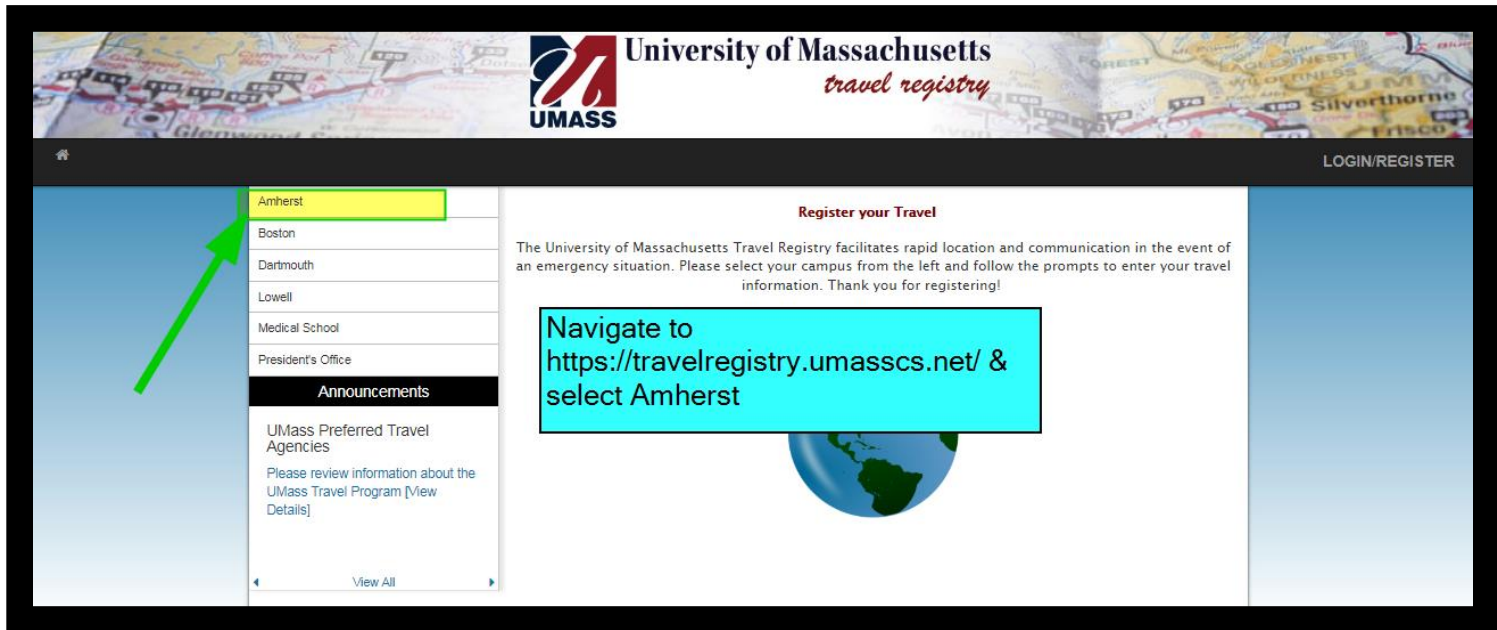


## Travel Registry – How to Register Proxy Travel

1



University of Massachusetts  
*travel registry*

LOGIN/REGISTER

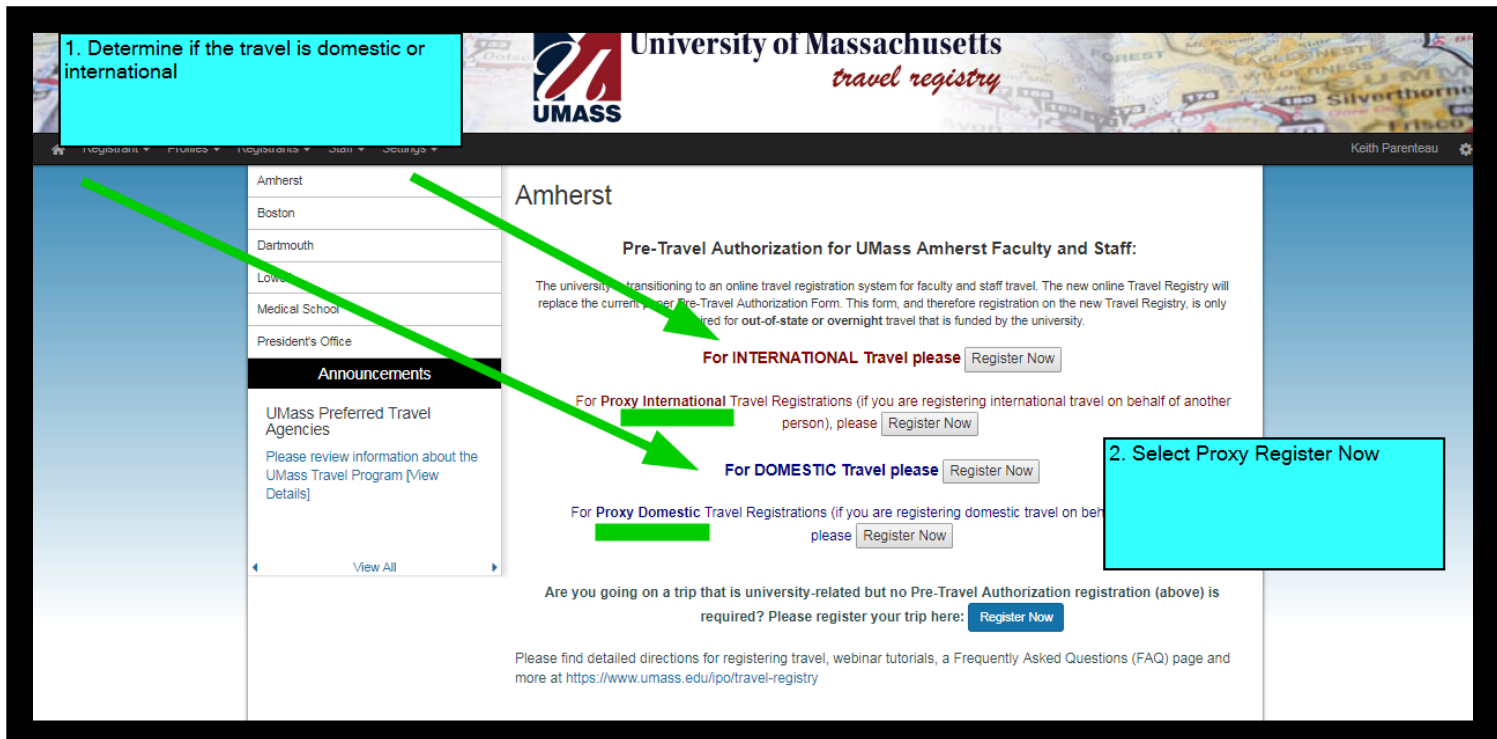
**Register your Travel**

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!

Navigate to <https://travelregistry.umasscs.net/> & select Amherst

Amherst  
Boston  
Dartmouth  
Lowell  
Medical School  
President's Office  
Announcements  
UMass Preferred Travel Agencies  
Please review information about the UMass Travel Program [View Details]  
View All

2



1. Determine if the travel is domestic or international

University of Massachusetts  
*travel registry*

Keith Parenteau

Amherst

**Pre-Travel Authorization for UMass Amherst Faculty and Staff:**

The university is transitioning to an online travel registration system for faculty and staff travel. The new online Travel Registry will replace the current paper Pre-Travel Authorization Form. This form, and therefore registration on the new Travel Registry, is only required for out-of-state or overnight travel that is funded by the university.

