



THE UNIVERSITY OF TEXAS AT DALLAS  
Office of International Education  
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## Register Travel Itinerary in the International SOS Database

**\*\*Note: Please make sure you are only using Internet Explorer and not version 8.0\*\***

To ensure safety and security, each faculty/staff/student should register his/her travel itinerary in the International SOS database. This registration is done automatically when either of the official UT System travel agencies, Carlson Wagonlit or Anthony Travel, is used. To do so follow the steps below:

1. Access the International SOS web page (<http://ptl.internationalsos.com>)
2. You will be diverted to this Login screen:

Login

Membership Number:

Username:

Password:

[Submit](#)

[Forgot Your Password?](#)

[New User? Register Here](#)

If you are a new user, you can create your account through the new user link located at the bottom of the login page.

3. Click **New User** link at the bottom of the page. You will be diverted to this screen:

Step 1- User Information:

Membership Number:

First Name:

Middle Name:

Last Name:

Desired Username:

Password:

Re-Enter Password:

Email Address:

Challenge Questions

Mother's maiden name?

Mother's maiden name?

4. Enter UT membership number **11BSGC000037**, *Name, Desired Username, Password* and *E-mail address*.
5. Enter your **Challenge Questions**. The system requires the selection of two challenge questions. The challenge questions are utilized for identification, if a user has forgotten his/her password.

**Note: Please make a note of your Username, Password and Challenge Questions for future use. Once in the system, all users have the ability to modify their password or their challenge questions through the My Profile section.**

6. Upon creating your account, you will be taken to **My Current Trips** page where you can start creating your trip.
7. Click **Add a New Trip** button to start creating your trip.
8. Enter your trip name and click **Save**.

**Note: Once the trip is saved, you can start entering the segments of your trip by clicking the appropriate sections.**

9. To add flight details, click **Add a Flight** section.

**Note: Once you start entering airline name, you will be provided with a list of available options allowing you to enter the airline name correctly. Flight number can be verified by clicking the Verify button to ensure the flight information is entered correctly.**

10. The available flight information will be automatically displayed for you. If the flight information is correct, you can click the **Airport Name** and all the trip information will be automatically populated into the form field.
11. Click **Save** button after entering each segment of this itinerary.
12. Once you finish adding all the sections (**flight, hotel, car**) of your itinerary, click **Save Trips** button.
13. Upon **creating and saving a new trip**, you be given the option to receive a **travel advisory** for your destination(s). Check the *checkbox* for the country or countries you would like to receive a travel advisory for.
14. To access your current trips, after successful logon, you will be directed to **My Current Trips** page. This page will display your current and future trips along with the status, start date and end date. Regardless of the status (*active or inactive*) past trips will not be displayed on this page.

**Note: If your trip has to be postponed and rescheduled due to an unexpected reason you can deactivate your trip by selecting the checkbox and clicking **Deactivate Selected Itineraries** button at the bottom of the page. The status of the trip will be displayed as Inactive under the **Status** column. You can activate this trip later and update the appropriate sections in the itinerary.**

15. To **activate an inactive trip**, you need to simply check the checkbox for that trip and click the **Activate Selected Itineraries** button at the bottom of the page. Once you change the status of the trip, it will be reflected as **Active**.
16. To edit an existing trip, go to **My Current Trips** section and click on the Trip Name. You will be taken to the **Trips Detail** page.
17. If you would like to **change the trip name**, click the **Edit Your Trip's Name** link; make the changes and click **Save**.

Note: If you would like to make changes on a particular segment in the itinerary, click the corresponding

**Edit** button. After you complete the changes on the selected itinerary segment, click **Save** button and you will be directed to the **Trip Details** page. On the **Trip Details** page click **Save Itinerary** button at the bottom of the page to save the changes on the itinerary. *If you don't click this button, the changes you made will not be saved.*

18. If you would like to **create a report of your trips**, you can export your trip into Excel by clicking **Export Your Trips** button on **My Current Trip** page.
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