

# UMassAmherst

## 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

## UMassAmherst

### How to Register Someone Else's Travel on the Travel Registry

Security : Login (existing user) 2

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:

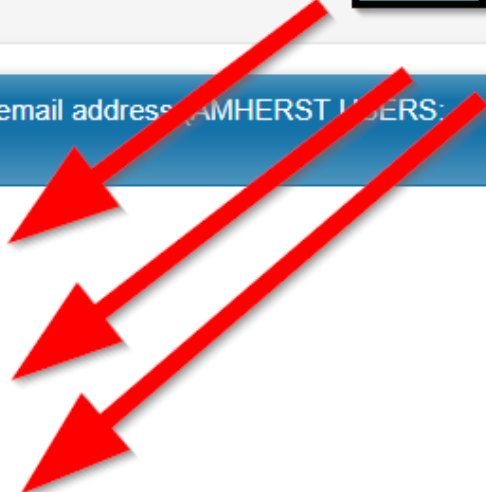
Password:

Campus:

Login

Registrants, use Secure Login.

Login with NETID  
not @umass



2. Key in NETID, NETID Password and select Amherst Campus and then Login

## How to Register Someone Else's Travel on the Travel Registry

The screenshot shows the 'Your Travel Registration Page' on the UMass Amherst Travel Registry. A light blue callout box with the text 'You are taken to your travel homepage where all of your travel is listed & your personal info' has two red arrows pointing to the 'Your Travel Registrations' table and the 'Edit Profile' button. A small box with the number '3' is also visible in the top right corner of the page.

**Your Travel Registration Page**

This is your homepage and it provides you an overview of your appropriate registration form under Your Travel Registrations.

To register additional travel:  
Please select your campus and appropriate travel registration to

**Your Travel Registrations:**

Calendar Year, 2019

<input type="checkbox"/>	Blanket Travel Authorizations (n/a) (ID 34065 not ranked)	(Complete Registration) Deadline: 12/31/2019 <a href="#">Withdraw</a>
<a href="#">Update Rank</a>	(enter numbers to rank by preference)	
	Blanket Travel Authorizations (n/a) (ID 34095)	Deadline: 12/31/2019 <a href="#">Reinstate</a>
	Blanket Travel Authorizations (n/a) (ID 32375)	(Complete Registration) Deadline: 12/31/2019 <a href="#">Reinstate</a>
	Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel (Aalborg) (ID 27625)	Deadline: 12/31/2019 <a href="#">Withdraw</a>

