The UCF Travel Registry allows us to pull a list of UCF travelers paired with their destinations and contact information for locations all over the world. This information allows us to notify travelers of important information that they may need in case of emergency. Registration is also required to receive coverage under the UCF Travel Accident & Sickness insurance policy and for the creation of a Purchase Order (PO).

- Please note that no one other than you cannot input the information into the system because it requires the use of your NID password.
- Please contact us at *intlsafety@ucf.edu*.

How to register:

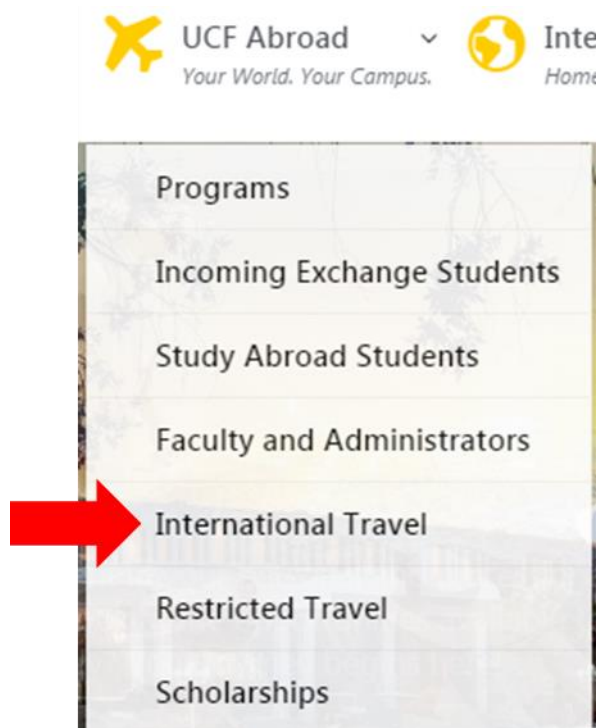**Step 1:** Visit *https://www.international.ucf.edu/*

Step 2: Place your mouse over the **UCF Abroad** tab and select **International Travel**.

UNIVERSITY OF CENTRAL FLORIDA

**International Travel
Health and Safety**

Step 3: Scroll down to the bottom of the page and click on *Register for Faculty & Staff Travel*.

Step 4: Click *I have a NID username and password* then submit.

Security > User Identification Wizard: Step 1

Security : User Identification Wizard: Step 1	☐ Hide Tips

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

○ I have a **NID** username and password.
○ I have login credentials to this site that I received by email.
○ I do not have login credentials to this site.

Submit

Step 5: Log in using your *NID* and *Password*.

UCF Federated Identity

Login to Terra Dotta Software SP for University of Central Florida

NID

Password

Password

Sign On

By signing on, you agree to the terms of the UCF **Information Technologies and Resources Policy**.

