What is MyTrips?
MyTrips is a tool provided to UQ by International SOS that allows travellers to record their trip details prior to travelling and whilst travelling. By recording your trip you will receive travel alerts before and during travel. It also enables International SOS and UQ to contact you during an incident or emergency while you are travelling.

Your travel details will be **automatically** entered and available in MyTrips by:
- Booking your travel with **UQ Preferred Travel Agent** – Campus Travel
- Arranging your travel with the **UQ Online Booking Tool**

**Bookings made outside of Campus Travel**
When arranging your travel directly with an airline or an alternative travel agent the following guide will help you to enter your details into MyTrips for International SOS assistance. If you need to modify or postpone your travel plans, please follow the guide.

**STEP 1: Registering as a new user**
Please log in to MyTrips via the **ISOS UQ Portal** or via URL:

What if I’m an existing user?
Login to MyTrips account. If you have forgotten your Password, please click ‘Forgot Password’ to reset.

What if I have a login/technical difficulties?
If you need assistance please contact onlinehelp@internationalsos.com
**STEP 2: Complete user registration**
Enter all required information and submit. A verification email will be sent, you must activate your account within 24 hours.

**Do I use my personal or UQ email?**
**UQ email.** (You can add multiple emails to your profile)

**STEP 3: Create your profile**
Once your account is activated you will need to login to MyTrips. Enter all relevant information and click update and save.

**Can I edit/update my details in MyTrips?**
You can view and edit your profile information when you log into MyTrips. Click the Edit option under My Profile/Trips.
STEP 4: Create a new trip

Itinerary / trip information is to be loaded into MyTrips by either of the following 2 methods:

- Forwarding your itinerary to UQTravel@itinerary.internationalsos.com or
- Manually logging details into MyTrips as follows

Travellers should always ensure all details in MyTrips are up to date and correct.

In order to create a new trip in MyTrips, click on the ‘Create New Trip’ button.

It is important that you enter as much information as possible. This includes flight, accommodation, train and ground transportation information.

- Enter the Trip Name (e.g. Conference – University of Texas).
- Provide the itinerary details under each tab.
- To create additional segments, please click the ‘add another’ button under each section
- To delete segments, click the Delete link located next to the segment
- Always SAVE your information
What if I haven’t booked a return flight?
If you don’t have a return flight you must update MyTrips as soon as you’ve purchased a return flight(s) – it must be updated before departing your host country.

What if I have booked personal travel in conjunction with my UQ trip?
It is recommended to enter your full itinerary including any stop overs. International SOS alerts are beneficial the entire time you are travelling.

What if I have organised accommodation with friends and family?
You are required to enter all accommodation for the entirety of your program, including any temporary accommodation, e.g. hotels/hostels.

What if I have not booked accommodation for my entire stay?
If you have not organised accommodation for the entirety of your program, please enter the exchange partner university campus address to ensure the system knows where you are located whilst on your program. **Under Type you must select Expat Residence.** You must update as soon as you have booked/organised.

What if I’m taking public transport or driving to my destination?
It is recommended to enter this information, click Add Train or Add Ground Transportation and fill in the relevant fields.

Tip: when entering the address for accommodation, you should click on ‘Address’ textbox. It will open a pop-up box where you can enter the address. Once you click the Find Address button, the system will search and provide you with a list of matching addresses. Select the closest address and click ok. The address will then be prepopulated into the address fields.

**STEP 5: Updating trip details**
Once you click on the trip name or itinerary number from the Trip list, you will be taken to the trip detail page. From here you can easily make changes to the trip information. Please SAVE any changes.

**My Trips**

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<th>Trips or PNR</th>
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[Create New Trip]