**Keith Parenteau**  
kparenteau@admin.umass.edu

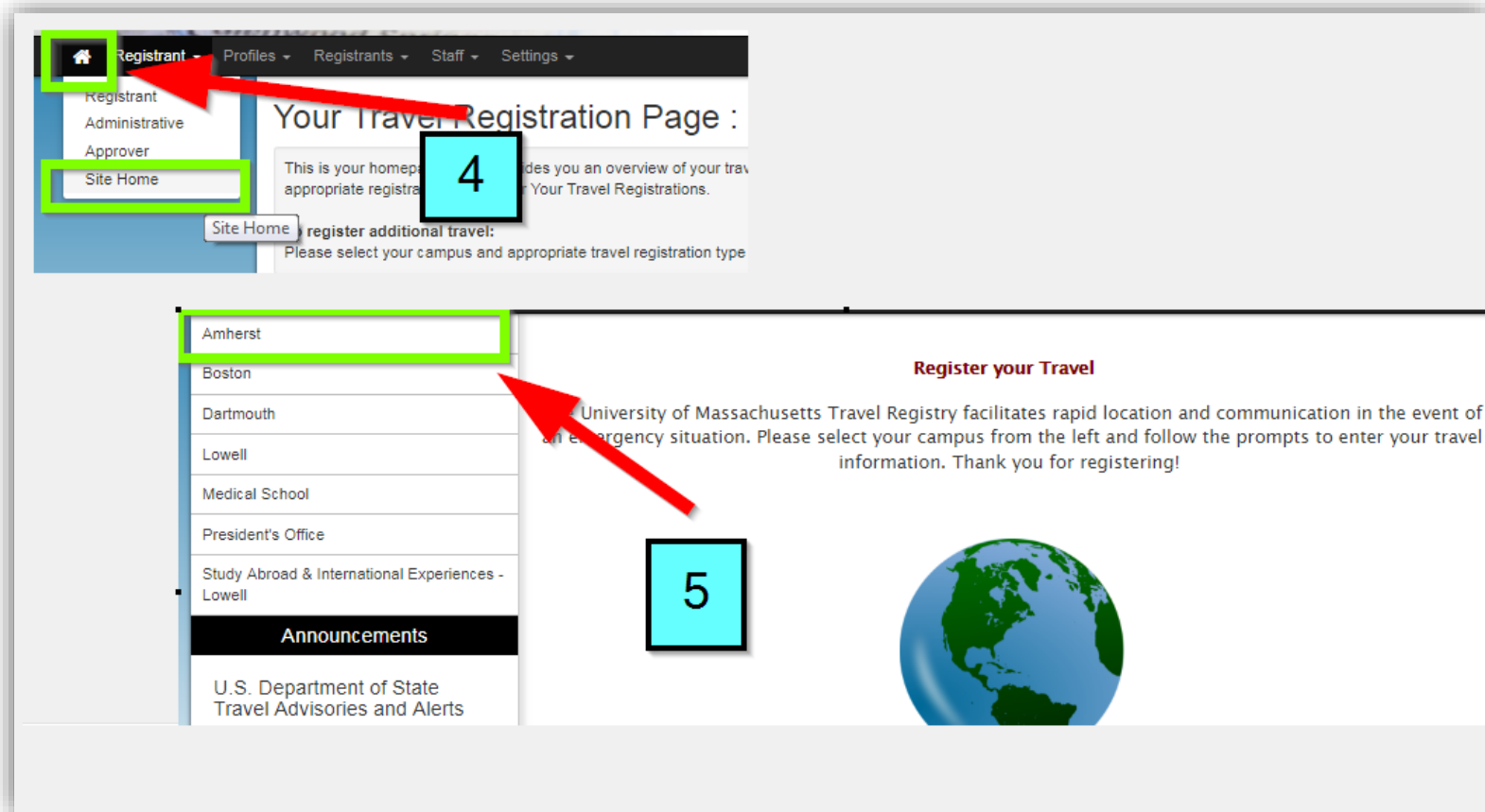
Campus Affiliation: UMass Amherst  
Department: Controller-Amherst  
Full Name of Emergency Contact  
and Relationship: Name, relationship  
Phone Number of your Emergency  
Contact: 555-555-5555  
Employee ID Number (this is an 8  
digit number that starts with 10). Use  
Student ID if no Employee ID: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

[Edit Profile](#)

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**

## How to Register Someone Else's Travel on the Travel Registry



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

## How to Register Someone Else's Travel on the Travel Registry

The screenshot shows the UMass Amherst Travel Registry interface. On the left is a navigation menu with links to various university departments and an 'Announcements' section. The main content area is titled 'Amherst' with a blue box containing the number '6'. Below this is the heading 'Pre-Travel Authorization for UMass Amherst Faculty and Staff:'. A paragraph explains that as of January 1, 2018, all Pre-Travel Authorization Forms must be completed on this registry. There are three main registration sections, each with a 'Register Now' button. The first section is for 'INTERNATIONAL Travel' and is highlighted with a green box. It includes a sub-section for 'Proxy International' travel, also highlighted with a green box and a yellow 'Register Now' button. The second section is for 'DOMESTIC Travel' and is also highlighted with a green box. It includes a sub-section for 'Proxy Domestic' travel, highlighted with a green box and a yellow 'Register Now' button. At the bottom, there is a question about university-related travel without pre-authorization, with a blue 'Register Now' button.

