



NYU Traveler and WorldCue

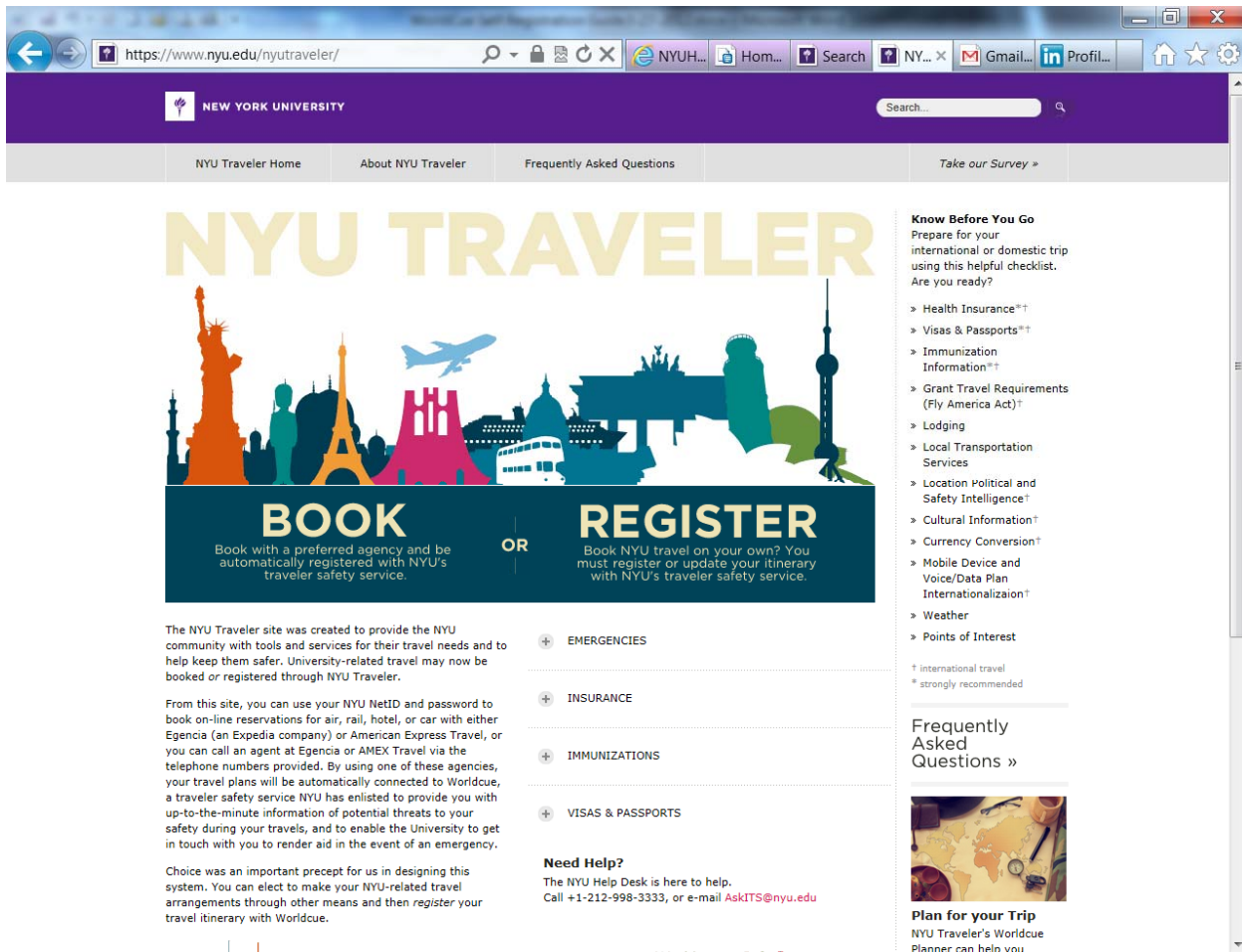
NYU has become renowned for its prominent, successful, and fast-growing global presence. As more and more members of the NYU community have begun to engage its global network - thousands of members of our community study, teach, and conduct research abroad each year- it has become clear that we need practices that keep students and employees secure and that provide them with information and tools to make travel safer. This was brought into particularly sharp focus for us during the earthquake in Haiti and the uprisings in Egypt, when we needed to ensure the well-being of NYU students, faculty, and staff, and to evacuate them.

