CHAPMAN UNIVERSITY | Enterprise Risk and Safety
Risk Management

Travel Registry: User Guide

Contents

For any questions, contact Risk Management at: riskmanagement@chapman.edu

Travel Registry: User Guide

Why do we have Travel Registry?

- Automates approval processes throughout the campus related to staff and faculty travel
- Disseminates important information travelers need before and during travel
- Acts as a database to capture all travel and the various reasons for travel
- Facilitates **crisis response management via AlertTraveler ™**
  - Provides access to country intelligence pre travel
  - Offers a check-in button for impacted travelers
  - Creates a command center for locating, communicating with, and accounting for all travelers

What are the benefits to the traveler?

Download the mobile application, **AlertTraveler ™** and have access on your phone to:

- Real-time safety alerts
- 'SOS' Help-request button that will dial:
  - Local emergency help
  - Enterprise Risk & Safety Office as well as Chapman Dispatch
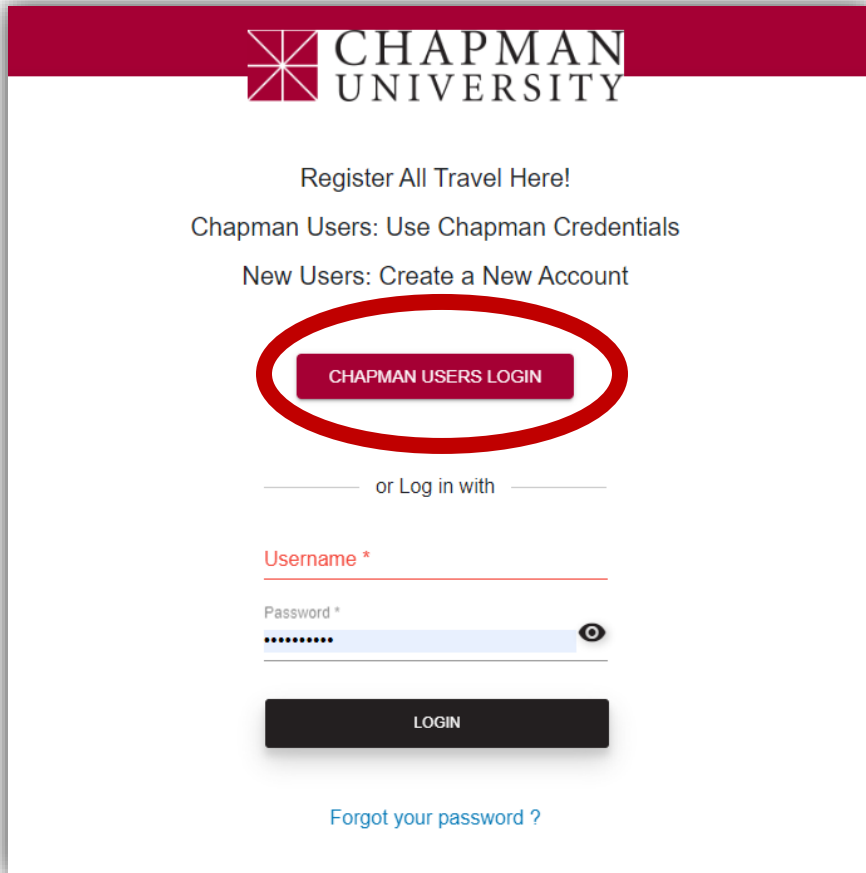- All your important travel documentation

Does the Mobile Application Track Where I am?
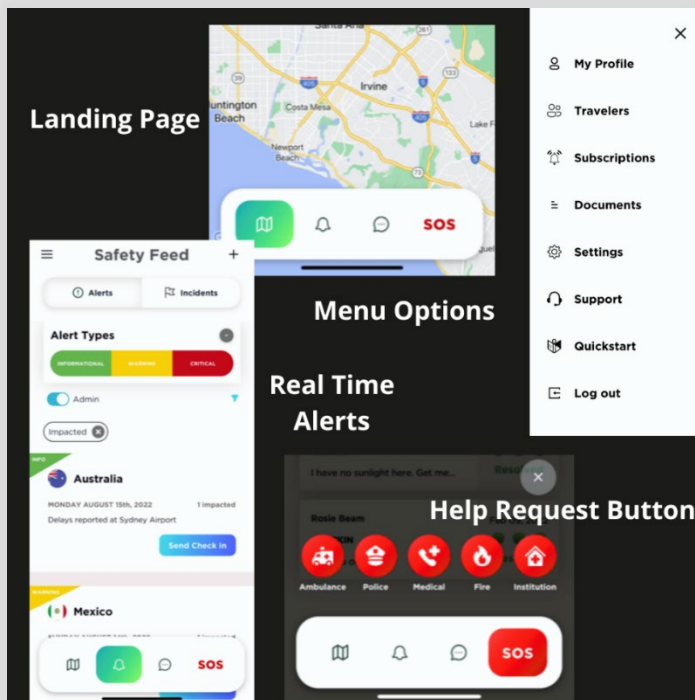
AlertTraveler ™ does use your GPS coordinates to send you real time safety alerts for your current location or any location you wish to receive notifications for.

