INTERNATIONAL SOS & STEP ENROLLMENT

Office of International Services
October 2017
WHAT IS INTERNATIONAL SOS

• [https://www.internationalsos.com](https://www.internationalsos.com)

• It is a resource that provides students, faculty and staff with 24-hour medical, security and travel assistance worldwide.
INTERNATIONAL SOS

- [https://www.internationalsos.com](https://www.internationalsos.com)

- Click on **Member Log In** and type the membership ID **11BSGC000037** in the Membership Number field.

- Click **Log In** after entering the membership ID.
MY TRIPS

- Click on My Trips.
MY TRIPS - LOGIN

• Click on **New User? Register here** or **Log In** (if you previously created an account)
REGISTERING FOR MYTRIPS

• Complete the sections and then click Submit.

• After registering, a verification email will be sent to the email you provided. You will need to verify the email in order to activate your account within 24 hours.

• Check your email and click on the hyperlink within your email in order to verify your address and your MyTrips account will be activated.

• Click Login
MY TRIPS - LOGIN

- Enter your email in the Username field
- Enter your password that you created
- Click Login
MY PROFILE

- Click **Create New Trip**
CREATE NEW TRIP

• Enter Trip Name in the field and select Traveler Type

• Click **Add Flight**
CREATE NEW TRIP – TRAVEL ITINERARY

- Use the information from your flight itinerary. You will need to enter all connections (if applicable).

- Click **Save**
COMPLETING TRIP DETAILS

• Congrats, you’ve registered your trip!

• Take a screenshot of this information. You will need to include this with your study abroad packet. Must be in pdf file format.
WHAT IS **STEP**? WHAT IS THE PURPOSE?

- [https://step.state.gov/step/](https://step.state.gov/step/)

**What is STEP?**

The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

**Benefits of Enrolling in STEP**

- Receive important information from the Embassy about safety conditions in your destination country, helping you make informed decisions about your travel plans.
- Help the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency.
- Help family and friends get in touch with you in an emergency.
SMART TRAVELER ENROLLMENT PROGRAM

• https://step.state.gov/step/

• Click on Create Account or Log In (if you previously created an account)
CREATE INDIVIDUAL ACCOUNT

- Read and accept the terms of the Privacy Act Notice.
- Complete the remaining sections and then click Next.
  - Account Information
  - Traveler Information
  - Emergency Contact Information
CREATE INDIVIDUAL ACCOUNT CONFIRMATION

- Review information for accuracy
- Make edits as needed by clicking Previous
- Click Finish if information is correct
PROFILE INFORMATION – EXISTING TRIPS/RESIDENCES ABROAD

• Edit Profile, if needed
• Change Password, if needed
• Click Add a Trip/Residence Abroad
ENROLL A TRIP – ITINERARY INFO

- Complete all required fields
  - Destination information
  - Additional Traveler Information (if applicable)
- Provide purpose of visit
- Strongly encouraged to provide destination(s)
- Click **Next** after completing all necessary fields
ENROLL A TRIP – TRAVEL INFORMATION

• Review the travel information that is available to you for the destinations you entered. Travel information may vary as it is based on provided destinations.

• Click **Next** after reading the provided information.
ENROLL A TRIP – CONFIRM TRIP DETAILS

• Review the information you provided for accuracy.

• Click **Finish** after reviewing the information you provided for accuracy.
CONFIRMED TRIP

- Congrats, you’ve registered with STEP!

- Take a screenshot of this information. You will need to include this with your study abroad packet. Must be in pdf file format.