So, we have created **NYU Traveler**, a web-based portal backed by a traveler safety service (Worldcue) for all members of the NYU community, either to book their NYU travel or to register the travel plans they booked elsewhere. By doing so, their travel plans will be registered with Worldcue, NYU's travel safety service, so that travelers can be armed with information about their destination; the University can help prepare employees for traveling to areas where there may be hazards; and NYU will have information that would enable it to assist travelers who are encountering difficulties, or even evacuate them.

Please note, if you book your travel with AMEX or Egencia via the NYU Traveler home page, your itinerary will automatically be passed to Worldcue and Public Safety will have access to it in the event they need to contact you or assist in an emergency. Thus if you booked with either AMEX or Egencia, you need not Self Register with Worldcue.

How to Self Register your travel plans with WorldCue:

1. If you have booked your travel with an agency other than American Express or Egencia, you may register your travel plans with WorldCue. Go to <http://www.nyu.edu/nyutraveler> and click on **REGISTER**.



The screenshot shows the NYU Traveler website interface. At the top, there is a navigation bar with the NYU logo and a search bar. Below the navigation bar, there are links for "NYU Traveler Home", "About NYU Traveler", "Frequently Asked Questions", and "Take our Survey >". The main content area features a large graphic with the text "NYU TRAVELER" and a silhouette of various global landmarks. Below this graphic, there are two main sections: "BOOK" and "REGISTER". The "BOOK" section states: "Book with a preferred agency and be automatically registered with NYU's traveler safety service." The "REGISTER" section states: "Book NYU travel on your own? You must register or update your itinerary with NYU's traveler safety service." To the right of the "REGISTER" section, there is a "Know Before You Go" checklist with items such as "Health Insurance**", "Visas & Passports**", "Immunization Information**", "Grant Travel Requirements (Fly America Act)*", "Lodging", "Local Transportation Services", "Location Political and Safety Intelligence*", "Cultural Information*", "Currency Conversion*", "Mobile Device and Voice/Data Plan Internationalization*", "Weather", and "Points of Interest". Below the checklist, there are footnotes: "* International travel" and "** strongly recommended". Further down, there is a "Frequently Asked Questions >>" section with a small image of a globe and travel items. At the bottom, there is a "Need Help?" section with contact information for the NYU Help Desk: "The NYU Help Desk is here to help. Call +1-212-998-3333, or e-mail AskITS@nyu.edu".

2. Then click on **NEW**

NEW YORK UNIVERSITY

NYU Traveler Home About NYU Traveler Frequently Asked Questions Take our Survey »

NYU TRAVELER

BOOK OR **REGISTER**

Book with a preferred agency and be automatically registered with NYU's traveler safety service.

Book NYU travel on your own? You must register or update your itinerary with NYU's traveler safety service.

NEW OR **UPDATE**

Provide new travel information

Provide updates to existing itineraries

The NYU Traveler site was created to provide the NYU community with tools and services for their travel needs and to help keep them safer. University-related travel may now be booked or registered through NYU Traveler.

From this site, you can use your NYU NetID and password to book on-line reservations for air, rail, hotel, or car with either Egencia (an Expedia company) or American Express Travel, or you can call an agent at Egencia or AMEX Travel via the telephone numbers provided. By using one of these agencies, your travel plans will be automatically connected to Worldcue, a traveler safety service NYU has enlisted to provide you with your travel information.

<https://apps.worldcue.com/mte/startMTE.xhtml?affiliateId=667506>

- EMERGENCIES
- INSURANCE
- IMMUNIZATIONS
- VISAS & PASSPORTS

Know Before You Go
Prepare for your international or domestic trip using this helpful checklist. Are you ready?