It also uses your GPS coordinates to let the Emergency Response Team know if Chapman has an impacted traveler in a location with an urgent travel alert. This is what would trigger the team to check-in with you. They will make sure you are safe and connect you with necessary resources.

For any questions, contact Risk Management at: riskmanagement@chapman.edu

Travel Registry: User Guide
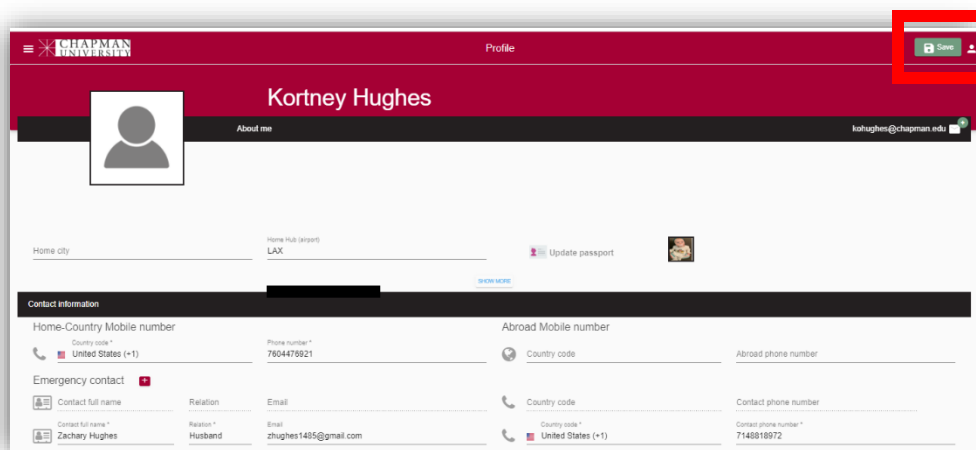

Log-in:

- Travel Registry: Click the Chapman Users Login button to access single sign on or use the username/password space to enter your Chapman ID and password.

Profile Set-up:

Access Profile by clicking on the profile icon in the top right-hand corner of the screen

- Contact Information
- Emergency Contact
- Photo of your passport
    -This will give you access to the photo of your passport anywhere you have your phone or internet access

