TRAVEL THE WORLD WITH

myCSUNglobe
What is myCSUNglobe?

Web-based travel registration software

Pilot programs:
- Study Abroad
- International travel of students, faculty and staff
- Faculty-led programs
- Incident reporting

Powered by Terra Dotta
Benefits

- Streamline processes
- Accept application online
- Enhance the applicant experience
- Create campus-wide risk-management utilities
- Manage all program information
- Easy to maintain, update and edit the system
Why do we need myCSUNglobe?

• Current foreign travel insurance process
  • Cumbersome and slow
  • Not linked with other programs

• International Activities Audit Report
  • Study Abroad training sessions
  • Emergency preparedness
  • Development and approval of travel/study courses
How Does It Work?  https://mycsunglobe.csun.edu
Welcome to myCSUNglobe
To login to myCSUNglobe, click on “login/register”

This will take you to the CSUN login screen. Enter your CSUN login information and click “Login”.

This software does not allow for “delegates”. You must complete your own application. This is to ensure you are aware of and understand the risks of international travel. This software also has personal information you should not share with others. Do NOT share your login information.
If you forget to login to myCSUNglobe and go right into starting your application you will get this screen “Security: User Identification Wizard: Step 1”.

Click the radio button that says “I have a CSUN username and password” and click “Submit”.

This will take you to the CSUN login screen. Enter your CSUN login information and click “Login”.
Choose the travel that applies:

- Travel without Students
- Travel with Students (non-Credit)
  - Athletics travel to do community work
  - Travel to a conference as a group
- Travel with Students (for Credit)
  - Engineering takes students to Germany to visit a university and local businesses
  - Biology has a tropical semester in the Galapagos Islands
  - Kinesiology travels to International countries to do clinical work for their degree
Checklist of the information/documents needed to register your travel and request insurance.

You must check the US State Department and the CSURMA website to verify if your destination(s) are “high risk” or not. (Item #2)

Please note the timelines in #4 and #5.

Once you have gathered all of this information/documents click on the “Register Travel” button.
Build Your Itinerary

- **Arrival date** is the date you are leaving the US.
- **Departure date** is the date you are returning back to the US.
- Place your cursor in the date box and a calendar will appear.

Choose your location:

- type the first few letters of the city, some choices will appear and choose your destination or
- you can scroll through the alphabetical list of programmed location gathered from previous CSUN destinations.
- Click “Add to Itinerary”
If you are traveling to multiple locations, you will need to build each leg of your travel and “Add to Itinerary”.

When you have built your complete itinerary then click the “Submit” button.

Each leg of your itinerary will display here.
Welcome to the Program Application Page

This is the main page outlining all of the information/documentation needed to submit your application.

Each of the “red” items are links to information to view/read or questionnaires to be completed.

All check boxes must be checked before you can submit your application.
CSUN Emergency Guidelines for International Activities

This document needs to be digitally signed acknowledging you have read and understand these procedures.
Learning Content: Health & Safety
Informational Videos

CSUN has provided various information videos to aid you while traveling abroad. They include:

- Alcohol
- Prescription Drugs
- Illegal Drugs
- Mental Illness
- Chronic Illness
- Sexually Transmitted Diseases
- Jet Lag
- Traveler’s Diarrhea
- Sun Exposure
- Malaria
- Motion Sickness
- Water Hazards
- Altitude Sickness
- Personal Safety

If you are experiencing any of these and are unsure of what to do, contact the insurance company or the authorities, if necessary.

After you have viewed the videos, you will need to click the “Mark as Read” button
Faculty Class Coverage

- This is required by the Provost’s Office to ensure there is class coverage for our students.
- If you need to step away from your computer, make sure you save the information you have typed or it may be lost.
- When you have completed the information click the “submit” button.
- If you have no classes, please include this information here.
Faculty/Staff/Student Independent International Travel Questionnaire

Purpose of Travel Options
- Business Meeting
- Conference/Professional Development
- Consulting
- Fulbright Scholarship
- Other University Business
- Personal
- Recruitment
- Research/Grant
- Site Visit
- Teaching
- Study Abroad

Hold the CTRL key, to choose multiple selections.