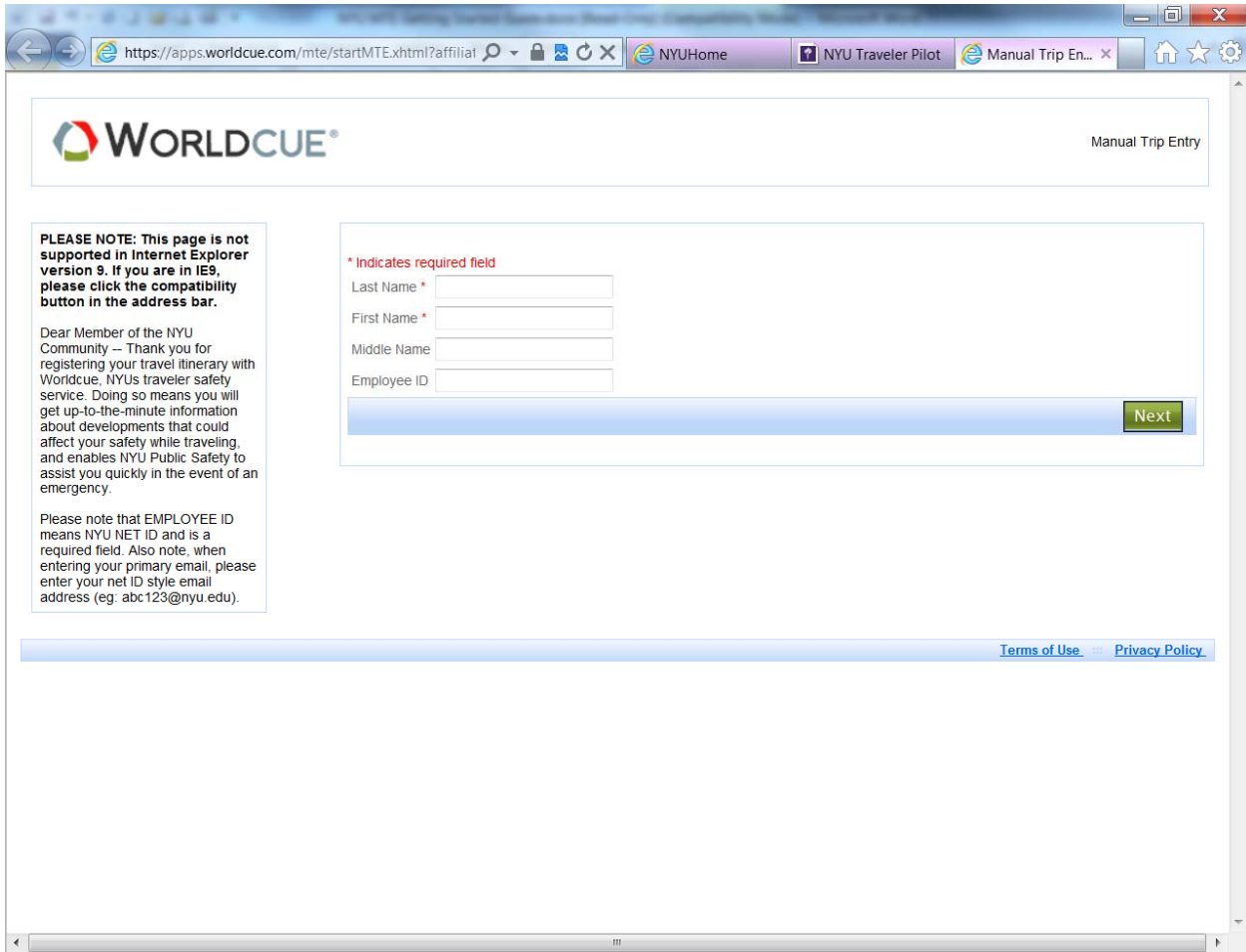
- » Health Insurance**
- » Visas & Passports**
- » Immunization Information†
- » Grant Travel Requirements (Fly America Act)†
- » Lodging
- » Local Transportation Services
- » Location Political and Safety Intelligence†
- » Cultural Information†
- » Currency Conversion†
- » Mobile Device and Voice/Data Plan Internationalization†
- » Weather
- » Points of Interest

† international travel
** strongly recommended

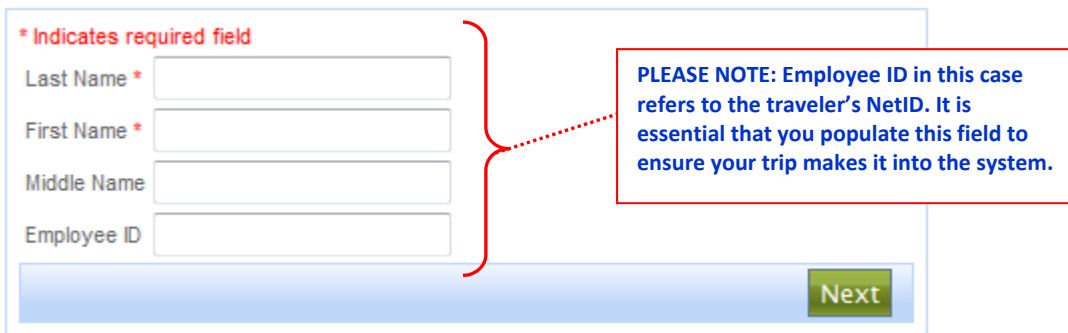
Frequently Asked Questions »