For any questions, contact Risk Management at: riskmanagement@chapman.edu

Travel Registry: User Guide

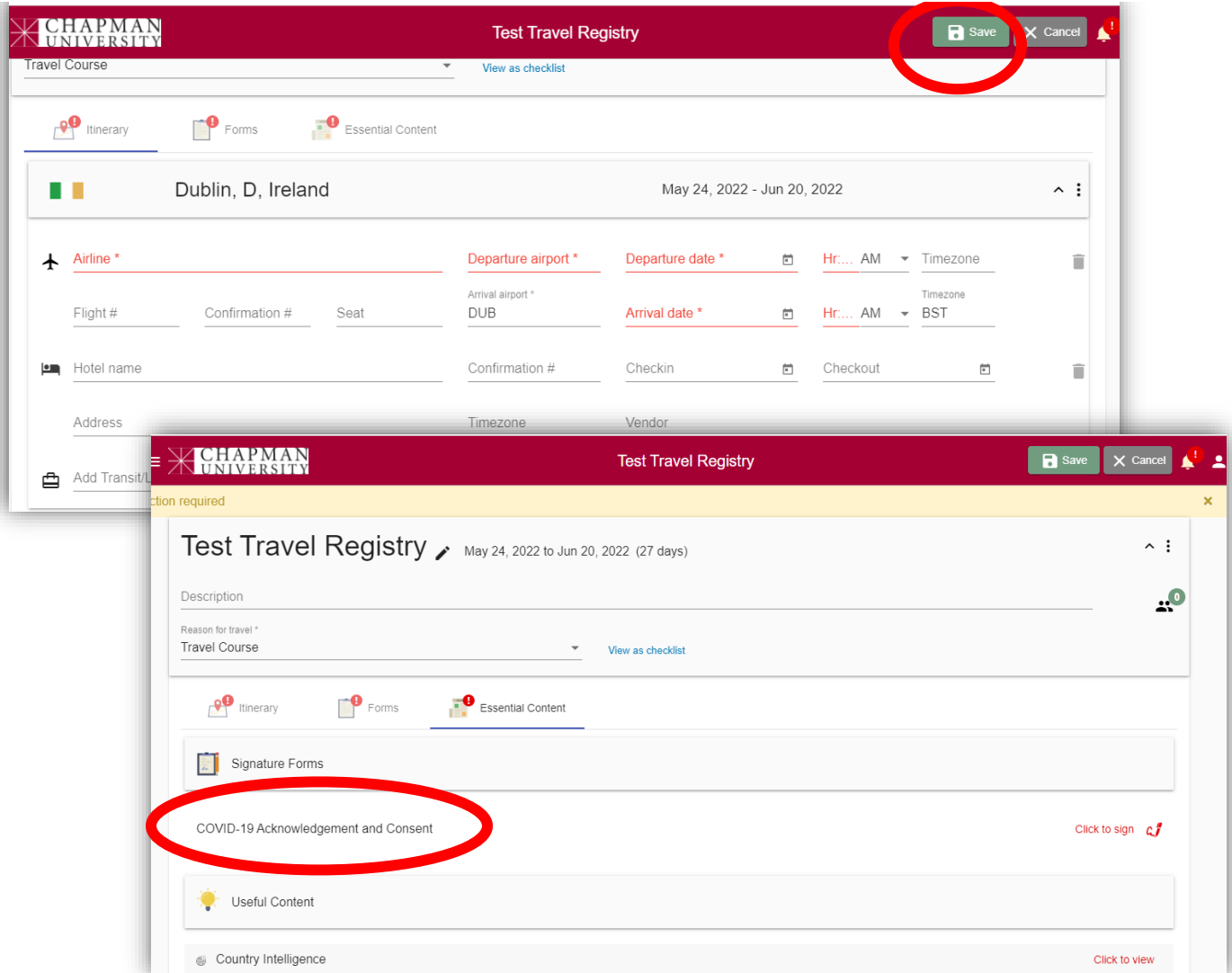- Email yourself the password to the AlertTraveler ™ Mobile Application
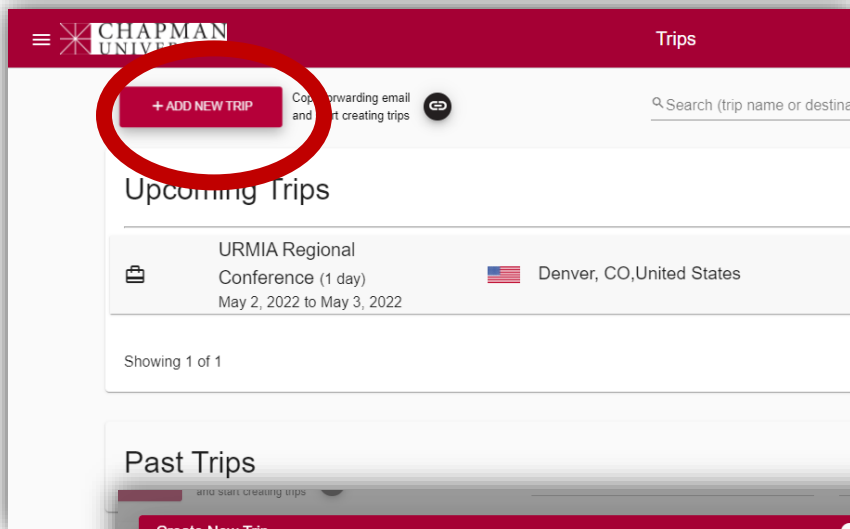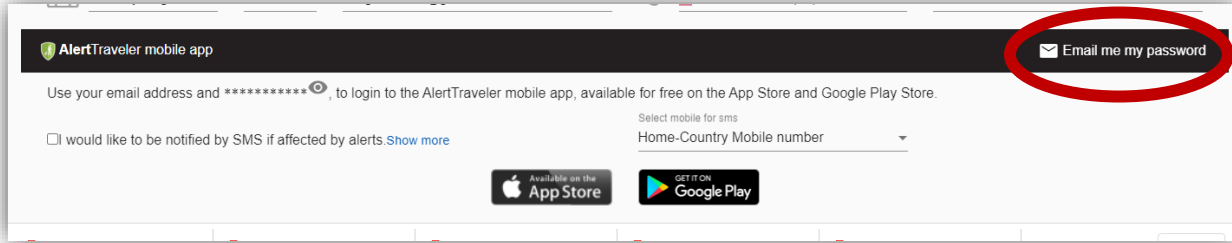
Add a trip:

