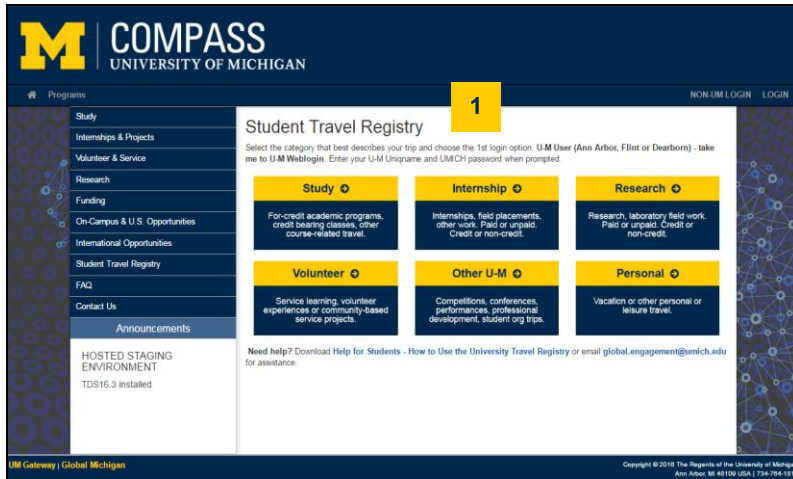


## For Students – How to Use the Student Travel Registry

This document explains how to use the Student Travel Registry. If you need help using M-Compass, please contact [global.engagement@umich.edu](mailto:global.engagement@umich.edu) for assistance.

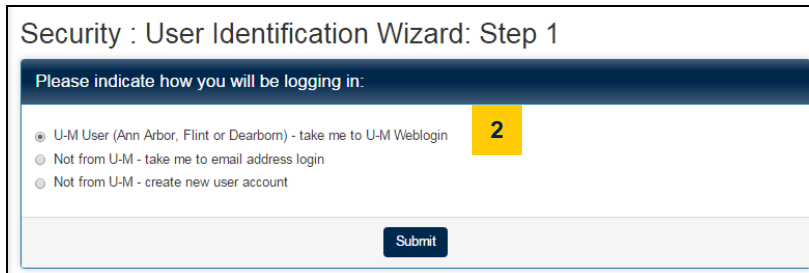
### M-Compass Student Travel Registry Webpage

[mcompass.umich.edu/?go=studentregistry](http://mcompass.umich.edu/?go=studentregistry)

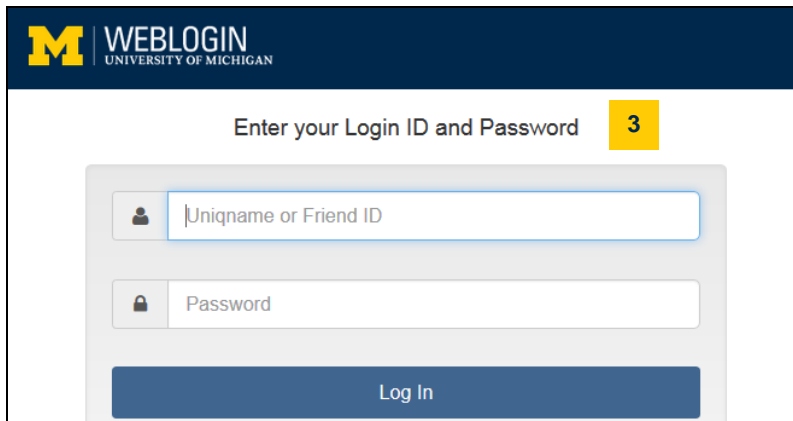


1. Go to the M-Compass Student Travel Registry web page and choose the button that best identifies the primary purpose of the trip:

Study  
Internship  
Research  
Volunteer  
Other U-M Travel (conference, competition, student org trip, etc.)  
Personal



2. In the M-Compass login wizard, choose the 1st option, U-M User, then click Submit



3. M-Compass will prompt you for your UMICH unickname and password

Note: If you have never logged into M-Compass, an account will be created for you at the same time you apply to the program.

