UNH International Travel Registry Instructions

Create New Trip

You will be registering your travel in International SOS MyTrips. Registration involves two steps. These instructions are for the second step – creating a trip.

- Sign back into MyTrips and select "Create New Trip".
- Enter trip details:
  - Trip Name – If blank, enter Official Program/Event Name
  - Official Program/Event Name – Formal name used by your UNH faculty or staff leader/advisor.
  - Official Program/Event Start and Ends dates – dates of your UNH-related activity, do not include vacation travel before or after.
  - Host Organization/Provider Name
    - If you are studying on a UNH program, enter “UNH - ” and name of College or Dept/Unit.
    - Otherwise, enter name of the organization abroad that will be hosting you.
  - Abroad Contact Name, Phone, Email, Address –
    - Enter details for whom will be your primary contact abroad or for the program/event sponsor.
- Add Trip Segments
  - If you don’t enter Flight or Accommodation details, your trip will not be registered.
  - Flights
    - If you are not on a nonstop flight to your destination, add each leg of your trip.
    - Type first letter and an Airline or Airport list will pop-up: pick the correct one.
    - Departure/Arrival Times – click on hours, then minutes, pick the correct one.
      - The system uses 24 hr (military time). If the time is PM, add 12. For example, if you are departing at 2pm, select 14.00 hours.
  - Accommodation
    - Type address; a pop-up window will try searching for geocode match; pick one.
- Click "Save" every time you complete a section.
- Remember to update this information if your travel plans change during your trip.

If you have any technical difficulties, please contact onlinehelp@internationalsos.com; or call ISOS +1 646-259-0477.