- Click on Add new Trip to register any new travel
- Below you can view upcoming or past trips
- Enter your trip name, reason for travel, destination, and dates
- Add Details is where mode of transportation and lodging details will be entered
  - Add flight, rail, ship, lodging details of your trip and the dates

For any questions, contact Risk Management at: riskmanagement@chapman.edu
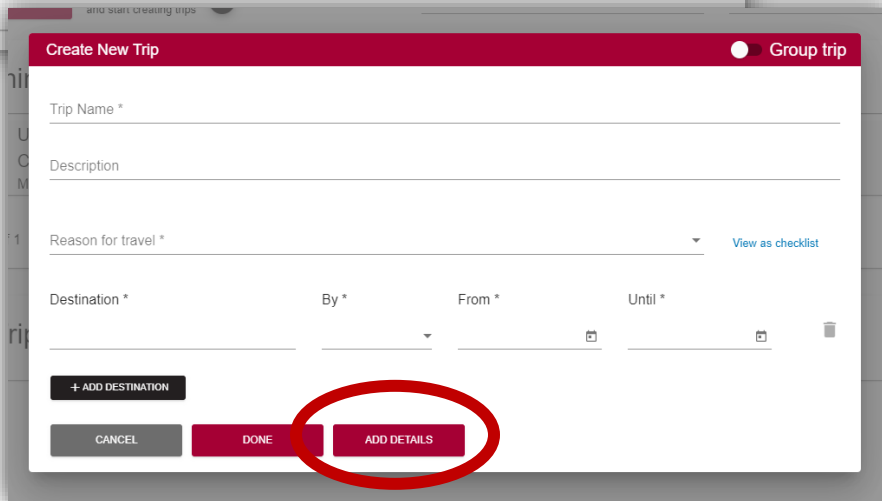
Travel Registry: User Guide

You have the option of forwarding trip itineraries to the travel@chapman.edu e-mail and a trip will automatically be entered for you. When you log-in, you will be prompted to finish the setup of the trip.


- The Forms tab of the registry is where you will answer Yes or No questions and enter dependent information in relation to our Travel Assistance Program.
- The Essential Content tab has a COVID Acknowledgment and Consent form. Useful Content, and Country Intelligence as well as DOS Regional Risk Intelligence, and **the International Medical Insurance & Assistance Services Card – keep with you in case of emergencies**
- Save your trip by clicking the green save button at the top right corner or bottom middle

