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.
You are taken to your travel homepage where all of your travel is listed & your personal info.

3. You can review previous registries on the left or if you want to start a new registry go to step 4.
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.

Please select one of the two highlighted above depending if your travel is domestic or foreign.
6. A. Enter year of travel by selecting Terms: Calendar Year
   B. Enter date of travel departure and date of travel return
   C. Search for location in Find Location (see note on next page)
   D. Select Register
How to Register Your 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 no results location needs to be added.
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)
How to Register Your Travel on the Travel Registry

Example of Successfully added location

7. After selecting Register you are taken to Program Registration Page (See next page)
7. A You now need to complete the Pre-Travel Authorization Form (See A above)
7. A Enter all fields and Submit
7. B You now need to get this trip approved via Request Approval (See B above)
7. B Search for the Approver’s email or last name in **Email Address** and select Amherst in **Campus Filter** and then **Search**

Select radial of appropriate approver and **Next**
7. B Enter optional comment and select **Submit Approval Request**
8. You are taken back to your Program Registration Page
9. To find your Travel Registry # to provide to your travel preparer...

Go to Registrant > My Registrations

Verify Location & Dates in right column to find correct registry #.

DONE!