Save your information often
Transportation Method(s) Options

- Private Car
- Public Transportation
- Rental Car
- Shuttle
- Taxi
- Train

- Boat: note: there is no foreign travel coverage for boat transportation
- Other

Save your information often
Safety and Security
Transportation Plans

- Your response is very important.
- The Provost and the President will be confirming you have read the US State Department’s Alerts regarding your destination(s).
- Your responses should address your proposed actions to avoid and/or minimize your risks while traveling.

Save your information often
When you have completed this questionnaire, save your information. Go back into the questionnaire and make sure all of the questions with an (*) have a response. If so, click the “Submit” button. You will get the following message:

**Success** You have successfully completed this questionnaire.
International Travel Daily Itinerary

- The link to the form is included in the questionnaire.
- This itinerary must be “daily” – *one day per line*. It may be necessary to have multiple pages based on the number of days you are traveling.
- We recommend you complete this in advance and save it to your desktop and it can then be uploaded to this questionnaire.
- Lodging information must be included.
- Click on “Upload File”.

(Next Page)
How to Upload a Document to myCSUNglobe

1. Click on the “Browse” button and choose your document to upload from your computer.
2. The name of the file will appear in the “New File” box.
3. Then click the “Submit” button.

• This box will appear.
• (Next Page)
• Your screen will return to the International Travel Daily Itinerary page.

• The file you uploaded should appear in the box.

• Then click the “Submit” button.
<table>
<thead>
<tr>
<th>Date</th>
<th>City, Country</th>
<th>Activity</th>
<th>Indicate CSUN or Personal Business</th>
<th>Lodging Name</th>
<th>Lodging Address</th>
<th>Lodging Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/16</td>
<td>Los Angeles</td>
<td>Travel to Sao Paulo</td>
<td>Personal Business</td>
<td>Overnight on the Plane</td>
<td></td>
<td></td>
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<tr>
<td>08/17</td>
<td>Campinas - Brazil</td>
<td>Rest - Leisure</td>
<td>Personal Business</td>
<td>Collaborator's Home</td>
<td>Celso Egidio de Souza Santos, 111</td>
<td>55-19-32411116</td>
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<td>Personal Business</td>
<td>Collaborator's Home</td>
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<td>55-19-32411116</td>
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<tr>
<td>08/20</td>
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<td>Research at UNICAMP</td>
<td>CSUN Business</td>
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<td>CSUN Business</td>
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<td>55-19-32411116</td>
</tr>
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<td>Research at UNICAMP</td>
<td>CSUN Business</td>
<td>Collaborator's Home</td>
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<td>Research at UNICAMP</td>
<td>CSUN Business</td>
<td>Collaborator's Home</td>
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<td>55-19-32411116</td>
</tr>
<tr>
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<td>Campinas - Brazil</td>
<td>Research at UNICAMP</td>
<td>CSUN Business</td>
<td>Collaborator's Home</td>
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<td>55-19-32411116</td>
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<td>Rest - Leisure</td>
<td>Personal Business</td>
<td>Collaborator's Home</td>
<td>The same as above</td>
<td>55-19-32411116</td>
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<td>Campinas - Brazil</td>
<td>Research at UNICAMP</td>
<td>CSUN Business</td>
<td>Collaborator's Home</td>
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<td>55-19-32411116</td>
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<td>CSUN Business</td>
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<td>CSUN Business</td>
<td>Collaborator's Home</td>
<td>The same as above</td>
<td>55-19-32411116</td>
</tr>
</tbody>
</table>
Step Enrollment

If you are not a US Citizen you will not be able to register with the US State Department. Please check “no”. You will be returned to the main application page and this questionnaire will be marked as “N/A”.

If you are a US Citizen click “yes” and you will go to the next page.
STEP Enrollment

- Click on the US State Department “Smart Traveler Enrollment Program” (STEP) to register in this program. This is a good travel tool. You will receive emails/text messages on anything going on in your destinations.

- Save the profile page with the existing trip information as a .pdf to upload here. This is your proof for the Provost and President.

- Click on the “Upload Profile Page”.

(Next Page)
How to Upload a Document to myCSUNglobe

- This box will appear.
- Click on the “Browse” button and choose your document to upload from your computer.
- The name of the file will appear in the “New File” box.
- Then click the “Submit” button.
  - (Next Page)
• Your screen will return to the STEP Enrollment page.

• The file you uploaded should appear in the box.