Plan for your Trip
NYU Traveler's Worldcue Planner can help you

3. The WorldCue Manual Trip Entry page will open.



4. Complete the form with the traveler's name and Employee ID. Please note that Employee ID refers to the traveler's NET ID, and is a required field.
5. Click the NEXT button.



Contact Information:

6. Continue completing the form with the traveler’s NET ID style (abc3@nyu.edu) email address and phone number.
 - Additional email addresses (i.e.: an email address of an assistant/administrator, or a personal email address may be added in the secondary or tertiary fields).
 - To receive SMS alerts, enter a mobile number in SMS address format (i.e.: 2125551212@txt.att.net)
 - Please keep in mind, any updates to your emergency contact information should be done via NYU HR systems first. This field may be utilized to repeat that information, or to provide emergency contact info which may differ from what the traveler has on file with NYU (i.e.: perhaps the traveler only wishes to update their emergency contact for this one trip).

7. Click the **NEXT** button to proceed.

Contact Information

* Indicates required field

Primary Email *

Secondary Email Send Alerts: Select "Send Alerts" to receive alerts to additional email account(s). To receive SMS Alerts on your mobile phone, enter your phone SMS address as the secondary or tertiary email.

Tertiary Email Send Alerts: Sample SMS address: 2125551212@txt.att.net

Daytime Phone *

Evening Phone

Cell/Pager

Note: Phone numbers must begin with a valid country code.

Emergency Contact Information

Name

Phone

Email

Previous Next

NOTE: Please use your NetID style email address (i.e: abc3@nyu.edu) as primary. You also may add a secondary and tertiary email address at which you would like to receive alerts. You may indicate which email addresses should receive alerts by checking the "Send Alerts" checkbox besides each email address.

Complete the Emergency Contact information fields to ensure up to date information.

Itinerary Information:

8. Enter the trip confirmation number provided by the travel management company, agency, or airline on your itinerary. This number will usually be a six digit alphanumeric code that looks like “ENQX9M”. If you do not have a confirmation number, you can populate this field with a unique character code of your own design, such as “ADAMS_BANGKOK_AUG10”. The code need not be 6 digits in length. **Please do not enter a random number such as all zeros.**
9. Select whether the trip or assignment purpose is business or personal.

Itinerary Information

* Indicates required field

Confirmation Number *

Travel Type Business Personal

Selected Business Unit: World Class Enterprises - Planner Demo Site

Use the confirmation or reservation number provided with your itinerary.

Enter trip confirmation number from your itinerary.

10. Select the type of trip leg you want to add by clicking on the green link. Choices are:

- Air
- Car (optional)
- Hotel
- Rail (major rail such as Amtrak or Euro rail)

LEGS Add information for each leg of your trip, including connecting and return flights, hotel information, and rental car.

Type	From Date	From Location	To Date	To Location	Options
Add Air Leg					
Add Car Leg					
Add Hotel Leg					
Add Rail Leg					

Previous



11. **Add an air leg** (if applicable)

