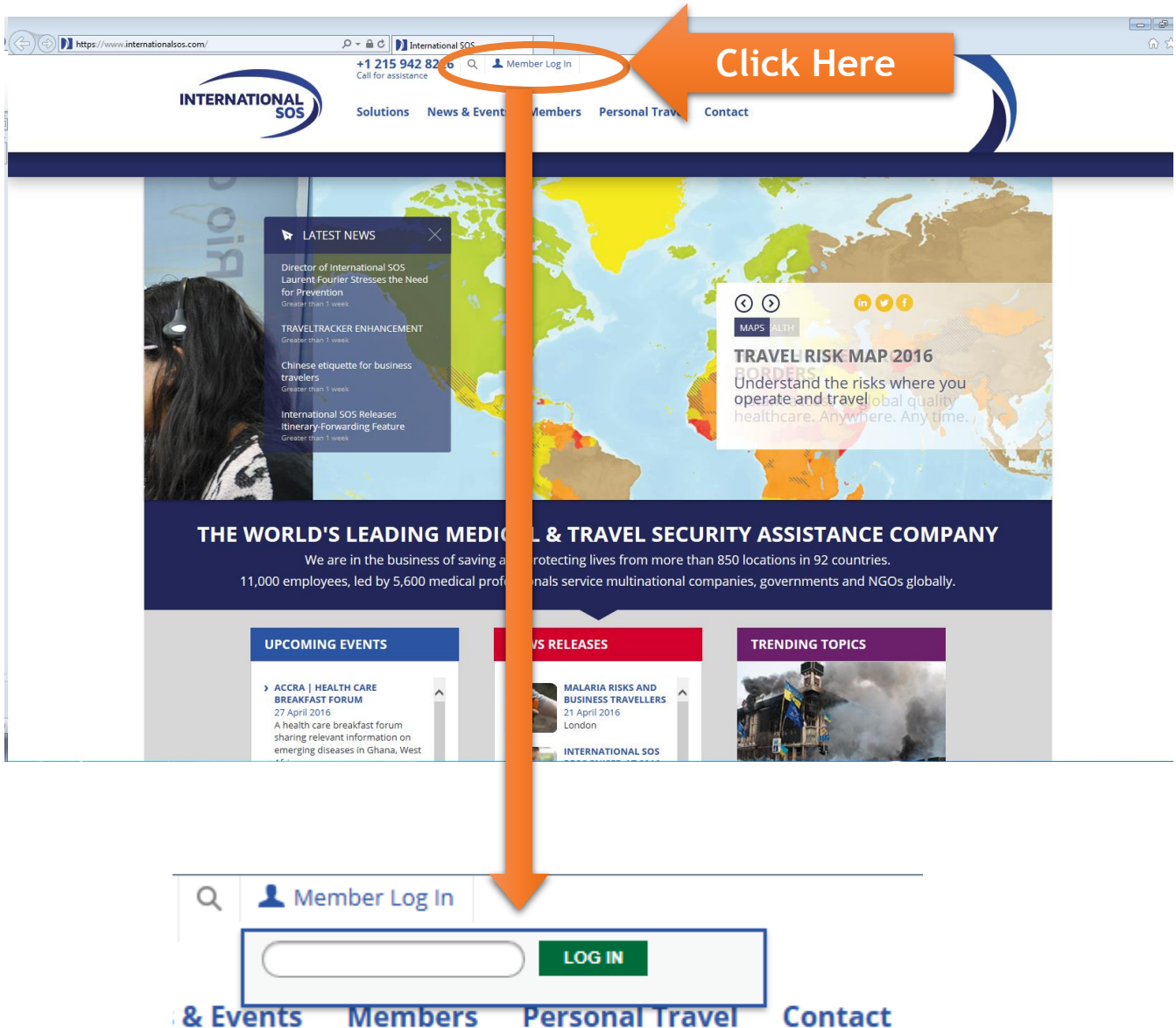


- Go to: WWW.INTERNATIONALSOS.COM
- Click “Member Log In”
 - Enter: **11BSGC000037** as “Membership Number”



- Click on “Emergency Record”

The screenshot shows the International SOS Assistance Abroad website. At the top, there's a header with 'THE UNIVERSITY OF TEXAS System' and 'International SOS Assistance Abroad medical, security and travel'. Below that, a 'Medical & Security Alerts' section displays a news item about Bamako, Mali. A search bar is available for 'Country or Disease'. The main navigation includes 'HOME', 'EMERGENCY CONTACTS', 'FAQS', 'MEMBERSHIP BENEFITS', and 'SIGN OUT'. On the left, there are dropdown menus for 'Country' and 'Disease & Prevention', along with links for 'Travel Advice', 'Security Advice', 'Email Alerts', and 'Print/Email Report'. The central 'MANDATORY REGISTRATION' section explains that international travelers are required to register and provides links for 'MyTrips' and 'Emergency Record'. A large orange arrow points to the 'Emergency Record' link. On the right, there are sections for 'Current Medical Alerts', 'Ebola Virus', 'Personal Travel', and a 'Worldwide reach Human touch SOS' logo with contact information.

- “First Time Users” need to “Sign Up”
 - Tip: if this is your first time doing study abroad you are a first time user.
- “Returning Users” please log in with your previously used login information
 - If you do not remember your “User ID” you will need to create a new account



An AEA Company

International SOS Emergency Record

Emergency Record

How it Works

Emergency Use

Security

Welcome University of Texas System!

Please use Internet Explorer to complete and view your Emergency Record.

Sign up, access, or learn more about the International SOS Emergency Record.

