1

Navigate to https://travelregistry.umasscs.net & select LOGIN/REGISTER

2

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.

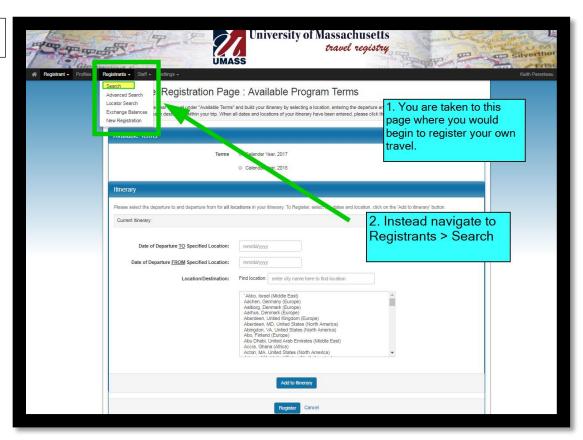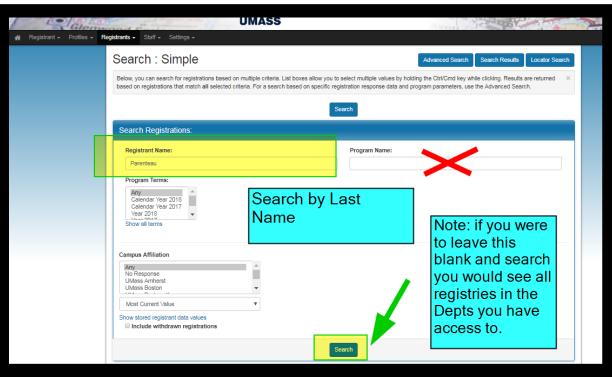Login: for username, please use your Net ID or UMass email address (AMHERST USERS: please use your NET ID).

Username:

Password:

Campus:
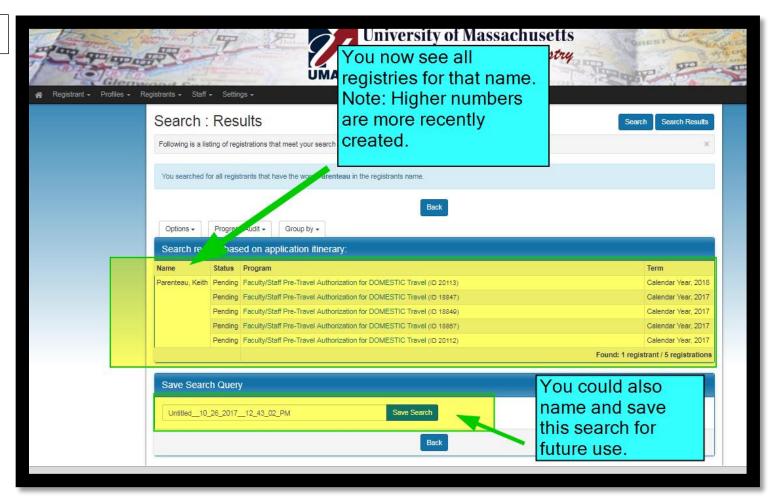
Amherst

Use NetID Login Info

Login

Forgot your password?

Registrants, use Secure Login.

3

University of Massachusetts
travel registry
UMASS

Registrant | Profiles | Registrants | Staff | Settings

Search
Advanced Search
Locator Search
Exchange Balances
New Registration

Registration Page : Available Program Terms

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

Available Terms

Terms   Calendar Year, 2017
         Calendar Year, 2018

Itinerary

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

Current Itinerary:

2. Instead navigate to Registrants > Search

Date of Departure _TO_ Specified Location: mm/dd/yyyy

Date of Departure _FROM_ Specified Location: mm/dd/yyyy

Location/Destination: Find location: enter city name here to 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)
Accra, Ghana (Africa)
Acton, MA, United States (North America)

Add to Itinerary

Register   Cancel

4

UMASS

Registrant | Profiles | Registrants | Staff | Settings

Search : Simple   Advanced Search | Search Results | Locator Search

Below, you can search for registrations based on multiple criteria. List boxes allow you to select multiple values by holding the Ctrl/Cmd key while clicking. Results are returned based on registrations that match all selected criteria. For a search based on specific registration response data and program parameters, use the Advanced Search.

Search

Search Registrations:

Registrant Name: **Program Name:**
Parenteau

Program Terms:
Any
Calendar Year 2018
Calendar Year 2017
Year 2018
Show all terms

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.

