

UNH International Travel Registry Instructions

Create New Trip

You will be registering your travel in International SOS **MyTrips**. Registration involves two steps. These instructions are for the second step – creating a trip.

- Sign back into [MyTrips](#) and select “Create New Trip”.
- Enter trip details:
 - Trip Name – If blank, enter Official Program/Event Name
 - Official Program/Event Name – Formal name used by your UNH faculty or staff leader/advisor.
 - Official Program/Event Start and Ends dates – dates of your UNH-related activity, do not include vacation travel before or after.
 - Host Organization/Provider Name
 - If you are studying on a UNH program, enter “UNH - ” and name of College or Dept/Unit.
 - Otherwise, enter name of the organization abroad that will be hosting you.
 - Abroad Contact Name, Phone, Email, Address –
 - Enter details for whom will be your primary contact abroad or for the program/event sponsor.
 - Add Trip Segments
 - If you don’t enter *Flight* or *Accommodation* details, your trip will not be registered.
 - Flights
 - If you are not on a nonstop flight to your destination, add each leg of your trip.
 - Type first letter and an Airline or Airport list will pop-up: pick the correct one.
 - Departure/Arrival Times – click on hours, then minutes, pick the correct one.
 - The system uses 24 hr (military time). If the time is PM, add 12.
For example, if you are departing at 2pm, select 14.00 hours.
 - Accommodation
 - Type address; a pop-up window will try searching for geocode match; pick one.
- Click "Save" every time you complete a section.
- Remember to update this information if your travel plans change during your trip.

If you have any technical difficulties, please contact onlinehelp@internationalsos.com; or call ISOS +1 646-259-0477.