



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

[View All](#)

Please indicate how you will be logging in:

I am a current Middlebury/Monterey student or employee and will use my MNET username and password.

I am an external user and have login credentials to this site that I received by email.

I do not have login credentials to this site.

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

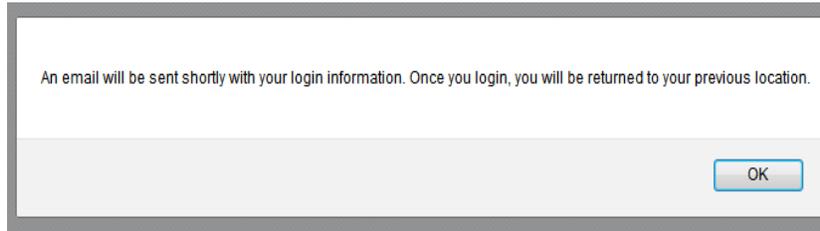
Your Institution: Select "Other/Not found"

Your Institution: Enter "None"

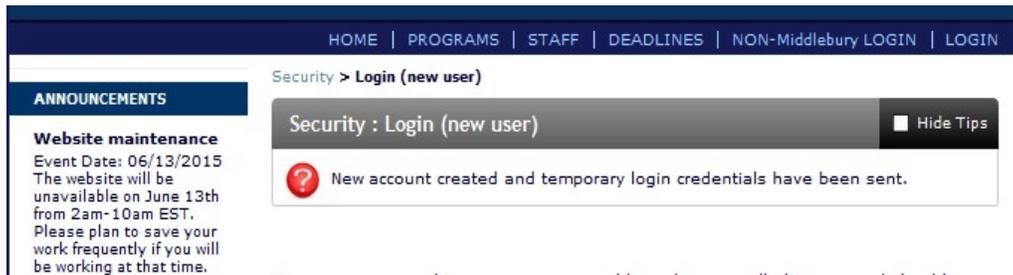
Click Create Account.

New User Form:	
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Date of Birth:	<input type="text"/> -Month- <input type="text"/> -Day- <input type="text"/> -Year-
Gender:	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Choose Institution:	<input type="text"/> State/Territory <input type="text"/> or <input type="text"/> Country
Your Institution:	<input type="text"/> --- Other/Not found --- ACADEMY OF HAIR DESIGN (SALINA) ADVANCED HAIR TECH (KANSAS CITY) ALLEN COUNTY COMMUNITY COLLEGE (OLA) AMERICAN ACADEMY OF HAIR DESIGN (TOPEKA) AMERICAN CAREER COLLEGE (TOPEKA) AMERICAN INSTITUTE OF BARRIO (MANHATTAN) AGUINAS INSTITUTE OF THEOLOGY - MINISTRY (KANSAS CITY) B-STREET DESIGN SCHOOL OF INTERNATIONAL (OVERLAND PARK) BAKER UNIVERSITY (BALDWIN CITY)

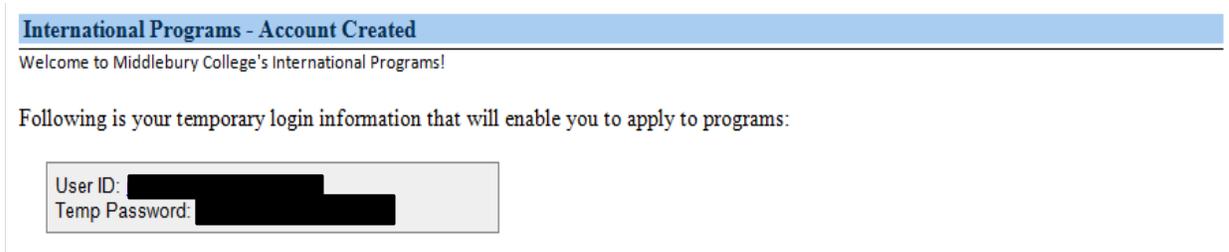
The message below will appear confirming that a new account has been created and that temporary login credentials have been sent to you.



Click OK



4. **Check your email.**



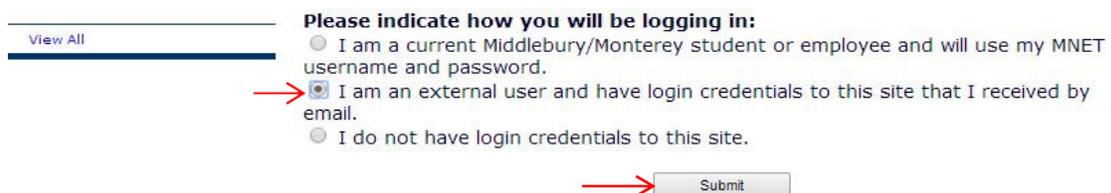
Please Note: Temporary login information is only valid for seven days. If you do not log in within seven days of receiving this email, you will be asked to request a new temporary password.

5. **Go back to <http://www.middlebury.edu/international/travel> or [go/travelregistration](http://www.middlebury.edu/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.

Security : Change Temporary Password Hide Tips

Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

Change Temporary Password

New Password: (this is the password you would like to use for all future login attempts)

Re-enter New Password:

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.

Your Home Page : Available Program Terms Hide Tips

To create your application, Select the term and year to which you are applying and build your itinerary by selecting a location, entering the arrival and departure dates, and clicking on the 'add to itinerary' button. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

Available Terms

Travel Registration, 2014

Itinerary

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to itinerary' button.

Current Itinerary:

Arrival Date: (Format: mm/dd/yyyy)

Departure Date: (Format: mm/dd/yyyy)

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

Aberdeen, Scotland (Europe)
Aberdeen, United Kingdom (Europe)
Aberystwyth, Wales (Europe)
Abuja, Nigeria (Africa)
Accra, Ghana (Africa)
Addis Ababa, Ethiopia (Africa)
Adelaide, Australia (Oceania)
Adelaide, Australia (Australia/Pacific Islands)
Ahmadabad, India (Asia)

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.

Available Terms

Travel Registration, 2014

Itinerary

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to itinerary' button.

Current Itinerary:

- ✘ Cuzco, Peru From: 08/03/2014 To: 08/10/2014
- ✘ Aberdeen, Scotland From: 08/11/2014 To: 08/25/2014

Arrival Date: (Format: mm/dd/yyyy)

Departure Date: (Format: mm/dd/yyyy)

Location: Find location:

- Aberdeen, Scotland (Europe)
- Aberdeen, United Kingdom (Europe)
- Aberystwyth, Wales (Europe)
- Abuja, Nigeria (Africa)
- Accra, Ghana (Africa)
- Addis Ababa, Ethiopia (Africa)
- Adelaide, Australia (Oceania)
- Adelaide, Australia (Australia/Pacific Islands)
- Ahmadabad, India (Asia)

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.