



Presents Foreign Travel Request Processes

The bullet points are tips that can assist you in creating a smoother Request for Foreign Travel Process.

- Plan your travel accommodations; flight, hotel, train, ground transportation.
- Create a new trip in International SOS
 - <https://mytrips.travelsecurity.com/Login.aspx?ci=tbduBOzWc4E%3d>
 - Add all of the information that applies to you; flight, hotel, ground transportation and train information.
 - **Note:** If you are a first time user you will have to create a profile and new password. This system is not linked to your famu.edu account. Once you' ve created an account you must confirm your email address before entering your accommodation information.
- Complete the *Request for Foreign Travel* (RFT) and receive signature from the Dean of your department.

- Once the request for foreign travel has been returned, you can submit the TA for approval. Be sure to send the request for foreign travel to traveldocs@fam.u.edu before you submit the TA.

Steps to register and add your trip information

The image shows two screenshots of the MyTrips website. The top screenshot is the login page, which has a dark blue header with the MyTrips logo and International SOS Control Risks logo. The main content area features a white login box with fields for Username and Password, a Forgot Password link, and a Login button. Below the login box is a link for New User? Register here. The bottom screenshot is the user profile page, which shows the user's name as Cedrita Demus from Florida Agricultural and Mechanical University. The profile page includes sections for Default information (First Name, Last Name/Surname, Home Location), Phone information (Phone Priority, Phone Type, Phone Number), and Email information (Email Priority, Email Type, Email Address). The profile page also has a My Profile section with an Edit link and a My Trips section with a Create New Trip button. The footer of the profile page includes a copyright notice: 2018 Copyright. All rights reserved | Disclaimer | Privacy.

MyTrips

INTERNATIONAL SOS Control Risks

Login

Username

Password

Forgot Password

Login

New User? Register here

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MyTrips

Welcome Cedrita Demus from Florida Agricultural and Mechanical University

My Profile | Create New Trip

My Profile Edit

Default

First Name Cedrita Last Name/Surname Demus

Home Location United States

Phone

Phone Priority Preferred Phone Type Mobile Phone Number 17733920251

Email

Email Priority Preferred Email Type Business Email Address cedrita.demus@fam.u.edu

My Trips

Create New Trip

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MyTrips

https://mytrips.travelsecurity.com/Registration.aspx

INTERNATIONAL SOS Control Risks

User Registration for Florida Agricultural and Mechanical University Travellers

If you are not travelling for Florida Agricultural and Mechanical University then please click [here](#) to contact our helpdesk for assistance with the registration.

Title First Name MI Last Name

Organisation Email Address (User Name) Password

Re-Enter Password

Security Question1 Security Question2

Answer 1 Answer 2

☐ I have read the [privacy policy](#).

Note: Submit button will remain greyed out until the traveller clicks the checkbox. Once the traveller ticks the checkbox then Submit button will be operational.

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Windows taskbar: 9:30 PM 5/3/2019

MyTrips

https://mytrips.travelsecurity.com/Trip.aspx

INTERNATIONAL SOS Control Risks

Welcome Cedritta Demus from Florida Agricultural and Mechanical University

[My Profile / Trips](#) [Create New Trip](#)

User Guide | Feedback | Log Off

Create New Trip

Trip Name *

Click on the tabs to create your trip segments

MyTrips

Welcome Cedrita Demus from Florida Agricultural and Mechanical University

My Profile / Trips Create New Trip

INTERNATIONAL SOS Control Risks

User Guide | Feedback | Log Off

Create New Trip

Trip Name *
Trip Name/Trip ID/Confirmation #/PNR Record Locator

Click on the tabs to create your trip segments

Add Flight Round-trip Add Accommodation Add Train Add Ground Transportation

Airline *
Airline
Please select Unknown Airline (YY) if you can't find the airline.

Departure City *
Departure city

Arrival City *
Arrival city

Confirmation Number
Confirmation number

Flight Number *
Flight number

Departure Date/Time *
Calendar icon hr min

Arrival Date/Time *
Calendar icon hr min

Airline *
Airline
Please select Unknown Airline (YY) if you can't find the airline.