• Then click the “Submit” button.
Sample

Must have travel dates & destinations

PAPERWORK REDUCTION ACT
Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time required for searching existing data sources, gathering the necessary documents, providing the information or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a valid Office of Management and Budget (OMB) number. If you have comments on the accuracy of this burden estimate or recommendations for reducing it, please send them to: Bureau of Consular Affairs, Overseas Citizens Services (CA/OCS/PMO), U.S. Department of State, SA-17, 10th Floor, Washington, DC 20522.
Travel Documentation

- This is for any additional travel documentation you may have regarding your travel.
  - Conference Agenda
  - Invitation Letter
  - Research Proposal
  - IRB Approval Form
  - Etc.

- Click on “Upload” and follow the previous upload process.
- When you have uploaded all of your documentation click the “Submit” button.
Travel Risk Assessment

- Check the US State Departments Travel Advisory website for the travel advisory level of your destination(s).
- Select the “Travel Advisory Level of your destination(s).
- If you have multiple destinations, select the “highest” travel advisory.
- If any of your destinations have special alerts for certain cities or regions, select yes or no.
- Check the CSURMA Warning List. Are any of your destinations on this list?
- Select yes or no.
Travel Advisory Security and Safety Precaution Plan

If any of your destinations
• have Travel Advisory level of 3 or 4; or
• are listed on the CSURMA list

Describe the extra security and safety precautions you will take based on the travel advisory information obtained in the US State Department’s. Do NOT copy the example! Response needs to be in your own words.

If your destination is a Level 1 or 2 with no Alerts, please indicate this.
Your application will be complete when all of the “received” checkboxes have been checked or say N/A.

You then need to click on “Submit Application”.

You will receive the following message.

Your application will now go through the approval process and you will be notified via email when insurance coverage has been bound.

This is the approval timeline:

- Basic Low risk travel – 3 weeks.
- High/War risk travel – 8 weeks.
Approval Process

1. All Applications will be reviewed first by Risk Management. If any information/documents are missing, incomplete or inappropriate Risk Management may return the application to the traveler. (This may delay your approval time)

2. After the initial review by Risk Management, your application will go to the Dean of your college for approval.

3. If you are not in Academic Affairs, the Dean approval will be

4. After the Dean approves your application, it will go to the VP of Academic Affairs (Provost) for approval.

5. If your application is to a high risk/war risk destination, your application will then go to the University President (high risk) and the Chancellor’s Office (war risk) for approval.
Important things to remember:

• All questions must have a response. We are unable to accept TBD.

• Your “daily” itinerary must be one day per line. It may be necessary to use more than one page if your travel is lengthy.

• Please do not copy the “examples” word for word. Responses need to be in your own words.

• If any of your responses are not sufficient or deemed inappropriate, your application may be returned to you for modification and will delay the approval process.

• Please remember, the approval process and timelines are based on the availability of the Dean, Provost, and President.
Travel with Students (Non-Credit)

From the myCSUNglobe home page, click on Travel with Students (Non-Credit)

This option will require an additional document upload of the Participant List.

All students will need to submit their own applications for travel and they will be linked to your travel application.
Travel with Students (Credit)

From the myCSUNglobe home page, click on Faculty-Led Programs

This will require you to submit a Program Proposal for this travel.

All students will need to submit their own applications for travel to the specific Program tied to this learning experience.

Questions: Contact: Zachary Helsper – x6984 or email zachary.helsper@csun.edu
To access your applications

- From your Applicant Home page
- Click “Applicant” at the top of the menu bar
- Click “My Applications” in the drop down
- A list of your applications will appear, click on the application you wish to review or modify.
- This will take you to the Program Application Page (Request)
- You may then make modifications or complete the application for submission
- Once the application is submitted, the only modifications you will be allowed to make are to the “Itinerary”
To Modify the Itinerary of a Submitted Application

- Open the application
- Under Itinerary you can modify your itinerary or add additional days/locations to this trip.
- To modify dates/location, click on the pencil and this will open the itinerary record. Make your revisions and click the “Update” button.
- To add to your itinerary, click “add new itinerary record” button. Add the new dates/location and click the “Add” button.
- Risk Management will receive notification from myCSUNglobe of all changes to itineraries.
Contact Information:

Cyndi Paull, Risk Management  x6830  or  mycsunglobe@csun.edu
Marlene Gale, Provost Office  x5233  or  marlene.gale@csun.edu
Lisa Telles, Risk Management  x2079  or  lisa.telles@csun.edu
Zachary Helsper, Tseng College  x6984  or  zachary.helsper@csun.edu