**For INTERNATIONAL Travel please** Register Now

**For Proxy International Travel Registrations** (if you are registering international travel on behalf of another person), please Register Now

**For DOMESTIC Travel please** Register Now

**For Proxy Domestic Travel Registrations** (if you are registering domestic travel on behalf of another person), please Register Now

2. Select Proxy Register Now

Are you going on a trip that is university-related but no Pre-Travel Authorization registration (above) is required? Please register your trip here: Register Now

Please find detailed directions for registering travel, webinar tutorials, a Frequently Asked Questions (FAQ) page and more at <https://www.umass.edu/ipotravel-registry>

# Travel Registry – How to Register Proxy Travel

3

The screenshot shows the UMass travel registry login page. The header includes the UMass logo and the text "University of Massachusetts travel registry". A navigation menu on the left lists various UMass locations. The main content area is titled "Security : User Identification Wizard: Step 1". It contains a message: "In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication." Below this, a blue box prompts the user to "Please indicate how you will be logging in:". Three radio button options are listed: "I have a UMass username and password (all students, faculty, and staff)", "I have login credentials to this site that I received by email.", and "I do NOT have a UMass email address and password." The first option is selected and highlighted in yellow. A green arrow points to the "Submit" button. A blue callout box on the right says "Select first option and submit." The top right corner has a "LOGIN/REGISTER" link.

4

The screenshot shows the UMass travel registry login page for existing users. The header is the same as in the previous screenshot. The main content area is titled "Security : Login (existing user)". It contains a message: "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." Below this, a blue box prompts the user to "Login: for username, please use your Net ID or UMass email address (AMHERST USERS: please use your NET ID)". A yellow box contains three input fields: "Username:", "Password:", and "Campus:". The "Campus:" dropdown menu is set to "Amherst". A blue callout box on the right says "Use NetID Login Info". Below the input fields is a "Login" button and a link for "Forgot your password?". At the bottom, a message states "Registrants, use Secure Login." The top right corner has a "LOGIN/REGISTER" link.

# Travel Registry – How to Register Proxy Travel

5

OneStep : Choose / Create Proxy Registrant

Use the form below to search for a user record from within your system. Select the name of the individual for whom you wish to register via proxy by clicking on the "Register" button to the right of their name..

**Search**

Use these search fields to find the registrant. Keywords can be a first/last name or email address.

Keywords:

Campus Filter:

GUID:

Enter the unique identifier value for the person you wish to add. Note that the ID may not be the login username of the person. This installation uses uMassGuid as the key column.

Directory to Search: ☒ SIS ☐ HR

**DO NOT USE: For use by site administrator only**

In addition to searching for an existing person at , you may also add a user with the form below:

Email:

6

OneStep : Choose / Create Proxy Registrant

Use the form below to search for a user record from within your system. Select the name of the individual for whom you wish to register via proxy by clicking on the "Register" button to the right of their name..

**Search Results**

Click the "Register" button to the right of the name of the individual for whom you wish to create a registration

Last Name	First Name	UMass GUID	Email	Action
Parenteau	Keith	344966517	kparenteau@admin.umass.edu	<input type="button" value="Register"/>

**Search**

Use these search fields to find the registrant. Keywords can be a first/last name or email address.

Keywords:

Campus Filter:

GUID:

Enter the unique identifier value for the person you wish to add. Note that the ID may not be the login username of the person. This installation uses uMassGuid as the key column.

Directory to Search: ☒ SIS ☐ HR

From your search results locate the correct person and select "Register".