Departure City *
Departure city

Arrival City *
Arrival city

Confirmation Number
Confirmation number

Flight Number *
Flight number

Departure Date/Time *
Calendar icon hr min

Arrival Date/Time *
Calendar icon hr min

Save Cancel

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MyTrips

Welcome Cedrita Demus from Florida Agricultural and Mechanical University

My Profile / Trips Create New Trip

INTERNATIONAL SOS Control Risks

User Guide | Feedback | Log Off

Create New Trip

Trip Name *
Trip Name/Trip ID/Confirmation #/PNR Record Locator

Click on the tabs to create your trip segments

Add Flight **Add Accommodation** Add Train Add Ground Transportation

Name *
Hotel name

Check-In Date *
Calendar icon

Check-Out Date *
Calendar icon

Address *
Address

Latitude
Latitude

Longitude
Longitude

Phone Number
Phone number

Confirmation Number
Confirmation number

Save Cancel

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Create New Trip

Trip Name *

Trip Name/Trip ID/Confirmation #/PNR Record Locator

Click on the tabs to create your trip segments

Add Flight	Add Accommodation	Add Train	Add Ground Transportation
Train Carrier *	Departure City *	Arrival City *	Confirmation Number
Train Number *	Departure Date/Time *	Arrival Date/Time *	
			Save Cancel

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Create New Trip

Trip Name *

Trip Name/Trip ID/Confirmation #/PNR Record Locator

Click on the tabs to create your trip segments

Add Flight	Add Accommodation	Add Train	Add Ground Transportation
Name *	Pickup City *	Dropoff City *	Confirmation Number
	Please select closest city.	Please select closest city.	
Telephone	Pickup Date/Time *	Dropoff Date/Time *	
			Save Cancel

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University Portal

The main portal has information about your travel location and trainings you can complete. You may access the main Int'l SOS Portal at <https://www.internationalsos.com/#>

Membership number is: 11BCAS789420

The screenshot shows a web browser window displaying the International SOS Member Site for Florida Agricultural and Mechanical University. The browser's address bar shows the URL: <https://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BCAS789420>. The page features the Florida A&M University logo and the International SOS logo. A search bar is present with the text "Search for a Location or Disease". The main content area is divided into several sections: "Location List" with a dropdown menu, "Disease & Prevention" with a dropdown menu, "All Active Alerts" with links to "Travel Advice", "Security Advice", and "Email Subscriptions", "Print/Email Report", "Email Alerts", "Travel Security Online" with a dropdown menu, and "Global Risk Ratings" and "Global Security Headlines". A central section titled "Welcome to the Florida Agricultural and Mechanical University Global Assistance Program" provides information about the university's 24/7 resource and the International SOS assistance center. A "DOWNLOAD YOUR ASSISTANCE APP" section shows the app on a smartphone. On the right side, there is a "Keep this card handy as you travel" section with a "Print Card" button, a "MyTrips Personal Travel Locator" button, a "Training Hub" button, a "Certificate of Assistance" button, an "eGuide: Intro to Membership" button, and a "Pandemic Flu" button. The page is powered by International SOS and Control Risks. The footer includes a "Disclaimer Privacy" link and copyright information for 2019 AEA International Holdings Pte. Ltd. and Control Risks Group Holdings Ltd.

International SOS Member Site - X +

https://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BCAS789420

Apps Google University Internati... Grant Writing FAMU Resources Young, Black, and... OIED Sign-In Current Events

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TALLAHASSEE, FLORIDA • EST. 1887

INTERNATIONAL SOS
WORLDWIDE REACH. HUMAN TOUCH.

HOME CONTACT US FAQs MEMBERSHIP BENEFITS SIGN OUT

Search for a Location or Disease Search

Location List
Please select a location

Disease & Prevention
Please Select

All Active Alerts

Travel Advice

Security Advice

Email Subscriptions

Print/Email Report

Email Alerts

Travel Security Online
Please select a location

Global Risk Ratings

Global Security Headlines

Welcome to the Florida Agricultural and Mechanical University Global Assistance Program

Rest assured that whenever you travel internationally or live abroad, Florida Agricultural and Mechanical University has a 24/7 resource on call, online and even on the ground to help with any medical, security and logistical questions, concerns and situations that may arise. So if you need a medical referral, lose your medication, seek pre-travel advice or experience a medical or security crisis, Florida Agricultural and Mechanical University has a fully integrated program in place so you receive the care and expertise that you need, whenever and wherever you need it.

Florida Agricultural and Mechanical University partners with International SOS, the leading medical assistance, international healthcare and security assistance company. Travel security services are provided by a joint venture of International SOS and Control Risks, the world's leading security risk management firm.

Take advantage of this powerful resource by calling an International SOS assistance center, which has physicians, multilingual coordinators, operations managers, logistics support personnel and medical and security professionals on hand to speak with you.

Also, prepare yourself by browsing through our various medical and security online tools and signing up for our alerts.

DOWNLOAD YOUR ASSISTANCE APP
Up-to-date travel security analysis, medical information and 24/7 assistance in the palm of your hand.

Keep this card handy as you travel

Print Card

MyTrips Personal Travel Locator

Training Hub

Certificate of Assistance

eGuide: Intro to Membership

Pandemic Flu

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INTERNATIONAL SOS Control Risks

Tell us what you think

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