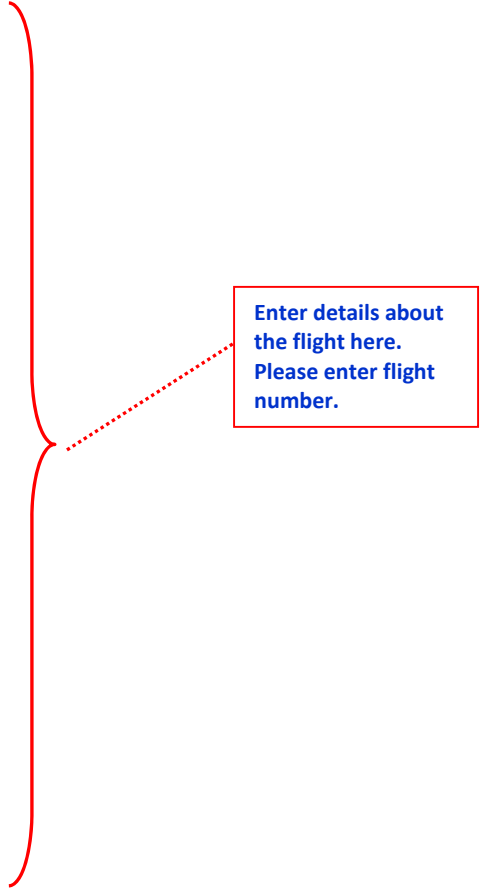
Enter the travel details for the first air leg of your trip (i.e.: your flight departs JFK on April 30th, and arrives in LHR on April 30th). Please note, if your air reservation is a round trip flight you must add an air leg for the outbound flight, and also for the return flight. Please include your flight number.

- You may enter the airport codes instead of using the drop down menu to select Region, Country, City
- If you would like for the alerts you will receive from Worldcue to be more specific to the City you are traveling to, please use the drop down menus to select the location you are traveling to, instead of only using the airport codes.
- If the drop down menu fails to list a city which you frequently travel to, please alert Public Safety and we will have the city added.

When you are finished, click the “Save” button at the bottom of the form. See screen shot below.

* Indicates required field

Departure Date*	<input type="text"/>	Arrival	Date*	<input type="text"/>
				
**Location OR Airport Code is required.		**Location OR Airport Code is required.		
From Location		To Location		
Select Region... ▾		Select Region... ▾		
Select Country... ▾		Select Country... ▾		
Select City (if available)... ▾		Select City (if available)... ▾		
Use airport code if city is not available in drop down.		Use airport code if city is not available in drop down.		
Airport Code		Airport Code		
<input type="text"/>		<input type="text"/>		
Airline:	<input type="text"/>			
Airline Code:	<input type="text"/>			
Flight Number:	<input type="text"/>			
Airplane Type:	<input type="text"/>			
Notes:	<input type="text"/>			



Enter details about the flight here. Please enter flight number.



Save

Cancel

12. Add a car travel leg (optional)

Enter the travel details for the car leg of your trip.

* Indicates required field

Pickup	<input type="text"/>	Dropoff	<input type="text"/>
			
From Location*		To Location*	
Select Region... ▾		Select Region... ▾	
Select Country... ▾		Select Country... ▾	
Select City (if available)... ▾		Select City (if available)... ▾	
From City Code:	<input type="text"/>	To City Code:	<input type="text"/>
Company Name:	<input type="text"/>		
Company Code:	<input type="text"/>		
Company Phone:	<input type="text"/>		
Company Fax:	<input type="text"/>		
Notes:	<input type="text"/>		

Save **Cancel**

Enter car travel data, if applicable.

13. Add a hotel leg (if applicable)

Enter your hotel reservation details here. At minimum, please enter the hotel name and phone number.. When you are finished, click the “Save” button at the bottom of the form

* Indicates required field

Arrival Date* Departure Date*

Location*

Hotel:

Property Code:

Hotel Phone:

Hotel Fax:

Notes:

Enter hotel information, if applicable.

14. Add a rail leg (if applicable)

Enter the travel details for the rail leg of your Amtrak or Euro Rail trip. When you are finished, click the “Save” button at the bottom of the form.

* Indicates required field

Departure Date* Arrival*

From Location*

To Location*

Station Code

Station Code

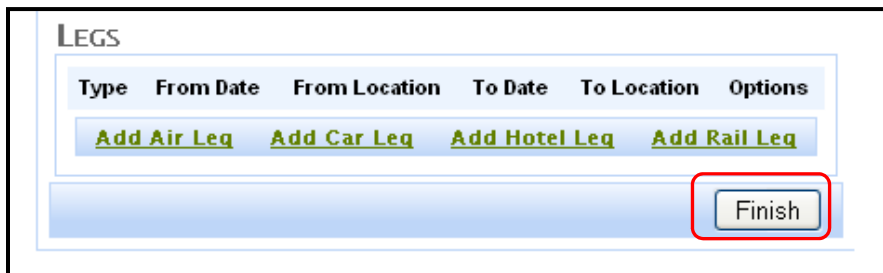
Train Number:

Notes:

Enter rail transportation information, if applicable.

