Middlebury

Instructions for those who _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 ANY OF THE COMMONLY USED WEB BROWSERS SUCH AS GOOGLE CHROME, INTERNET EXPLORER, MICROSOFT EDGE OR MOZILLA FIREFOX

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

2. **Indicate how you will be logging in.**
   If you have a Middlebury username and password, please login with your Middlebury credentials. Click "Log in with Middlebury ID"

User Login

If you have a Middlebury username and password, please login with your Middlebury credentials.

If you are from another institution, you will need to register an account with this portal, and use that email address and password (that you will create) here. (To create an account you must either begin an application, or respond to a recommendation request.)

If you encounter difficulty accessing your account, please contact the International Programs Office at internationalprograms@middlebury.edu.

[Log in with Middlebury ID]   [Log in with Portal Account]

3. **Log in.**
   Enter your username and password. This is your Middlebury email address and password connected to your outlook account. For example: your username would be jdoe if your email address is jdoe@middlebury.edu. If you do not have a Middlebury email address and password, please contact your program provider.
   Click "Login".

   Middlebury Login

   Username:

   Password:

   LOGIN

   For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

   You are logging into...

   Study Abroad Admissions

4. **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.

5. **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 internationalprograms@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.

6. **Enter Travel Information**.
   Complete the travel registration form.

7. **Read the Acknowledgement and Assumption of Risks and Release Agreement.**
   Click "I Agree"
   Click "Update"

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