For any questions, contact Risk Management at: riskmanagement@chapman.edu
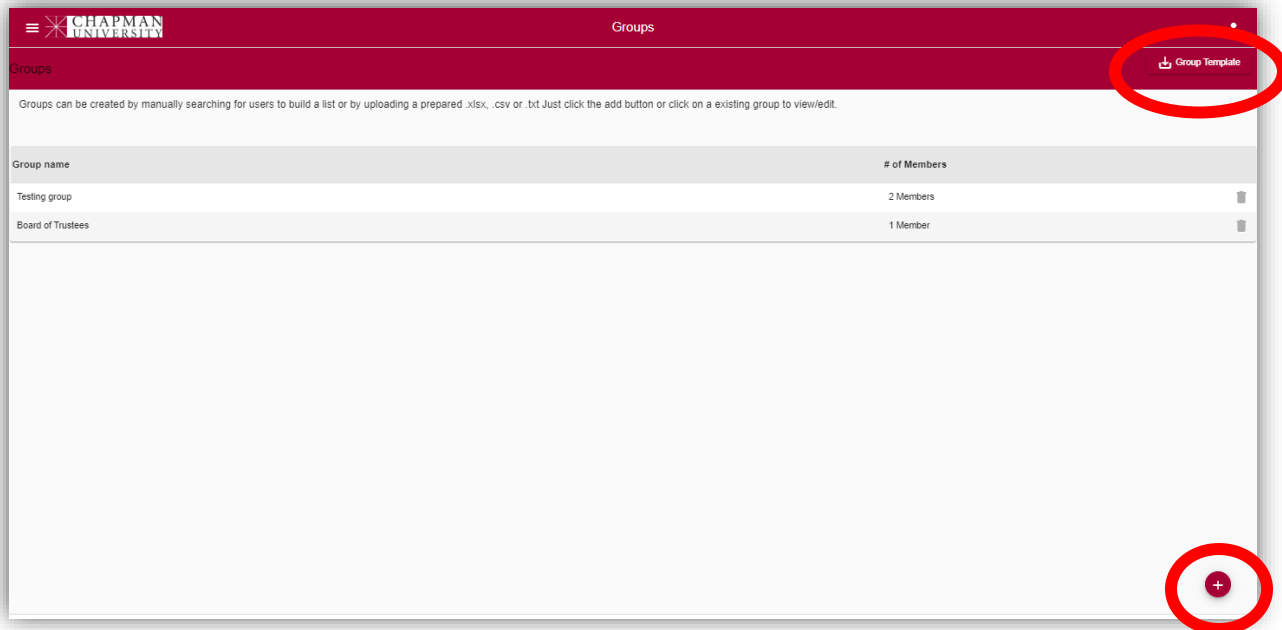
Travel Registry: User Guide
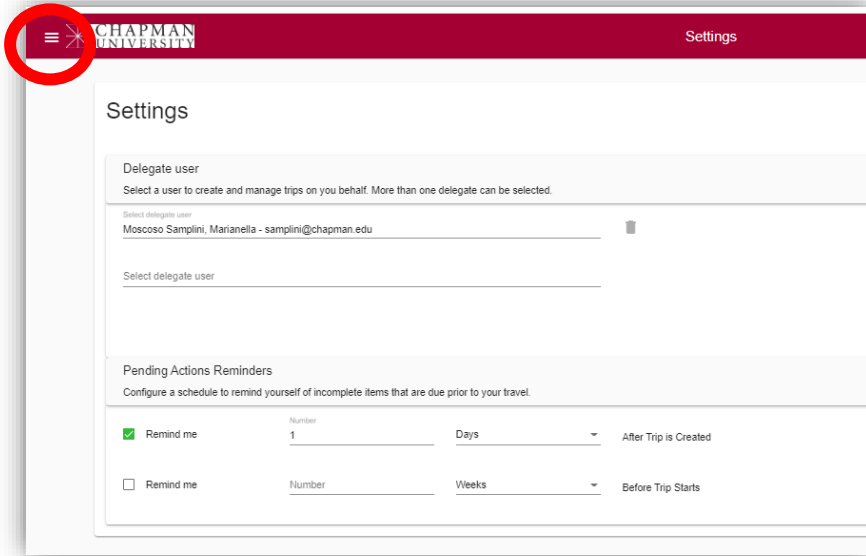
Delegate User

- Select a delegate user to add trips on your behalf in settings
- Click on the menu icon in the upper left corner next to the Chapman logo to access settings

Group Travel:

- To register field trips, travel courses, and other group travel, access the menu icon next to the chapman logo in the upper left-hand corner

- Click Group Template in the upper right-hand corner to download a spreadsheet template and add all your travelers or upload an existing spreadsheet

For any questions, contact Risk Management at: riskmanagement@chapman.edu

Travel Registry: User Guide
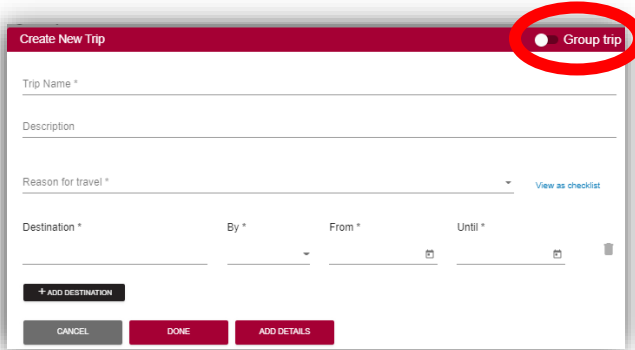
- Click on the red circle with the plus button on the lower right corner of the screen to add a group
  - If you cannot add a group, contact riskmanagement@chapman.edu
- When adding a group trip click the toggle button at the top right corner while adding the trip

AlertTraveler ™ Mobile Application:

- You will need to download the Application to your mobile phone
- Once you have the Application you will need to enter the password that is generated by the Travel Registry site – it will be e-mailed to you
- The app does provide only very few key personnel with access to your GPS coordinates to be accessed in case of an emergency
  - Installing Terra Dotta AlertTraveler
  - Using the AlertTraveler app

For any questions, contact Risk Management at: riskmanagement@chapman.edu