Campus Affiliation
Any
No Response
UMass Amherst
UMass Boston

Most Current Value

Show stored registrant data values
☐ Include withdrawn registrations

Search

Please Note: If you get no results in the search you may need to have access to the person's home dept added by contacing A&F. afs-secadmin@admin.umass.edu (413) 545-2119
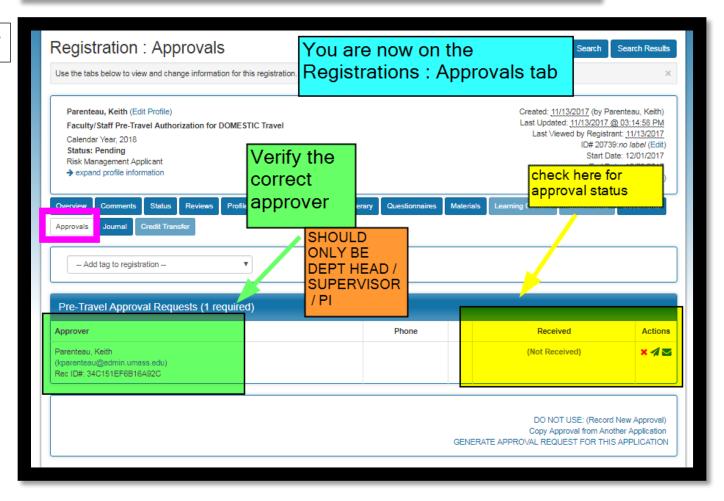
5

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

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

Select your desired registry above

6

Registration : Overview

You are then taken to the Registery Overview

Use the tabs below to view and change information for this registration.

Click Here

Parenteau, Keith (co...
Blanket Travel Authorizations
Calendar Year 2018
Status: Pending
Outgoing Applicant
→ expand profile information

Created: 10/27/2017 (by Parenteau, Keith)
Last Updated: 10/27/2017 @ 12:01:58 PM
Last Viewed by Registrant: 11/13/2017
ID# 20203: no label (Edit)
Start Date: 01/01/2018
End Date: 12/31/2018
(add principal application)

Tabs: Overview | Comments | Status | Reviews | Profile | History Log | Email | Itinerary | Questionnaires | Materials | Learning Content | Assessments | Documents
Approvals | Journal | Credit Transfer

-- Add tag to registration -- ▼

Click to view other registrations | Print Registration

Registration Summary:

7

Registration : Approvals

You are now on the Registrations : Approvals tab

Use the tabs below to view and change information for this registration.

Parenteau, Keith (Edit Profile)
Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel
Calendar Year, 2018
Status: Pending
Risk Management Applicant
→ expand profile information

Created: 11/13/2017 (by Parenteau, Keith)
Last Updated: 11/13/2017 @ 03:14:58 PM
Last Viewed by Registrant: 11/13/2017
ID# 20739: no label (Edit)
Start Date: 12/01/2017

Verify the correct approver

check here for approval status

Tabs: Overview | Comments | Status | Reviews | Profile | ...erary | Questionnaires | Materials | Learning ...
Approvals | Journal | Credit Transfer

-- Add tag to registration -- ▼

SHOULD ONLY BE DEPT HEAD / SUPERVISOR / PI

Pre-Travel Approval Requests (1 required)

Approver		Phone	Received	Actions
Parenteau, Keith (kparenteau@admin.umass.edu) Rec ID#: 34C151EF6B16A92C			(Not Received)	✗ ➤ ✉

DO NOT USE: (Record New Approval)
Copy Approval from Another Application
GENERATE APPROVAL REQUEST FOR THIS APPLICATION

8

How the Approval will look based on the 3 possibilities

No Approval Sent

Pre-Travel Approval Requests (1 required)				
Approver		Phone	Received	Actions
Not yet requested.				✏ 🖨 ✖ ➤

Will look liks this if no approver request sent

DO NOT USE: (Record New Approval)
Copy Approval from Another Application
GENERATE APPROVAL REQUEST FOR THIS APPLICATION

Approval Sent - No Response

Pre-Travel Approval Requests (1 required)				
Approver		Phone	Received	Actions
Parenteau, Keith (kparenteau@admin.umass.edu) Rec ID#: 34C151EF6B16A92C			(Not Received)	✖ ➤ ✉

Will look like this If approval was sent but no response yet

DO NOT USE: (Record New Approval)
Copy Approval from Another Application
GENERATE APPROVAL REQUEST FOR THIS APPLICATION

Approval Sent - Approved

Pre-Travel Approval Requests (1 required)				
Approver		Phone	Received	Actions
Parenteau, Keith (kparenteau@admin.umass.edu) Rec ID#: 876B0F1CE7DC7E91			10/27/2017	✏ 🖨 ✖ ➤

Will look like this if approval sent and approved

DO NOT USE: (Record New Approval)
Copy Approval from Another Application
GENERATE APPROVAL REQUEST FOR THIS APPLICATION

What to do if no requests or approver hasn't responded in some time

9

Pre-Travel Approval Requests (1 required)

| Approver | | ne | | Received | Actions |

Parenteau, Keith
(kparenteau@admin.umass.edu)
Rec ID#: 876B0F1CE7DC7E91

If you need to send a reminder request for approval

If you need to send a 1st request for approval

DO NOT USE: (Record New Approval)
Copy Approval from Another Application
GENERATE APPROVAL REQUEST FOR THIS APPLICATION

If you find the wrong approver is listed:

You can generate a new approval via the "GENERATE APPROVAL REQUEST FOR THIS APPLICATION". To delete an erroneous approval request please contact Keith Parenteau kparenteau@admin.umass.edu

All travel registries must have been approved before referencing it on an expense report and submitting.