15. Complete your Self Registration/Manual Entry

When you have entered all of the information about your trip, click the “Finish” button.



The screenshot shows a web form titled "LEGS". It contains a table with the following columns: Type, From Date, From Location, To Date, To Location, and Options. Below the table are four buttons: "Add Air Leg", "Add Car Leg", "Add Hotel Leg", and "Add Rail Leg". At the bottom right of the form, there is a "Finish" button, which is highlighted with a red rectangular box.

You will receive a confirmation email from Worldcue and Public Safety will have access to your information in the event of an emergency.

What happens after I register with WorldCue?

1. Receiving your Trip Confirmation/Welcome Email

After you have completed the self-registration/manual trip entry process, your trip will automatically populate into the Worldcue system. Next, you will receive a Welcome email with information about the locations you are traveling to as well as a link inviting you to login to WorldCue and create a profile and a password.

See below for a sample of the Welcome email....

This is a sample of the Welcome email you will receive from WorldCue:



Dear Kim,

Thank you for using NYU Traveler.

When you book or register your NYU-related travel plans through NYU Traveler, the University can respond quickly to help you in an emergency, and you will receive safety-related information for the regions where you are traveling. [Safety](#)

Worldcue is the travel safety service we have connected to NYU Traveler. It constantly scans for developing problems around the world, and will automatically send information to you when you are in areas where there may be a threat to your safety (please pay particular attention to "critical" alerts). In emergency situations, Worldcue will automatically notify the University so that NYU will be able to rapidly contact and assist you. If you have questions about your safety or the content of Worldcue information, contact Public Safety at 212-998-2222. It is staffed 24/7 and available even if you are dialing from abroad.

[NYU Traveler – Quick and Easy to Use, and Flexible](#)

[Click this link to create your WorldCue profile](#)

Using NYU Traveler to book or register University-related travel is straightforward and flexible.

Simply BOOK your travel through one of the two travel management companies on the NYU Traveler site –American Express or Egencia -- and your information will pass to Worldcue automatically. This will save you time.

But NYU Traveler is also flexible: if you prefer to make your travel arrangements in some other fashion, just go to NYU Traveler right afterwards and REGISTER your travel plans through Worldcue (for the purpose of using NYU Traveler, we define travel as all air travel, rail (Amtrak or Euro Rail), or a hotel stay).

Worldcue is also a resource to travelers: it contains a wide range of information about travel destinations, global travel tips, and travel tools.

To access [Worldcue's](#) in-depth reports about a specific destination, or to update your

2. Creating your Profile and Password to log into WorldCue for the first time

After you have clicked on the link provided in the Welcome Email, you will be prompted to create a password for your initial login to the WorldCue system where you will be able to browse intelligence information for locations around the world or update a trip you have already manually entered

The screenshot shows the WorldCue registration page. At the top left is the WorldCue logo, and at the top right is the iJET Intelligent Risk Systems logo. The main heading reads: "Please create a permanent user name and password for your Worldcue® account. If you have an existing Worldcue® account, please check 'Existing User' and enter your existing user name and password to access your account."

The registration form includes the following fields and options:

