Travel Registry and Mobile Application Instruction

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Register a Trip

1. Log in to the my.northeastern.edu portal. After successfully logging in, select the "Services & Links" tab. In the "Jump To..." menu, select "Student Services" if you are a student or "Faculty/Staff Services" if you are faculty or staff.

   From there, select "My Travel Plans."
2. After clicking on “My Travel Plans,” a new window will open (you may need to disable your pop-up blocker if it does not). The WorldCue Planner, which is the Northeastern WorldAware travel registration site powered by iJET, should mirror the image below. Please review the “Tips for Registering” before entering travel.

![WorldCue Planner](image)

**To Register your Travel - click on the appropriate link below:**

- NU Faculty & Staff with a gno@northeastern.edu email - Faculty & Staff Trips
- Students on Global Experience Office (GEO) (Study Abroad, Dialogues, and Embedded Programs) and Co-ops programs - GEO & Co-op Trips
- Students on NU.un programs - NU.un Trips
- Students on B.S. International Business (BStB) programs - BStB Trips
- Students on Three Seas programs - Three Seas Trips
- Students on Service Learning (incl. Alternative Spring Break) - Service Learning Trips
- All other travel outside of the above mentioned groups (incl. student orgs, athletics, etc.) - Other Travel

3. When entering travel, you first need to identify the appropriate registration category (as shown below). Once you have done this, click on the blue hyperlink immediately following the category. For example, a student participating in a Dialogue of Civilizations program should click on the “GEO & Co-op Trips” hyperlink.

**QUESTIONS? CONTACT THE INTERNATIONAL SAFETY OFFICE AT +1 617 373 2121 OR MYTRAVELPLANS@NORTHEASTERN.EDU**
4. You will now be asked to enter your name and Employee ID. Please use your NUID as your Employee ID. Once completed, click the green “Next” button.

5. Next, you will be prompted to enter your contact information. Your primary email address should be your Northeastern issued email account. If you will be using a different or multiple email addresses while traveling, you may enter those in the secondary and tertiary email fields. You can also choose to receive email alerts (information about safety and security events in your destination) to any of these accounts by checking the “Send Alerts” box.

Be sure to enter an emergency contact and their corresponding information before clicking next.
6. Before entering the details of your trip, you will be prompted to enter a “Confirmation Number.” You should enter a unique trip name here (not your airline confirmation number) using the following format: LastNameDestinationCountryTermYear.

7. Now you can enter your travel details. First, you should click on the green “Hotel Leg” hyperlink to enter accommodation details for each destination on your trip. If your city is not available in the drop down list, select the nearest city and enter your exact location in the “Notes” section. You can also add any relevant details into the “Notes” section. Once completed, click the green “Save” button. Repeat this step until the details for all of your accommodations have been entered.

When selecting dates, make sure you are in the correct month/year. To select the date, click “Apply” in the bottom right corner of the calendar box.
8. If you have already booked your flights, please enter your flight details using the green hyperlink “Add Air Leg.” Each “Air Leg” represents one flight.

Repeat this step for connecting and/or return flights.
Remember: only include details for one flight when entering each “Air Leg.” For example, if you are flying from Boston to Tokyo with a connection in Los Angeles, you should enter two separate flight legs. One for Boston to Los Angeles, and another from Los Angeles to Tokyo.

9. If you have additional transportation details, such as rail and car (or bus) legs, you can also include them in your trip record. You can do so by clicking on the “Add Rail Leg” or “Add Car Leg” hyperlinks.

10. Once completed, click the green “Finish” button on the “Itinerary Information” page.

   IMPORTANT: You need to click “Finish” for your trip to save.

11. When the following pop-up appears, click “OK” to submit your itinerary. You can click “Cancel” if you need to enter any additional details.
12. Once completed, the message below should appear. This is confirmation that your trip has been entered into the registry.

Itinerary Posted

Your trip has been processed. Thank you!

Add another trip
Activate Your Account, Create a Profile, and Research Your Destination

1. After you have submitted your entry, you will receive an email from worldcuetraveler@ijet.com. Check your “Spam” folder if you do not receive it and/or contact customerservice@ijet.com. The email will provide information about your destination and instructions for setting up an account and downloading the mobile app.

Worldcuetraveler@ijet.com

Northeastern University WorldAware – Activate Your Account & Download New App

The body of the text should mirror the text below:

2. Follow the link and activate your account with the user name provided in the email. If you receive the below message, try clearing your cache or enter the link into a different browser or incognito window.

Questions? Contact the International Safety Office at +1 617 373 2121 or mytravelplans@northeastern.edu
3. Once you log in to your account, you will be brought to the homepage below:

![Worldcuer TRAVELER](image)

Welcome to Worldcuer TRAVELER
A destination you don’t want to miss

Quick Tips for Getting Started
- Click the Trips tab to view your trip details
- Click the My Profile tab to edit your information
OR
- Click the Location Intel tab to begin your search
- Choose a location or airport code
- Click Go

4. View/edit your trip by clicking on the “My Trips” tab to view and edit your trip details.

![Employee Trips](image)

<table>
<thead>
<tr>
<th>Employee Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRIP HISTORY</strong></td>
</tr>
<tr>
<td>Key: Travel Itinerary</td>
</tr>
<tr>
<td>From: 1/14/2017</td>
</tr>
<tr>
<td>Boston, Massachusetts &gt;&gt; Hamilton</td>
</tr>
<tr>
<td>Hamilton &gt;&gt; Boston, Massachusetts</td>
</tr>
</tbody>
</table>

5. To update your contact information and add your passport information, Click on “My Profile” and then “Travel Info” to edit this information.
6. Add and edit emergency contact information by clicking on the “My Profile” tab and then “Emergency Contact”. Click the “Edit” button to add or edit information.

7. To research your destination, click on the “Location Intel” tab and then select the location to review safety & security, health, and other information about your destination.
Download the Mobile Application

1. After your profile has been created, download the mobile application in the App store (or GooglePlay, etc) Enter your account information to gain access. Once you have the app, you can contact Northeastern WorldAware’s 24/7 hotline with the touch of a button, and can also research your destination and edit contact information.

To enter new trips in the future, return to the MyNEU portal and repeat steps 1-13. Please note, you cannot enter new travel from the mobile application or from your profile page.

Also, remember to register for the U.S. State Department’s S.T.E.P. program!

https://step.state.gov/step/

*You do not need to be a U.S. citizen to receive travel alerts and warnings about your destination*