Amherst **6**

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

As of **January 1, 2018**, all Pre-Travel Authorization Forms must be completed on this Travel Registry. The new online Travel Registry replaces the paper Pre-Travel Authorization Form, 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 a Certified Travel Preparer 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 a Certified Travel Preparer registering domestic travel on behalf of another person), please [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](#)

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

# UMassAmherst

## How to Register Someone Else's Travel on the Travel Registry

Search

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

Email Address:

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

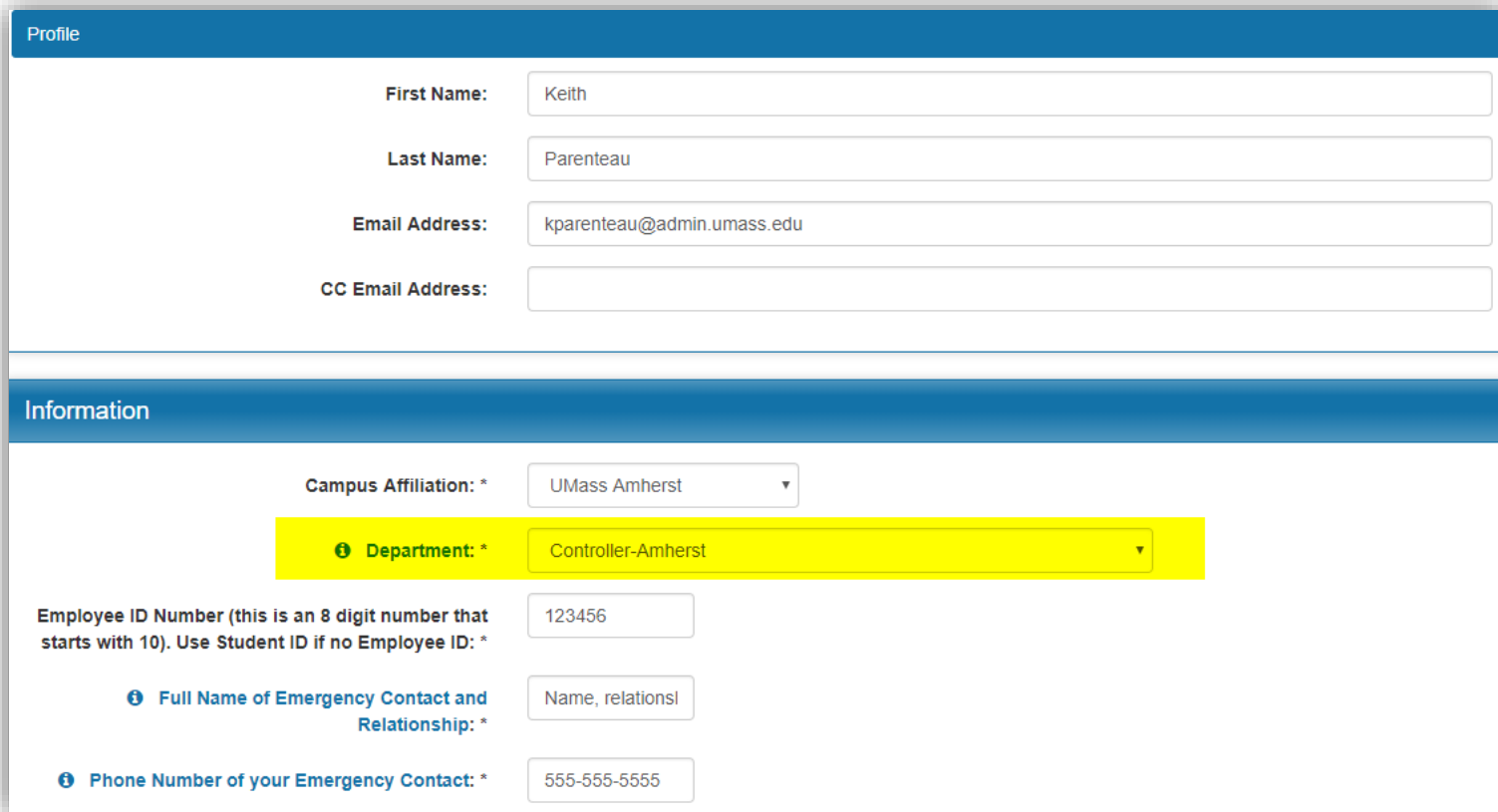
6. Find the person you wish to register AKA who is traveling

In the highlighted above enter the person traveling's email, campus filter: Amherst and Search