Terra Dotta Software SP for University of Central Florida

You have asked to login to Terra Dotta Software SP for University of Central Florida
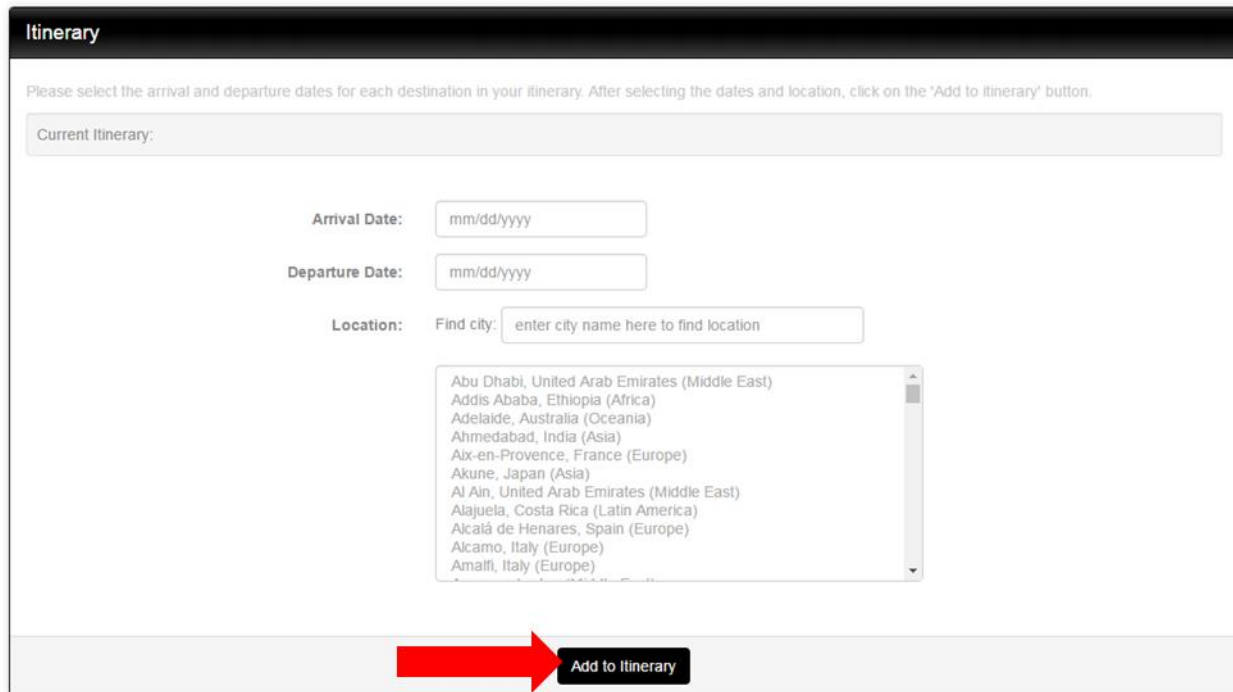
What is my NID?	❯
NID Password Reset	❯
Trouble Signing On?	❯

UCF
Stands For Opportunity

Step 6: In the *Itinerary* box enter the Arrival Date, Departure Date and Location then ***Add to Itinerary*** for every city you will be staying overnight.

- IF YOU ARE TRAVELING BEFORE OR AFTER THE UNIVERSITY SPONSORED TRAVEL PLEASE INCLUDE THESE DESTINATIONS.
- A day trip from Berlin to Dresden back to Berlin, for example, would be listed as a day of your overall stay in Berlin.
- If you are traveling overnight to a location simply list the arrival and departure date of the next city in which you will be overnight.
- For example: 1/1/2017-1/5/2017 Madrid, Spain; 1/6/2017-1/8/2017 Valencia, Spain; 1/9/2017- 1/10/2017 Madrid, Spain

Step 6: In the *Travel Info* box enter:

1. Purpose of the trip: Please check all that apply. (*)
   - a. Conference
   - b. Field Placement
   - c. Internship
   - d. Research
   - e. Service
   - f. Study Abroad
   - g. Teaching
   - h. Volunteer UCF (VUCF)
   - i. Volunteering
   - j. Other

2. Please explain your answer to question 1. (*)
    What is the name/webpage of the program, conference, provider, organization, etc. for which you will be traveling? [short answer]

3. Are UCF students traveling with you at any point in this itinerary? (*) [Yes No]

4. Emergency contact abroad:
    Please include the name, phone number and email address of an emergency contact in the country or countries you are visiting. [short answer]

5. Other than your UCF email, is there another way we can contact you in case of an emergency? (This may be an alternate email, phone number, social media handle, etc.)

6.   Is your destination considered restricted according to the *UCF Restricted Travel Policy*? (*)
    Generally this policy applies to all Department of State Travel Warning countries. For a more thorough explanation please visit: *https://www.international.ucf.edu/ucf-faculty-and-scholar-research/restricted-travel/*   [Yes No]

Faculty Travel Info:

(*) Indicates the question is required.

1. Purpose of the trip: (*)
Please check all that apply.
☐ Conference
☐ Field Placement
☐ Internship
☐ Research
☐ Service
☐ Study Abroad
☐ Teaching
☐ Volunteer UCF (VUCF)
☐ Volunteering
☐ Other

2. Please explain your answer to question 1. (*)
What is the name/webpage of the program, conference, provider, organization, etc. for which you will be traveling?

3. Are UCF students traveling with you at any point in this itinerary? (*)
Please select one ▾

4. Emergency contact abroad:
If possible please include the name, phone number and email address of an emergency contact in the country or countries you are visiting.

4000 characters left