With MyTrips registering your international travel has never been easier. The first step in using MyTrips is to create a profile. This document will guide you through this step. If you have any questions or difficulty creating your profile please contact us at: travelsafety@pobox.upenn.edu.

1. **Go to:** MYTRIPS LOGIN
   URL: https://MyTrips.travelsecurity.com/Login.aspx?ci=ul0%2b%4NgV4%3d

2. **Set up log-in credentials:**
   - Select "New User? Register here"
   - Check "I have read the privacy policy" & Click Submit
   - 1. First & Last Name
   - 2. UPenn Email Address
   - 3. A Password
   - 4. 2 Security Questions
   - PASSWORD REQUIREMENTS
     - At least 6 characters long
     - Not used in previous 12 months
     - Contains combination of:
       - Uppercase & Lowercase Letter, #, and Special Character

3. **Check your UPenn email inbox for the verification email from ISOS**
   - Click on the link & login to your MyTrips account
   - This email should come immediately. If it hasn’t, check your JUNK folder.

4. **Complete the additional required profile information**
   - Enter your:
     - Penn ID
     - Home School
     - Phone Number(s)
     - An Additional Email (optional)
   - Click "Update" & your profile is complete!

Let’s Register a Trip! (turn over)