Last Name	First Name	UMass GUID	Email	Action
Parenteau	Keith	3449869517	kparenteau@admin.umass.edu	<input type="button" value="Register"/>
Parenteau	Keith	3449869517	kparenteau@admin.umass.edu	<input type="button" value="Register"/>
Parenteau	Keith	3449869517	kparenteau@admin.umass.edu	<input type="button" value="Register"/>

On the next screen verify the correct traveler and select Register

## How to Register Someone Else's Travel on the Travel Registry



**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: \*** Name, relationsl

**Phone Number of your Emergency Contact: \*** 555-555-5555

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*

## How to Register Someone Else's Travel on the Travel Registry

**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:

8

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

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

A

Location/Destination: Find location: enter city name here to find location

B

- 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

C

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*



## How to Register Someone Else's Travel on the Travel Registry

### ***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/c71qkNo3tBZGNvuf2>

The screenshot shows a web form for searching travel locations. A green box labeled '1' highlights the 'Location/Destination: Find location: buga' input field. Below it, a green box labeled '2' highlights the 'Search' button. A dropdown menu is open, showing a list of locations. At the bottom of the form, there are buttons for 'Add to Itinerary', 'Register', and 'Cancel'.

Location/Destination: Find location: buga

If your destination city does not appear in the list below, please select the "Search" button to run a location database search to find the city entered

Search

search to find the city entered: Search

- Buga (Valle del Cauca), Colombia (South America)
- Buga (Bayan-Ölgiy), Mongolia (Asia)
- Buga (Govî-Altay), Mongolia (Asia)
- Buga (Nassarawa), Nigeria (Africa)
- Buga (Bicol), Philippines (Asia)
- Buga (Western Visayas), Philippines (Asia)
- Bugaan (Calabarzon), Philippines (Asia)
- Bugaba (Chiriqui), Panama (Latin America)
- Bugac (Bács-Kiskun), Hungary (Europe)
- Bugalagrande (Valle del Cauca), Colombia (South America)
- Bugallon (Ilocos), Philippines (Asia)
- Bugaba (Korî), Nigeria (Africa)

Add to Itinerary

Register Cancel

*Continue to scroll down the page*

## How to Register Someone Else's Travel on the Travel Registry

**Pre-Travel Authorization Form:** 9

**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 details field 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 (e.g. conference website).

**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 ▼

**7. Are you currently enrolled in a graduate program at UMass Amherst? (\*)**

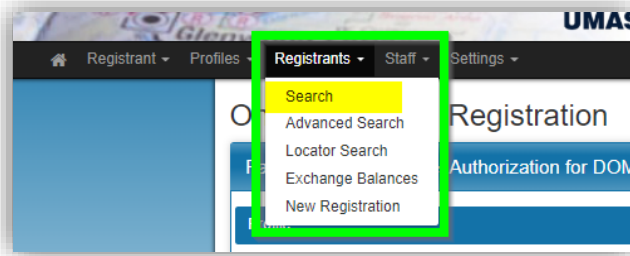
Please select one ▼

\* Required

Update

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

## How to Register Someone Else's Travel on the Travel Registry



10. In the top black bar navigator select Registrants > Search. Then enter last name and Search.

A screenshot of the 'Search : Simple' form in the UMass Amherst Travel Registry. The form has a blue header with 'Search : Simple' and buttons for 'Advanced Search' and 'Locator Search'. Below the header is a 'Search' button. The main section is titled 'Search Registrations:'. It contains a 'Registrant Name:' field with the text 'parenteau' (highlighted with a green box) and a 'Program Name:' field. Below these are two dropdown menus: 'Calendar Year' (with options: Any, Calendar Year 2019, Calendar Year 2018, Calendar Year 2017) and 'Campus Affiliation' (with options: Any, No Response, UMass Amherst, UMass Boston, UMass Dartmouth). There is a 'Show all terms' link and a 'Most Current Value' dropdown. At the bottom, there is a 'Show stored registrant data values' link and a checkbox for 'Include withdrawn registrations'. A red arrow points to a yellow 'Search' button at the bottom right.

