How to Register Staff/Faculty Travel

Cornell provides a secure registry system for faculty, staff, and students to record travel plans and contact information. Should there be an emergency—natural disaster, terror attack, or even an emergency at home—this helps International Health & Safety locate and contact you in order to provide resources you may need.

- Please contact International Health & Safety at intlsafety@cornell.edu if you have any questions.

How to register:

**Step 1:** Visit [https://travelregistry.cornell.edu/](https://travelregistry.cornell.edu/)

**Step 2:** Click “Click here for: Travel Registry and Elevated Risk Destination Application (ITART)”
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Step 3: Click “Faculty and Staff register travel here”

Step 4: Click “I have a NetID username and password” then submit
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Step 5: Log in using your **NetID** and **Password**

![CUWebLogin](image)

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.

- 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.
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**Step 6:** In the *Staff and Faculty – Travel Registry* box enter:

1. **Type of Traveler (*)** - Please select one
   1. Undergraduate
   2. Graduate
   3. Staff
   4. Faculty
   5. Alumni
   6. Other
2. **Type of Travel (*)** – Please select one
   1. Individual
   2. Cornell Group
3. If Group Travel, please list name and contact information (phone and email) for group leader
   
4. **Type of Activity (*)**
   1. Athletic
   2. Conference
   3. Independent Research
   4. Internship Performance
   5. Service Learning
   6. Study
   7. Other
5. **Trip Itinerary (*)** – Please copy and paste a plain text version of your itinerary in the space below.
   
6. **Primary Location of Travel (*)** – Please include the city and country that will be your primary location for this trip. If there are multiple locations, please use the following format: “city A, country A; city B, country B.”
   
7. **In the event of an emergency (*)** – What is the best way to contact you while abroad? Phone, email, other (please provide information below).
   
8. **Primary emergency contact (*)** - Please list the name, relationship and phone number for your primary emergency contact.
   
9. **Cornell emergency contact (*)** - Please list the name, NetID and contact phone number for an administrator that is aware of your trip plan.
   
10. **Disclaimer (*)**
    [Yes]
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Step 7: Click *Update* and a confirmation email will be sent to you.