

Johnson & Wales

International Travel Registry Manual

### To Register on the Travel Registry site

**JWU Students and Faculty**

Any person who has a student or faculty account at JWU will initiate their new account with LOGIN/REGISTER and can use their single sign-on JWU credentials.

1. Go to <http://studyabroad.jwu.edu/?go=InternationalTravelRegistry>

(Also accessible via the Left hand navigation bar at studyabroad.jwu.edu: ‘Faculty and Advisors’ > Travel Registry > Register Your Travel Now)

1. Click 
2. Select I have a JWU ID username and password. Click Submit.



1. Login with your JWU Credentials



**JWU Staff**

Any person who is strictly staff at JWU will initiate their new account with NON-JWU LOGON/REGISTER because the HR database does not share information with the Travel Registry data management system. As a result, in this case, your JWU single sign-on credentials will not be recognized and you will be prompted through several steps to create an account.

1. Go to <http://studyabroad.jwu.edu/?go=InternationalTravelRegistry>

(Also accessible via the Left hand navigation bar at studyabroad.jwu.edu: ‘Faculty and Advisors’ > Travel Registry > Register Your Travel Now)

1. Click 
2. Select ‘I do not have login credentials to this site’ 
3. Fill out the New User form. Under ‘Choose Institution’, select ‘Rhode Island’ and then select

‘---Other/Not found---‘



1. Then type in ‘Johnson and Wales University’ and click ‘Create Account’. Once filled out, an email will be sent to you with your login and temporary password.



1. Then type in ‘Johnson and Wales University’ then click ‘Create Account’
2. Retrieve the temporary password from your email. Click the link in the email that will redirect you to login to the registration.
3. Select the option, ‘I have login credentials to this site that I received by email.’



1. Type in the login information from the email.

### To Submit a Travel Registration

1. Go to <http://studyabroad.jwu.edu/?go=InternationalTravelRegistry>

(Also accessible via the Left hand navigation bar at studyabroad.jwu.edu: ‘Faculty and Advisors’ > Travel Registry > Register Your Travel Now)

1. Click ‘Register Your Travel’



1. Choose the appropriate login option > Submit

JWU travelers:



Non-JWU travelers:



1. For JWU registrants ONLY: Log in with your JWU credentials



1. Complete the form

\*\*To add an itinerary, choose your dates and location then be sure to click ‘Add to Itinerary’



 

### To Access Your Travel Registration

1. Login in with JWU credentials by after clicking ‘LOGIN/REGISTER’ at <http://studyabroad.jwu.edu>.



1. Click ‘International Travel Registry’ in the ‘Applications’ section



1. Edit/Add information as necessary



\*Pencil icon edits the registration form

\*’Add new itinerary record’ lets you add a new itinerary to this particular travel registration