## How to Register Someone Else's Travel on the Travel Registry

Search results based on application itinerary:			
Name	Status	Program	Term
Parenteau, Keith	Pending	Blanket Travel Authorizations (ID 34065 - not ranked)	Calendar Year, 2019
	Pending	Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel (ID 27625)	Calendar Year, 2019
	Pending	Faculty/Staff Pre-Travel Authorization for INTERNATIONAL Travel (ID 34677)	Calendar Year, 2019
	Pending	Blanket Travel Authorizations (ID 22353 - not ranked)	Calendar Year, 2018
	Pending	Blanket Travel Authorizations (ID 22394 - not ranked)	Calendar Year, 2018
	Pending	Blanket Travel Authorizations (ID 23766 - not ranked)	Calendar Year, 2018
	Processed	Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel (ID 28362)	Calendar Year, 2018
	Pending	Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel (ID 22307)	Calendar Year, 2018

**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

## How to Register Someone Else's Travel on the Travel Registry

The screenshot shows the 'Parenteau, Keith' profile page. The 'Status' tab is selected, and the 'Approvals' sub-tab is highlighted with a green box. A red arrow points from the 'Approvals' tab to the 'Generate Approval Request for this Application' button at the bottom right. The button is also highlighted with a green box. The page displays various tabs like Overview, Comments, Status, Reviews, Profile, History Log, Email, Itinerary, Questionnaires, Materials, Learning Content, and Assessments. The 'Status' tab shows 'Status: Pending' and 'Risk Management Applicant'. The 'Approvals' tab shows a table with columns for Approver, Phone, Received, and Actions. The table is currently empty, with a note 'Not yet requested.' in the Approver column. A red arrow points from the 'Approvals' tab to the 'Generate Approval Request for this Application' button.

Parenteau, Keith ([Edit Profile](#))

Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel

Calendar Year, 2019

Status: Pending

Risk Management Applicant

[→ expand profile information](#)

Created: 03/27/2018 (by Parenteau, Keith)

Last Updated: 03/27/2018 @ 10:57:57 AM

Last Viewed by Registrant: 07/20/2018

ID# 27625: [no label](#) ([Edit](#))

Start Date: 03/20/2018

End Date: 03/30/2018

([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 --

Pre-Travel Approval Requests (1 required)

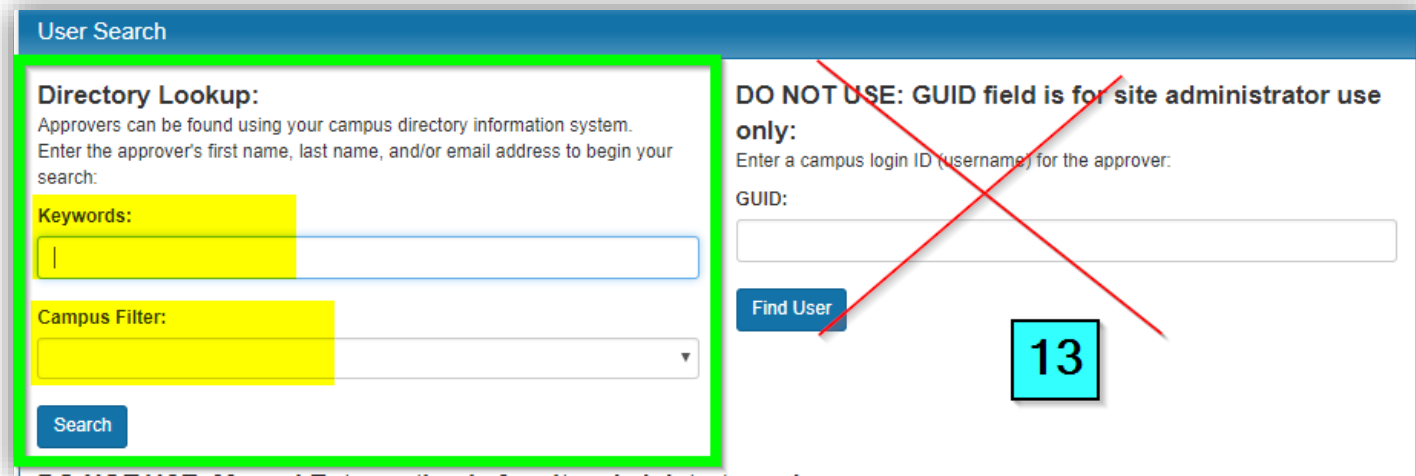
Approver	Phone	Received	Actions
Not yet requested.			<a href="#">edit</a> <a href="#">print</a> <a href="#">delete</a> <a href="#">refresh</a>

