

# Trip Registration

## Registering a New Trip

1. Log in to the RSS Platform at <https://app.riskandsafety.com/>
2. Choose **UC Away - Register Travel** under the “Get Started” menu (you may have to scroll down the menu if you have multiple items)
3. Select **Start Form**
4. Enter your trip details on the form. All required fields are indicated with an asterisk (\*)  
**Note:** You can rename the trip by selecting the text “Untitled UC Away – Register Travel” and editing to give your trip a name.
5. When the trip information is complete, select **Submit**
6. Once registered, you’ll be provided a summary page and confirmation email with the following:
  - Access to Crisis24, a travel intelligence service
  - Travel Insurance cards which can be downloaded or printedKeep the confirmation email for future reference

## Trip Statuses

A trip can have the following statuses:

1. Draft
2. Submitted
3. Update in Progress – only used when editing a trip
4. Trip Updated – only used after a trip is edited

## Downloading or Printing Insurance Cards

The insurance cards are available on the summary page displayed directly after you submit. If you didn’t have an opportunity to print at that time, you can still access them.

1. Locate the confirmation email you received after submitting your trip
2. In the email under “Insurance Cards” select the link **Employee/Student Insurance Card**
3. A PDF with the information will load, which you can save or print using your browser's tools

## Copying a Trip

Use this feature to quickly duplicate trips with similar information.

1. Locate the confirmation email you received after submitting your trip
2. Select the **View Report** link
3. Log in to Away using your organization email and password
4. While viewing the trip, select the three-dot menu in the upper right corner
5. Select **Copy Form**
6. A draft of a new trip will be created using the old information
7. Edit the trip as needed and select **Submit**