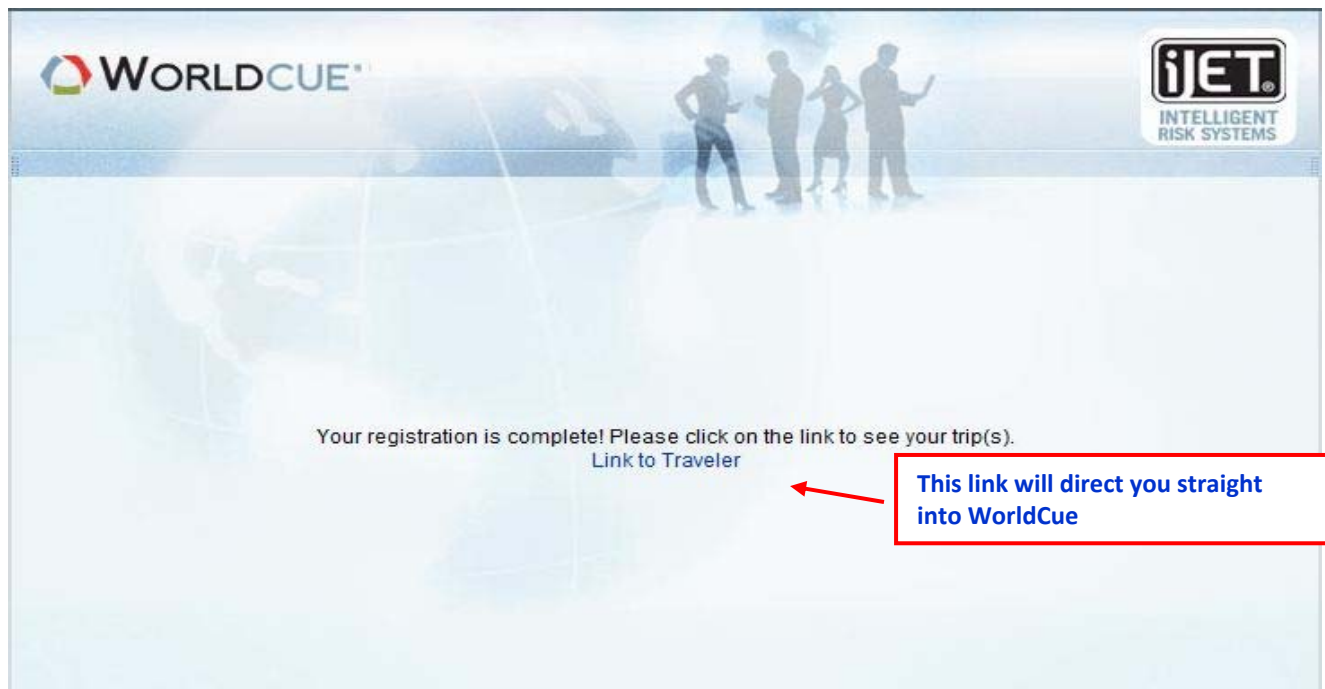
- First Name: John
- Last Name: Traveler
- User Name: jt1234@nyu.edu
- Password: [Empty field]
- Verify Password: [Empty field]
- Existing User
- I accept the TERMS OF USE
- Submit button

Annotations on the form:

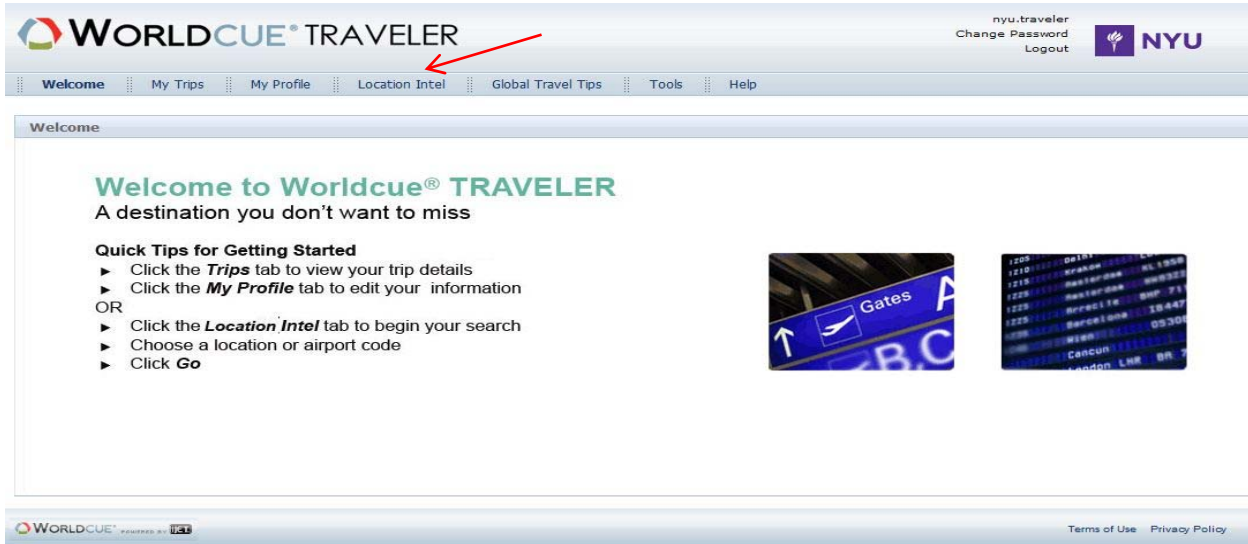
- A red bracket on the right side of the password fields points to a red-bordered box containing the text: "Please note the guidelines for creating a secure password".
- A red arrow points from a red-bordered box containing the text: "After creating your password, check the 'I accept the TERMS OF USE' box and click 'Submit'" to the "I accept the TERMS OF USE" checkbox.
- Below the form, there is contact information for iJET Customer Service: CALL: 1-877-606-4538 (U.S. Toll Free) / +1-443-716-2419 (Outside the U.S.), EMAIL: customerservice@iJET.com.

