MyTrips
Users Guide

Issue date: 15 August 2013

For more information please contact onlinehelp@travelsecurity.com

1. Registering as a new user

Please Login to MyTrips using the URL that was provided to you by your local program administrator.

Click on 'New User? Register here' link to create your MyTrips account.

Enter the required information on the Registration page.

Your user name will be your company/school email address.

Set up your security questions and answers. If you forgot your password or need your password to be reset, you will be required to provide the answers.

2. Creating the profile

My Profile

Default

First Name
Sinem

Last Name
Guven

Home Country
United Kingdom ▼

Business Unit
Please Select ▼

Phone

Phone Type	Country Code	Phone Number	
Select ▼	Select Country Code ▼		🗑

➕ Add Another

Email

Email Type	Email Address	
Personal ▼	sinem.guven@internationalsos.com	🗑
Business ▼	sinemwork@mycompany.com	🗑

➕ Add Another

> Enter your profile information and click on the 'Update' button to save the information. Every time you login to your MyTrips account, your profile information will be available for you to view and update.

3. Creating a new trip

In order to create a new trip, click on the "Create New Trip" button on the horizontal navigation or at the bottom of the Profile page. Enter the Reservation ID for your trip. If you don't have the reservation ID, enter a trip name that is familiar to you. Provide the flight, train, accommodation, transportation and trip information as required. In order to create additional segments, please click on the '+Add another' button under each section. Please click on the 'Save' button so the information is saved in the system.

You can also enter expatriate assignments if your organization provides this capability through MyTrips. If you need to enter an Expatriate Assignment, please use Accommodation section and select 'Expat Residence' as your accommodation type.

If you need to delete one of the segments in your trip, you can click on the Delete link located next to that segment.

When entering the address for an accommodation, you should click on 'Address' textbox. It will open a pop-up box where you can enter the address. Once you click the Find Address button on this pop up, the system perform a search and provide you with a list of matching addresses. Select the closest address and click Ok. The address will then be prepopulated into the address fields.

Accommodation

Name	Address

Find Address GeoCode

100 Broad Street   [Find Address] [Cancel]

Philadelphia, PA, US

Search Result :
100 N Broad St, Philadelphia, PA 19102
100 S Broad St, Philadelphia, PA 19107

[Ok]

4. Viewing your trips

When you login to MyTrips, the landing page will display your profile information and all trips that have been recorded in the system. From this page, you can quickly view or update any of this information.

Click on the 'Edit' link to update your Profile information.

My Profile ✎ Edit

Default

First Name
Sinem

Last Name
Guven

Home Country
United Kingdom

Business Unit
Please Select

Phone

Phone Type	Country Code	Phone Number
Select	Select Country Code	

Email

Email Type	Email Address
Personal	sinem.guven@internationalsos.com
Business	sinemwork@mycompany.com

Job

Job Title	Department	
		🗑

Trips or PNR	Status	Start Date	End Date	Created By	Remove
Rome Trip	Active	20 Mar 2013	23 Mar 2013	You	🗑
Test	Active	04 Mar 2013	04 Mar 2013	You	🗑
Assignment	Active	01 Feb 2013	06 Apr 2013	You	🗑
NY Trip	Active	07 Jan 2013	11 Jan 2013	You	🗑
NY trip	Active	01 Jan 2013	01 Jan 2013	You	🗑
Atlanta	Active	29 Oct 2012	31 Oct 2012	You	🗑
London trip 2012	Inactive	06 Oct 2012	13 Oct 2012	You	🗑

The trip list will include your past current and future trips that have been created by you, a system administrator or the travel agency.

You can update or delete the trips that you have created.

In order to access the trip details, click on the trip name or the itinerary number.

If your trip needs to be postponed to a later date, you can change the trip status to 'Inactive' until the new dates are confirmed. You can later update your trip with the new dates and change the status to 'Active'.

5. Updating trip details

Once you click on the trip name or itinerary number from the Trip list, you will be taken to the trip detail page where you can easily make changes to the trip information. After you make your changes please click on the 'Save' button so that the changes are saved in the system.

Trip Detail *

Trip Name / Reservation ID
US Assignment
87 characters remaining

Attach Travellers to trip

Travellers
Sinem Guven - sinem.guven@internationalsos.com, sinemwork@mycompany.com

Flight

Airline	Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation No.	
							Delete

➕ Add another flight

Train

Train Name	Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation No.	
							Delete

➕ Add another train

Accommodation

Name	Address	Telephone	Check-in Date	Check-out Date	Confirmation No.	Type	
Assignment residen	270 Pavonia Circle, Marlton, NJ 08053	12345669	02 Apr 2013	01 Oct 2013		Expat Residenc	Delete

➕ Add another accommodation

Local Transportation

Name	Telephone	Pickup City,Country	Dropoff City,Country	PickUp Date/Time	Dropoff Date/Time	Confirmation No.	
							Delete

➕ Add more transportation

Trip Information

Agency:

Ticket Country: