.

2. Instead navigate to Registrants > Search

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The screenshot shows the 'Search: Simple' page. The 'Search Registrations' section has a 'Registrant Name' field with 'Parenteau' entered, highlighted in yellow. The 'Program Name' field is empty and has a red 'X' over it. The 'Program Terms' dropdown is set to 'Any'. The 'Campus Affiliation' dropdown is also set to 'Any'. A green arrow points to the 'Search' button at the bottom. A blue box contains the text 'Search by Last Name'. Another blue box contains the text 'Note: if you were to leave this blank and search you would see all registries in the Depts you have access to.'

Search by Last Name

Note: if you were to leave this blank and search you would see all registries in the Depts you have access to.

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**You now see all registries for that name. Note: Higher numbers are more recently created.**

Name	Status	Program	Term
Parenteau, Keith	Pending	Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel (ID 20113)	Calendar Year, 2018
	Pending	Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel (ID 18847)	Calendar Year, 2017
	Pending	Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel (ID 18846)	Calendar Year, 2017
	Pending	Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel (ID 18867)	Calendar Year, 2017
	Pending	Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel (ID 20112)	Calendar Year, 2017

**You could also name and save this search for future use.**

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**After selecting the desired registry.**

**Go to itinerary to see dates and locations.**

**Go to Approvals to see if registry approval has been done/sent.**

**Go to Questionnaires to see the Pre-Travel Authorization form.**

	Pre	0/0	0/0	0/0	0/0	0/0
Assessments		0/0	0/0	0/0	0/0	0/0
Learning Content		0/0	0/0	0/0	0/0	0/0
Approvals		0/0	0/0	0/0	0/0	0/1
Reviews (Note: This registration has not been marked as ready for review)						0

**\*To view the query search you may have saved above.\***

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**Navigation:** Registrant - Profiles - Registrants - Staff - Settings

**Administrative Menu:** Registrant, Administrative, Approver, Site Home

**Administration : Home**

Admin Settings | Share Queries | Share Reports | Query Watches | Manage Folders

Below are several administrative areas that allow you to manage the system as well as site and system settings.

**My Queries & Reports**

View folder -

Uncategorized

**Saved Query** Actions

Search for Parenteau

View folder -

Uncategorized Moved checked to

**Saved Report** Actions

Shared Reports

Stock Reports

**My Approvals**

**Pending:**

Keith Parenteau	Agawam United States Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel (Calendar Year, 2017)
Keith Parenteau	Acton, MA United States Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel (Calendar Year, 2017)
Keith Parenteau	Colrain United States Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel (Calendar Year, 2018)

**Completed:**

Jessica Krause	Chicago, IL United States Faculty/Staff Pre-Travel Authorization for DOMESTIC
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**Terra Dotta Support**

Browse Knowledgebase | Browse Support Alerts

**My Notes**

New Note