At the bottom of the page, there is a copyright notice: "© Copyright iJET International, Inc. 2011. All Rights Reserved. iJET®, Travel Intelligence® and Worldcue® are registered trademarks of iJET International Inc. in the U.S., other countries or both. One or more patents may apply to iJET's Software and Services, including without limitation: U.S. Patent Nos. 6,842,737 7,269,668 and 7,343,303 B2."

3. After creating your password, you will be redirected to the screen below. From here you can gain access directly into WorldCue and begin using the system.



4. When you login to WordCue Traveler you can click on the **Location Intel** tab to find out research the destination you may be planning travel to, or will be planning travel to.



5. If you need to edit a trip you have previously entered, click on the **My Trips** tab and click on the trip you wish to edit.



6. Then click on the EDIT

Employee Information for - Windows Internet Explorer
https://apps.worldcue.com/empmgmt/trip.xhtml?tripId=103652684

Itinerary Information

Traveler Name: Traveler NYU Test
Trip Name: SAMPLEPNR
Record Locator: SAMPLEPNR
Memo:

Traveling Contact Information

Edit [Print](#)

LEGS

Type	From Date	From Location	To Date	To Location	Options
AIR	Oct 15, 2011 12:00 AM	New York - New York City	Oct 15, 2011 12:00 AM	Abu Dhabi	Delete
AIR	Oct 16, 2011 12:00 AM	Abu Dhabi	Oct 16, 2011 12:00 AM	New York - New York City	Delete

[Add Air Leg](#) [Add Car Leg](#) [Add Hotel Leg](#) [Add Rail Leg](#)

7. That will open the trip for Editing. Click on SAVE.

Employee Information for - Windows Internet Explorer
https://apps.worldcue.com/empmgmt/pages/tripInfo/itineraryInfo.xhtml?conversationContext=3

Itinerary Information

Traveler Name: Traveler NYU Test
Trip Name:
Record Locator:
Memo:

Traveling Contact Information

Save [Cancel](#) [Print](#)

8. That will open the details of the trip and allow the traveler to edit accordingly. Click on the appropriate leg you wish to add or “Add” a leg if applicable. Keep in mind, if the travel was booked with AMEX or Egencia, the updated itinerary will pass to Worldcue and Public Safety automatically, thus eliminating these steps.

The screenshot shows a web browser window titled "Employee Information for - Windows Internet Explorer" with the URL "https://apps.worldcue.com/empmgmt/pages/tripInfo/itineraryInfo.xhtml?conversationContext=3". The page content includes:

- Itinerary Information** header.
- Traveler Name: Traveler NYU Test
- Trip Name: SAMPLEPNR
- Record Locator: SAMPLEPNR
- Memo: (empty)
- Traveling Contact Information: (empty)
- LEGS** section containing a table with columns: Type, From Date, From Location, To Date, To Location, and Options.
- Buttons: "Add Air Leg", "Add Car Leg", "Add Hotel Leg", "Add Rail Leg", and "Print".

Type	From Date	From Location	To Date	To Location	Options
AIR	Oct 15, 2011 12:00 AM	New York - New York City	Oct 15, 2011 12:00 AM	Abu Dhabi	Delete
AIR	Oct 16, 2011 12:00 AM	Abu Dhabi	Oct 16, 2011 12:00 AM	New York - New York City	Delete

At the bottom of the table, there are four buttons: "Add Air Leg", "Add Car Leg", "Add Hotel Leg", and "Add Rail Leg". The "Add Hotel Leg" button is circled in red. The "AIR" text in the first two rows of the table is also circled in red.

If you have any questions, please contact the NYU Help Desk at (212)998-3333, or AskITS@nyu.edu or iJET Customer Service at (443)716-2419, toll free (877)606-4538 or Customerservice@ijet.com