DO NOT USE: (Record New Approval)  
Copy Approval from Another Application

**GENERATE APPROVAL REQUEST FOR THIS APPLICATION**

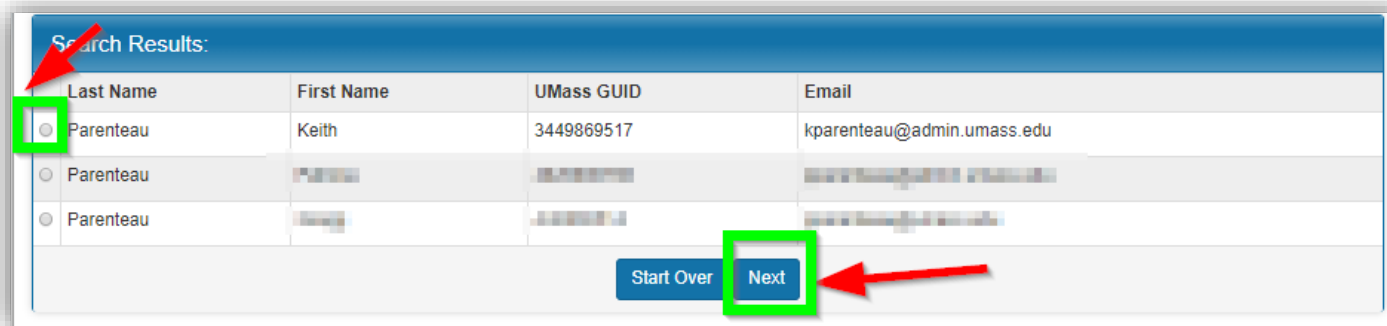
12. Once in your created registry go to the Approvals tab and to Generate Approval Request

## How to Register Someone Else's Travel on the Travel Registry



The image shows a 'User Search' form. On the left, the 'Directory Lookup' section is highlighted with a green border. It contains a 'Keywords' text input field and a 'Campus Filter' dropdown menu, both highlighted in yellow. A 'Search' button is at the bottom of this section. On the right, a 'GUID' field is shown with a red 'X' over it and the text 'DO NOT USE: GUID field is for site administrator use only:'. A 'Find User' button is also present. A blue box with the number '13' is overlaid on the right side of the form.

13. In Keywords enter the approver's last name/email and select Amherst in Campus Filter and then Search



The image shows the 'Search Results' section of the form. It contains a table with four columns: 'Last Name', 'First Name', 'UMass GUID', and 'Email'. The first row is highlighted, showing 'Parenteau' as the last name and 'Keith' as the first name. A green box highlights the first row's selection radio button, and a red arrow points to it. At the bottom of the table, there are two buttons: 'Start Over' and 'Next'. The 'Next' button is highlighted with a green box, and a red arrow points to it.

	Last Name	First Name	UMass GUID	Email
<input checked="" type="radio"/>	Parenteau	Keith	3449869517	kparenteau@admin.umass.edu
<input type="radio"/>	Parenteau	[REDACTED]	[REDACTED]	[REDACTED]
<input type="radio"/>	Parenteau	[REDACTED]	[REDACTED]	[REDACTED]

Select radial of appropriate approver and Next

## How to Register Someone Else's Travel on the Travel Registry

Your Travel Registrations: : Travel Approver Information

Please fill out the form provided below. The information you fill out on this page will be sent by email to your travel approver. x

**Travel Approver Information:**

Travel Approver Information:

First Name: Keith

Last Name: Parenteau

Email: kparenteau@admin.umass.edu

Phone:


Type: Pre-Travel Approval

**Comments:**

(optional)

4000 characters left

[Submit Approval Request](#) [Cancel](#)



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.