*Student Travel Registry  
For Students - How to Use the Student Travel Registry  
Step-By-Step Procedure*

OneStep : Registration
4

Research Registry - Registration Form

Profile

First Name:

Middle Name:

Last Name:

Email Address:

CC Email Address:

Itinerary

Create your itinerary by selecting dates & location for each destination of your trip. After selecting the dates and location, click 'Add Location to Itinerary' button to save. Repeat the process for additional locations.

Troubleshooting Tips

- Locations are listed in City, Country alpha-order
- Narrow search by entering city or country name in Find box
- If your location cannot be found, select the nearest city in the same country
- Confirm each leg of your trip is displayed in Current Itinerary before leaving this page

Still need help? Email [ro.globalengagement@umich.edu](mailto:ro.globalengagement@umich.edu) for assistance.

Current Itinerary:

Arrival Date:  5

Departure Date:

Location: Find location:

A Coruna, Spain (Europe)

Aachen, Germany (Europe)

Aalborg, Denmark (Europe)

Aarhus, Denmark (Europe)

Aberdeen, United Kingdom (Europe)

Aberystwyth, United Kingdom (Europe)

Abingdon, United Kingdom (Europe)

Abu Dhabi, United Arab Emirates (Middle East)

Abuja, Nigeria (Africa)

Abydos, Egypt (Middle East)

Accra, Ghana (Africa)

Research Registry Information: 6

Instructions:

If you need help with this registry, email [global.engagement@umich.edu](mailto:global.engagement@umich.edu) for assistance.

(\*) Indicates the question is required.

1. Trip Name (\*)

2. U-M Organization (\*)

Is this trip organized by U-M? If so, list the name of U-M department, unit, or office that is sponsoring your travel. Sponsorship may include program travel coordination, financial support, or academic connection.

Please select one

3. Non U-M Organization (if applicable)

Is this trip is not organized or arranged by U-M, please enter the name of who organized this experience (e.g. Center for Education Abroad - Duke University, independently arranged, etc.)

4. Academic Credit (\*)

Will you receive academic credit for this experience? This includes in-residence, transfer credit added to your U-M transcript, or travel included as part of a course.

Please select one

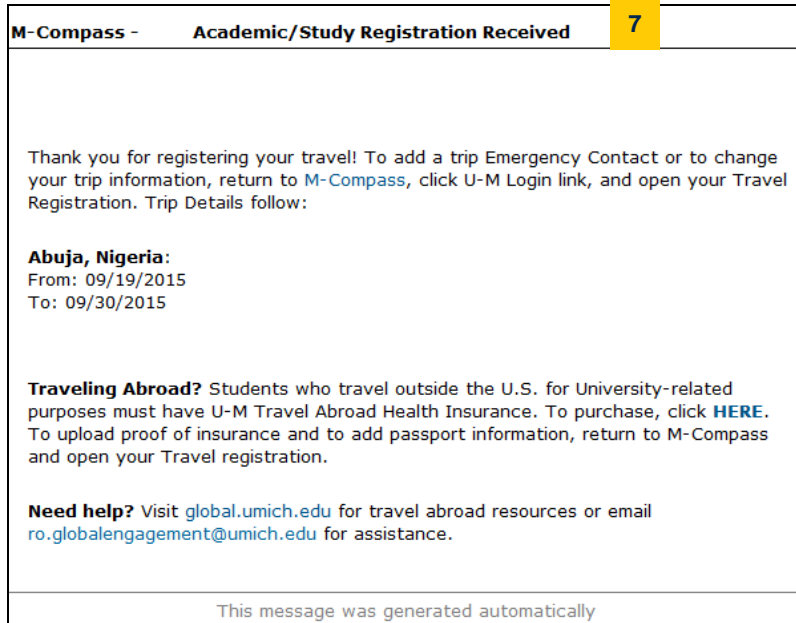
\* Required

4. Registry information page is displayed.
5. To build a trip itinerary, you will enter an Arrival and Departure Date for each location.

