![Middlebury logo] Middlebury

Instructions for those who do *not* have a Middlebury Email Account

Please allow 5 minutes to complete your travel registration. Before beginning this process please have the following required information available as once you start your travel registration form you will not have the option to save your information and come back and complete it at another time:

- Your travel dates. These are the dates of the program or your business/research travel. Please do not include any independent travel dates.
- Your passport number (If you do not have a passport, please apply for one right away. You will be able to enter "in progress.")
- An emergency contact name, phone number and email address

PLEASE USE ONLY CHROME OR FIREFOX AS YOUR WEB BROWSER

1. **Go to http://www.middlebury.edu/international/travel or go/travelregistration**.
   Click Register Now.

2. **Indicate how you will be logging in**.
   Choose: I do not have login credentials to this site.
   Click Submit

3. **Create an account**.
   Complete the questions. If you are not currently enrolled at an institution, complete the Choose Institution field as follows: Choose Institution: Select the state in which you permanently reside
   Your Institution: Select "Other/Not found"
   Your Institution: Enter "None"
   Click Create Account.

The message below will appear confirming that a new account has been created and that temporary login credentials have been sent to you.
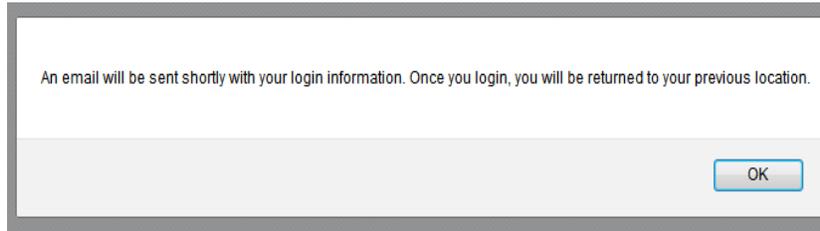
Click OK
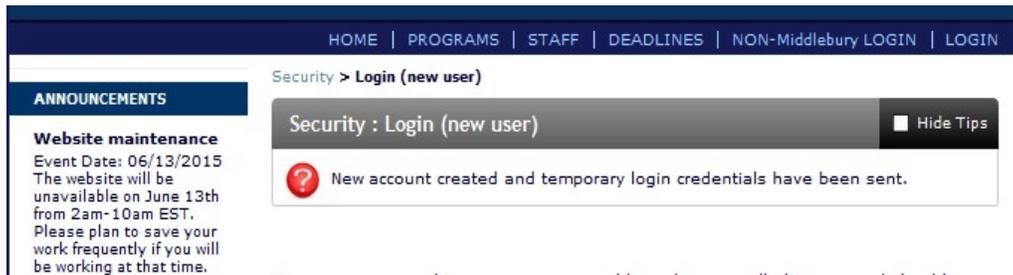
4. **Check your email**.
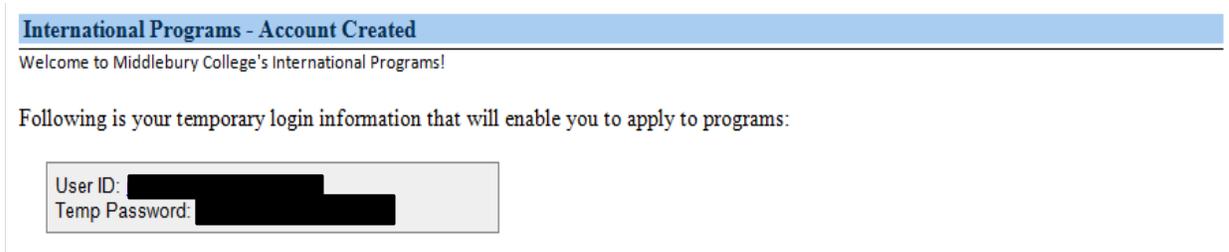
Please Note: Temporary login information is only valid for seven days. If you do not log in within seven days of receiving this email, you will be asked to request a new temporary password.

5. **Go back to http://www.middlebury.edu/international/travel or go/travelregistration**
   Click Register Now again.

6. **Indicate how you will be logging in**.

Choose: I am an external user and have login credentials to this site that I received by email.
Click Submit
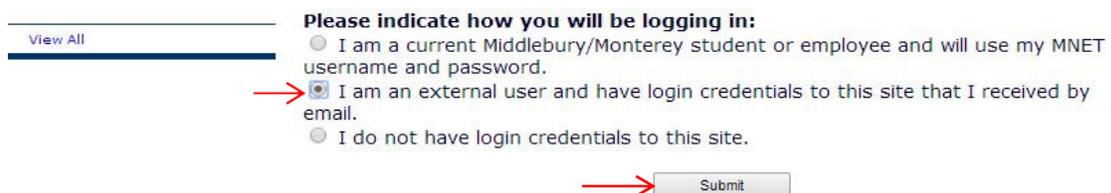
7. **Log in.**

   Enter your Username. (i.e. jsmith@gmail.com) and the password that you received via email.

   Click Login.

8. **Complete the Security Questions.**

   Click Update.

9. **Create a permanent password.**

   Enter a new password. Re-enter your new password.

   Click Change.

10. **Enter Applicant Information.**

    Complete the applicant questions. Once you register your first trip, you will not be asked for applicant information when registering future trips.

11. **Enter Itinerary Information**.

    Itinerary Fields:

    Arrival Date: Use the calendar icon to select your arrival date. This is the start date of your college sponsored activity abroad. Please do not list any independent travel dates and remember only list the arrival date for travel outside of the 48 contiguous states.

    Departure Date: Use the calendar icon to select your departure date. This is the end date of your college sponsored activity abroad. Please do not list any independent travel dates and remember only list the departure date for travel outside of the 48 contiguous states.

    Location: Enter your location city in the find location field. If your destination city does not appear in the drop-down box, a search box will appear. Click the search box to run a search on the external location database. If your city still does not appear, please email International Programs at iinternationalprograms@middlebury.edu to request that your location be added to the existing list.

    Click Add to Itinerary.

If you are traveling to multiple locations, you need to enter the arrival date, departure date, and location and then click "Add to Itinerary" for each location. Make sure that the departure date for one location does not overlap with the arrival date of your next location.

You will be able to see each itinerary as you enter it. If you make an error, click the "X" to delete the itinerary and re-enter the information.

12. **Enter Travel Information**.
   Complete the travel questions.

13. **Read the Acknowledgement and Assumption of Risks and Release Agreement.**
   Click I Agree.
   Click Submit.

   You will receive an email confirming that you have completed the travel registration form.