

DU Passport User Guide — Experiential Learning Participant Registration

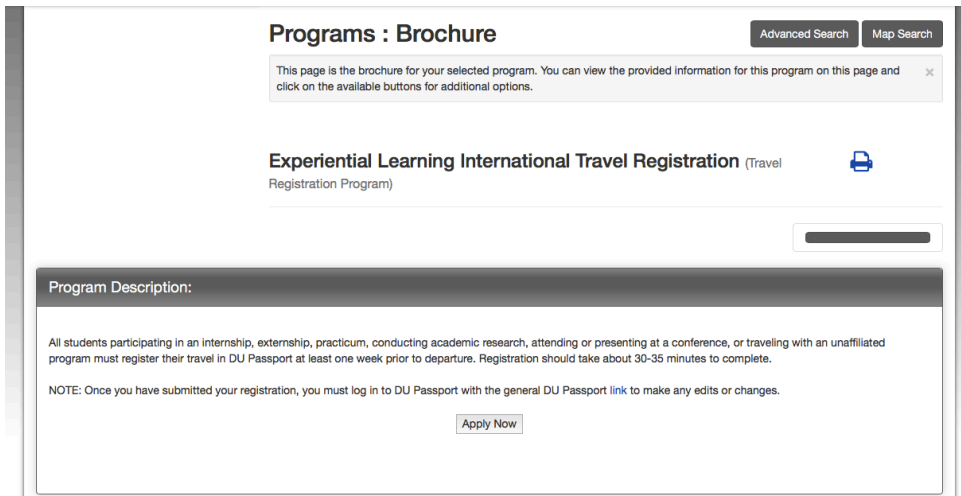
Per the University of Denver International Travel Policy, all students traveling abroad for internships, externships, academic research, student-led travel, unaffiliated programs that are for DU credit or receive University funding, or athletics must register their travel in DU Passport at least a week prior to departure. The purpose of this guide is to walk you through the Experiential Learning Registration process.

- 1) Students registering their Experiential Learning experiences abroad must use this link to register their travel:

http://abroad.du.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10198

****Once you have initiated the process, you will need to log in with the general DU Passport link to make changes or to review your registration: <https://abroad.du.edu/>***

- 2) The link will take you to the DU Passport page for Experiential Learning International Travel Registration. Click on the “Apply Now” button in the bottom center of the page.



The screenshot shows a web page titled "Programs : Brochure" with "Advanced Search" and "Map Search" buttons. A message box states: "This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options." Below this is the program title "Experiential Learning International Travel Registration (Travel Registration Program)" with a print icon. A "Program Description:" section contains the following text: "All students participating in an internship, externship, practicum, conducting academic research, attending or presenting at a conference, or traveling with an unaffiliated program must register their travel in DU Passport at least one week prior to departure. Registration should take about 30-35 minutes to complete." and "NOTE: Once you have submitted your registration, you must log in to DU Passport with the general DU Passport link to make any edits or changes." An "Apply Now" button is located at the bottom center.

- 3) Log in with your PioneerWeb Credentials.
- 4) The next page will prompt you to enter your itinerary. Enter your dates, manually type in the city or town where you will be traveling, and click on “Update.” If your destination city does not appear in the list, you can run a search on the external location database to find the city entered by selecting “Search.”

Available Terms

Itinerary

Please select the arrival and departure dates for each destination on your itinerary. After selecting the dates and location, click on the 'Add to Itinerary' button. Note: only enter itinerary details for University-related academic or business travel. Details regarding personal travel before or after your University-related travel should not be entered into the system.

Current Itinerary:

Arrival Date:

Departure Date:

Location: Find location:

If your destination city does not appear in the list below, you can run a search on the external location database to find the city entered above:

- Amman, Jordan (Middle East)
- Amman, Jordan (Middle East and North Africa)
- Ampans, Indonesia (Asia)
- Amsterdam, Netherlands (Europe)
- Anchorage, United States (North America)
- Annecy-le-Vieux, France (Europe)
- Antalaha, Madagascar (Africa)
- Antananarivo, Madagascar (Sub-Saharan Africa)
- Antigua Guatemala, Guatemala (Latin America)
- Arnhem, Netherlands (Europe)
- Arusha, Tanzania (Sub-Saharan Africa)

- 5) Click "Add to Itinerary." Your location will populate under the grey "Itinerary" bar. For multiple locations, repeat this step. You can edit your itinerary by clicking on the red "X" next to the location. You can also edit your itinerary later in the registration process if necessary. Click the "Next" button in the bottom center of the page to continue.

Available Terms

Itinerary

Please select the arrival and departure dates for each destination on your itinerary. After selecting the dates and location, click on the 'Add to Itinerary' button. Note: only enter itinerary details for University-related academic or business travel. Details regarding personal travel before or after your University-related travel should not be entered into the system.

Current Itinerary:

Amman, Jordan From: 03/07/2020 To: 04/11/2020

Arrival Date:

Departure Date:

Location: Find location:

- Amman, Jordan (Middle East)
- Amman, Jordan (Middle East and North Africa)
- Ampans, Indonesia (Asia)
- Amsterdam, Netherlands (Europe)
- Anchorage, United States (North America)
- Annecy-le-Vieux, France (Europe)
- Antalaha, Madagascar (Africa)
- Antananarivo, Madagascar (Sub-Saharan Africa)
- Antigua Guatemala, Guatemala (Latin America)
- Arnhem, Netherlands (Europe)
- Arusha, Tanzania (Sub-Saharan Africa)

- 6) DU Passport will take you to the main registration page. Click on the “Experiential Learning Student Travel Registration” questionnaire under “Application Questionnaire(s).” You must complete all questions with an asterisk (*) before you can submit the questionnaire.
- 7) After completing the “Application Questionnaire(s),” click on the links in the “Signature Documents” section.
- 8) Once you have completed an item, the corresponding box will be checked. When all of the boxes are checked, your registration is complete. You can edit your itinerary by clicking on the pencil next to the location on the bottom of the page.

Application Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review. You may UPDATE YOUR ANSWERS by clicking the "pencil" icon to the right of the check box.	
Title	Received
Experiential Learning Student Travel Registration	<input type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding. Please note, you can only have ONE signature document open at once. If you are unable to open one, make sure all other pop-up windows are closed.	
Title	Received
AlertTraveler	<input type="checkbox"/>
Health Checklist	<input type="checkbox"/>
Immigration Checklist	<input type="checkbox"/>
In an Emergency	<input type="checkbox"/>
Insurance Considerations	<input type="checkbox"/>
Legal and Policy Requirements	<input type="checkbox"/>
Risks, Responsibilities Agreement & Release	<input type="checkbox"/>
Safety & Security Checklist	<input type="checkbox"/>

- 9) Contact risk@du.edu with any questions or problems.