# Travel Registry – How to Register Proxy Travel

**PLEASE NOTE: IF THE DEPARTMENT ENTERED IN STEP 7 IS DIFFERENT THAN YOUR OWN DEPT YOU WILL NOT BE ABLE TO SEE THIS REGISTRY ONCE COMPLETE. YOU WILL NEED TO HAVE DEPT ACCESS ADDED VIA REQUEST TO A&F [AFS-SECADMIN@ADMIN.UMASS.EDU](mailto:AFS-SECADMIN@ADMIN.UMASS.EDU)**

7

**OneStep Travel Registration**  
Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel - Proxy Registration Form

**Profile**

First Name: Keith  
Last Name: Parenteau  
Email Address: kparenteau@admin.umass.edu  
CC Email Address:

**Information**

Campus Affiliation: \* UMass Amherst  
Department: \* Controller-Amherst  
Employee ID Number (this is an 8 digit number that starts with 10). Use Student ID if no Employee ID: \* 123456  
Full Name of Emergency Contact and Relationship: \*  
Phone Number of your Emergency Contact: \* 555-555-5555

Verify the traveler's information and enter if need be.

8

**Your Travel Registration Page : Available Program Terms**

To register, Select the year of travel under "Available Terms" and build your itinerary by selecting a location, entering the departure and arrival dates, and clicking the "Add to Itinerary" button for each destination within your trip. When all dates and locations of your itinerary have been entered, please click the "Register" button at the bottom of the page.

**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 the dates and location, click on the "Add to Itinerary" button.

Current Itinerary:

Date of Departure TO Specified Location: mm/dd/yyyy  
Date of Departure FROM Specified Location: mm/dd/yyyy

Location/Destination: Find location: coltan  
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: Search

1. Search for the destination by beginning to type it here.

2. If your destination is not found you can search the 2nd database here.

3. If your destination is still not found email Controller's Office- Travel to manually add destination.

4. "Add to Itinerary"

Select calendar year if prompted.

Enter the travel depart and return dates.

# Travel Registry – How to Register Proxy Travel

9

**Pre-Travel Authorization Form:**

**Instructions:**  
Please fill out this form carefully. You will NOT be able to edit your responses once you click submit below. If you would like to save your responses to complete later, please click Save.

(\*) Indicates the question is required.

**1. Purpose of Trip (\*)**  
Choose one or more of the best answers. If the purpose of your trip is not listed, please enter your response in the text box below.

Attending a Conference  
Other (explain below)  
Presenting at a Conference  
Research

**2. Details (\*)**  
Conference name, research description, or please explain trip purpose if above choices are not appropriate. Provide any other useful details or comments as desired.

**3. Estimated Cost \$ (\*)**

**4. Funding Sources and/or Speed Type**

**5. Contact Information while Traveling (\*)**  
Please provide your contact information while traveling so you can be reached in case of an emergency. Please provide your local address, cell phone, your email, and any other useful details.

4000 characters left

**6. How many approvals need to be received for this trip? (\*)**  
Most departments require only one approval from the department chair or supervisor. Some departments also require a second approval from a fund administrator or other person. Check with your department if you are unsure how many you need.

Please select one

**1 or 2 Approvers is determined by your Dept.**

**Update** **1**

**2**

**travelregistry.umasscs.net says:**  
Thank you for registering travel. A confirmation email has been sent to you and the registered traveller with the itinerary details.

**OK**

**Enter the Pre-Travel Authorization details.**

**These fields once submitted cannot be edited once done**

**This has now registered the travel. But... APPROVAL REQUEST IS STILL NEEDED**

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**\*Please Note: You are NOT done. You now need to ask for approval of this registry.\***



# Travel Registry – How to Register Proxy Travel

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UMASS

Registrants - Staff - Settings -

Search

Advanced Search

Locator Search

Exchange Balances

New Registration

Simple

Navigate to Registrants > Search

Advanced Search

Locator Search

Search

Search Registrations:

Registrant Name:

Program Name:

Program Terms:

Any

Calendar Year 2018

Calendar Year 2017

Year 2018

Show all terms

Campus Affiliation

Any

No Response

UMass Amherst

UMass Boston

Most Current Value

Show stored registrant data values

☐ Include withdrawn registrations

Search

Note: if you were to leave "Registrant Name" blank you would see results for all of your department.