**Itinerary Notes:**

- Trip locations in M-Compass are listed as City, Country combinations.
  - Locations are listed A-Z by City.
  - To find a city quickly, enter City name in 'Find City' text box, then press Enter key.
  - City search will be looking through thousands of locations, and takes 1-2 seconds to return results.
  - If your destination City is not found, choose the nearest large city in the same country.
6. Complete registry information questions, then click Update to submit your registration

### Registry Confirmation Email

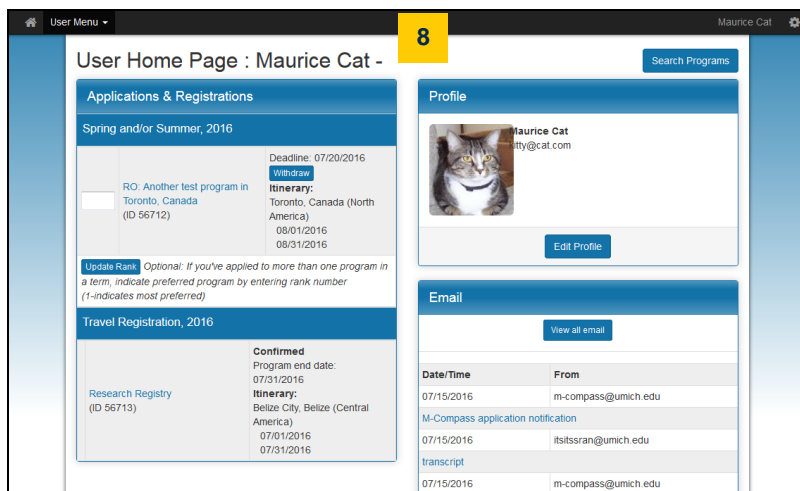


7. M-Compass will send you a registry confirmation email, which contains a link to purchase U-M's Travel Abroad Health Insurance which is required for all University-related travel abroad.

**Notes:**

- Students may purchase U-M Travel Abroad Health Insurance for personal/leisure travel abroad
- If your travel plans change, you may return to M-Compass, Login and edit your trip information

### User Home Page



8. After submitting your registry, you will be directed to your student home page in M-Compass.

**Notes:**

- Travel Registrations and Side Trips will be located in the Travel Registrations menu.
- The Registrations menu contains a list of all by **year submitted** Travel dates are recorded in your itinerary.

## Registration Checklist Page

Your Home Page > Applications & Registrations > Travel Registration > Registration Checklist Page (Detail)

**Travel Registration : Registration Checklist Page (Detail)** Show Tips

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**Program:** Academic/Study Registry (TR)  
**Dates:** 09/19/2015 - 09/30/2015

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**Travel Planning**

**For travel abroad:** Click [HERE](#) for instructions on how to purchase U-M Travel Abroad Health Insurance (HTH) and how to upload proof of insurance.

**Questionnaire(s)**

Click the name of a questionnaire to enter your responses. A pencil icon indicates that a completed questionnaire can be modified. To make a change, click on the pencil.

Name	Complete
Academic/Study Registry Information	<input checked="" type="checkbox"/>
For travel abroad: Passport Information & Upload	<input type="checkbox"/>
For travel abroad: U-M Travel Abroad Health Insurance (HTH) Proof of Enrollment	<input type="checkbox"/>
Trip Emergency Contact & How to Find Me	<input type="checkbox"/>

---

**Itinerary** 10

The following is the itinerary for this registration. To make changes:

- Use pencil icon to modify dates
- Use X icon to remove location
- Click button to add a new location

**Abuja, Nigeria (Africa)**

Start Date: 09/19/2015  
End Date: 09/30/2015

9

9. Add a trip emergency contact by clicking on **'Trip Emergency Contact & How to Find Me'** in Questionnaires

10. Edit trip details in Itinerary

### If you are traveling outside the U.S:

- Upload proof of insurance, and receive a link to purchase insurance by clicking on **'U-M Travel Abroad Health Insurance'**
- There is also a link to purchase insurance in Travel Planning
- If required by your sponsoring unit, click **'Passport Information & Upload'** to provide passport number, passport page upload, etc.