

REGISTER YOUR COLLEGE AFFILIATED TRIP WITH INTERNATIONAL SOS INTRODUCTION TO MYTRIPS

The College has expanded its capabilities with its strategic partner, International SOS, to support you before you travel as well as during your travels. In order for you to take advantage of these capabilities you will need to create your profile and register your trip itinerary with International SOS. Once you create your profile once, you will not have to do this again.

After creating your profile, you will be able to register your trip simply by forwarding your electronic itinerary confirmation email to WilliamsCollegeTravel@itinerary.internationalsos.com. This will help the College as well as International SOS confirm your location during a crisis and provide you with appropriate support.

When you book a trip through an online booking tool or other source (i.e. an airline, a hotel, or a convention bureau), you would normally receive a confirmation email. Please make sure to save those emails in your records so you can easily forward them to the MyTrips tool.

Before your next trip please take the following steps:

- Register with International SOS' MyTrips tool by clicking on this link: <https://MyTrips.travelsecurity.com/Login.aspx?ci=%2bzMy1DofCok%3d>
- Create a user account by clicking on **New User? Register here link**
- If you choose to forward your itinerary confirmation email to WilliamsCollegeTravel@itinerary.internationalsos.com mailbox, please **set up your MyTrips username by using the same email address where you normally receive the trip confirmation emails**. After the one-time registration with MyTrips you can start forwarding the confirmation emails directly to the above mailbox.
- Once you create your account, log in to MyTrips and fill out your profile details. Provide your personal email address, organization email address and phone numbers, so that we can reach you during an emergency situation.

Things you should note:

- The preferred language for the confirmation email is English. Other languages are available on a case-by-case basis.
- Only flight, hotel and car rental bookings can be forwarded to the mailbox. Train bookings are not supported at this time.
- You should forward the original confirmation email without making any changes to the email. If you change the original email content or format, the trip details will not get processed. As an example, if you receive two separate confirmation emails for two different trips, you should forward each original confirmation email to the mailbox separately.
- If the confirmation email includes a PDF document, please include the PDF document when forwarding the confirmation email.

- Whenever you forward an itinerary confirmation email to the mailbox, you will receive an automated email from MyTrips with the processing status. You can always log in to your MyTrips account to view or edit the trip details. The trips will be labelled as “Forwarded Itinerary”.
- If you make a change to the itinerary, please forward the latest version of the itinerary confirmation email to the mailbox.
- If you cancel your trip, please log in to MyTrips and remove the trip from the trip list.

Provided is a video tutorial on My Trips if additional information is needed: [http://videos.internationalsos.com/00AD72/eCMS/PRD/Videos/Portals/My Trips Demo.mp4](http://videos.internationalsos.com/00AD72/eCMS/PRD/Videos/Portals/My%20Trips%20Demo.mp4)

If you have questions about MyTrips or the general insurance programs of the College please contact:

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