11

UMASS

Registrants - Staff - Settings -

Search : Results

Search

Search Results

Following is a listing of registrations that meet your search criteria.

You searched for all registrants that have the word parenteau in the registrants name.

Back

Options - Progress Audit - Group by -

Search results based on application itinerary:

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 18849)	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

Found: 1 registrant / 5 registrations

In your search results locate the correct registry. Note: higher numbers are more recent

## Travel Registry – How to Register Proxy Travel

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Registration : Approvals

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: 10/25/2017 (by Parenteau, Keith)  
Last Updated: 10/25/2017 @ 11:24:31 AM  
Last Viewed by Registrant: 10/25/2017  
ID# 20113: no label (Edit)  
Start Date: 10/25/2017  
End Date: 11/08/2017  
(add principal application)

Overview | **Approvals** | Journal | Credit Transfer

-- Add tag to registration --

Pre-Travel Approval Requests (1 required)

Approver	Phone	Received	Actions
Not yet requested.			

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

# Travel Registry – How to Register Proxy Travel

13

**Registration : New Approval**

Request an approval from a faculty member with this form. If you cannot find the faculty member's email address with this search form, use the printable approval form available through the link on your Program Registration Page

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

Created: 10/25/2017 (by Parenteau, Keith)  
 Last Updated: 10/25/2017 @ 11:24:31 AM  
 Last Viewed by Registrant: 10/25/2017  
 ID# 20113: no label (Edit)  
 Start Date: 10/25/2017  
 End Date: 11/08/2017  
 (add principal application)

Overview Comments Status Reviews Profile History Materials Learning Content Assessments Documents

Approvals Journal Credit Transfer

-- Add tag to registration --

**User Search**

**Directory Lookup:**  
 Approvers can be found using your campus directory information system.  
 Enter the approver's first name, last name, and/or email address to begin your search:

Keywords:

Campus Filter:  
 Amherst

Search

DO NOT USE: GUID field is for site administrator use only:  
 Enter a campus login ID (username) for the approver:  
 GUID:   
 Find

Note: This approver is the same one that would sign the paper pre-travel authorization (Dept. Head/Supervisor/PI/Fund Mgr)

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**Registration : Search Results**

Select the radio button that corresponds to the user you wish to select.

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

Created: 10/25/2017 (by Parenteau, Keith)  
 Last Updated: 10/25/2017 @ 11:24:31 AM  
 Last Viewed by Registrant: 10/25/2017  
 ID# 20113: no label (Edit)  
 Start Date: 10/25/2017  
 End Date: 11/08/2017  
 (add principal application)

Overview Comments Status Reviews Profile History Log Email Itinerary Questionnaires Materials Learning Content Assessments Documents

Approvals Journal Credit Transfer

-- Add tag to registration --

**Search Results:**

Last Name	First Name	UMass GUID	Email
Parenteau	Keith	3449869517	kparenteau@admin.umass.edu

Start Over Next



## Travel Registry – How to Register Proxy Travel

15

Registration : Approvals

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: 10/25/2017 (by Parenteau, Keith)  
Last Updated: 10/25/2017 @ 11:24:31 AM  
Last Viewed: 10/25/2017 5/2017  
ID# 20113  
End Date: 11/08/2017  
(add principal application)

Overview Comments Status Reviews Profile History Log Approvals Journal Credit Transfer

-- Add tag to registration --

Approver Information

Name: Parenteau, Keith  
Email: kparenteau@admin.umass.edu  
Phone:  
Type: Pre-Travel Approval

Comments:

(optional)

4000 characters left

Note: Approvals will be viewable by the registrants after the submission by the approver.

Send Cancel

travelregistry.umasscs.net says:  
Your approval request has been sent by email to Keith Parenteau  
OK

Note: As a Travel Preparer Proxy you will not receive notification when approved. only the traveler will.

This is the TA # you will enter in the expense report reference field

**DONE****\*Travel Proxy - Congrats you are done\***