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 for assistance.

**M-Compass Student Travel Registry Webpage**

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 uniqname 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.
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.
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.