Tip Sheet for Registering Your Trip with International SOS

- All students studying abroad are required to register their travel with International SOS (I-SOS). International SOS is an independent service engaged by Five Colleges to provide 24 hour, world-wide emergency assistance services for covered travelers when traveling abroad. All students must create a profile before they depart for the semester or year abroad. To create a profile, follow these steps:

  1. **Important:** Use **Internet Explorer 6.0 or higher** (Mozilla & Safari are not compatible)
  3. Click on the I-SOS Portal on the left hand menu bar
  4. Create a profile using the Personal Travel Locator (PTL) available on the I-SOS Portal

  ❖ **TIP:** The password for your account must include 8-40 characters, and at least 1 number(s), 1 capital letter(s), and 1 special character(s) (e.g. &,%,^,$,#)

  ❖ **TIP:** Once you log in to create your profile, be aware of your time as the system will log you out automatically after 15-20 minutes of inactivity.

  ❖ **TIP:** Review the “Screen View” handout to know what information you will need in order to complete your profile, e.g. passport number, program dates.

- **Add travel arrangements:** Once you have made your air reservations, go back into your saved I-SOS profile and add your itinerary by using the “Add a New Trip” function in the PTL. Select “Add a flight” to individually add each leg of each flight.

  ❖ **TIP:** Please do not include letters in the “Flight Number” field or the program will not save your information.