This site will enable you to understand:

- [What the Emergency Record is](#)
- [How it works](#)
- [How it may be used in emergencies](#)
- [The security of your record](#)

First Time Users:

[Sign Up](#)


Returning Users:

User ID:

Password:

[Login](#)

[Forgot Your Password?](#)

 EU reviewed by
site privacy statement

- Once you click “Sign Up” you will see the following screen:



An AEA Company

International SOS Emergency Record Registration



Fill in ALL the necessary fields.

First Name: *

Middle Name:

Last Name: *

Email Address: *

Username: *

Password: *

(Case sensitive, six-characters with at least one numeric character)

Confirm Password: *

Permission: * Information enclosed in my Emergency Record may be used for the sole purpose of providing me with medical care and related services when circumstances require it. International SOS staff and persons and/or organizations who are providing, coordinating or monitoring my care in conjunction with International SOS are the only people authorized to use my information.

* represents a Required Field

Click Here

- PLEASE USE YOUR UTRGV STUDENT USERNAME AND PASSWORD.

- Make sure to read and check the “Permission” Box.
- Once you are done, “Click on Submit”
- Once you create your new account, click on “Continue to your emergency record”



An AEA Company

International SOS Emergency Record Registration



Click Here

Thank you for Registering
[Continue to your emergency record.](#)



An AEA Company

Date Created - May 20, 2014

Please update your information using the Navigation Menu on the left side of this page.

Administration

[Home](#)
[Print or Email](#)
[Summary](#)
[Change Password](#)
[Delete this Record](#)
[Logout](#)

Emergency Record

[Personal Information](#)
[Emergency Contacts](#)
[Physicians](#)
[Health Insurance](#)
[Medical History](#)
[Surgical History](#)
[Current Medications](#)
[Allergies](#)
[Physical Devices](#)
[Glasses & Contact](#)
[Lenses](#)

General Information

Home Phone:
Work Phone:
E-mail: johnndoe1@utpa.edu

Employer:
Occupation:
Title:
Location:
Work E-mail:

- You will then be directed to the following screen:

- On the left, click on “Personal Information”

The screenshot displays the International SOS user interface. At the top left is the logo for International SOS, with the tagline "An AEA Company". To the right of the logo, it says "Date Created - May 20, 2014" and "Please update your information using the Navigation Menu on the left side of this page." Below the logo is a navigation menu with two main sections: "Administration" and "Emergency Record". The "Emergency Record" section is highlighted with a blue bar, and "Personal Information" is circled in orange. A large orange arrow points from the text "Click Here" to the "Personal Information" link. The "General Information" section is also highlighted with a blue bar and contains the following fields: Home Phone, Work Phone, E-mail (with the value johndoe1@utpa.edu), Employer, Occupation, Title, Location, and Work E-mail. A large, faint globe graphic is visible in the background.

- Complete the “Personal Information” section
 - You DO NOT NEED TO COMPLETE THE “EMPLOYER INFORMATION” SECTION
- Click “Update” to SAVE your information
- Once you SAVE, Click on “Emergency Contacts”

- Once you click “Emergency Contacts” you will be directed to the screen below
- PLEASE PROVIDE THE MAIN INDIVIDUALS WHO YOU WANT TO HANDLE ANY EMERGENCIES

Administration

[Home](#)
[Print or Email Summary](#)
[Change Password](#)
[Delete this Record](#)
[Logoff](#)

Emergency Record

[Personal Information](#)
[Emergency Contacts](#)
[Physicians](#)
[Health Insurance](#)
[Medical History](#)
[Surgical History](#)
[Current Medications](#)
[Allergies](#)
[Physical Devices](#)
[Glasses & Contact Lenses](#)

Vaccination Mgmt

[Vaccination Wizard](#)
[Vaccination Summary](#)

My Documents

[Attach a File or Photo](#)

Personal Information

[\[Update \]](#)

[jump to employer info](#)

Street Address 1:

Street Address 2:

City:

State/Province:

Zip/Postal Code:

Country:

Home Phone:

Area Code-Number

Work Phone:

Area Code-Number

Mobile Phone:

Area Code-Number

Pager:

Area Code-Number

Primary E-mail:

Secondary E-mail:

Date of Birth:

Gender: Male Female

Nationality:

Height:

Weight:

Blood Type:

Employer Information

Employer Name:

Occupation:

Job Title:

Location:

Work E-mail:

Work Phone:

Area Code-Number

Work Street Address 1:

Work Street Address 2:

Work City:

Work State/Province:

[\[Update \]](#)



Click Here
AFTER you

Select
“Unknown”
if you do not
know Blood
Type

ON YOUR BEHALF.

- Example - Parents, Legal Guardians, or Spouse
 - **DO NOT LIST “Boyfriend or Girlfriend” if you know Mom and Dad are going to do the calling. IF DAD IS NOT LISTED THEN WE CAN ONLY TALK TO MOM.**

International SOS
An AEA Company

Administration
[Home](#)
[Print or Email Summary](#)
[Change Password](#)
[Delete this Record](#)
[Logoff](#)

Emergency Record
[Personal Information](#)
Emergency Contacts
[Physicians](#)
[Health Insurance](#)
[Medical History](#)
[Surgical History](#)
[Current Medications](#)
[Allergies](#)
[Physical Devices](#)
[Glasses & Contact Lenses](#)

Vaccination Mgmt
[Vaccination Wizard](#)
[Vaccination Summary](#)

My Documents
[Attach a File or Photo](#)

Emergency Contacts

Contact 1

Title: Title

First Name:

Last Name:

Relationship:

Country: Select Country

Home Phone: Area Code-Number

Work Phone: Area Code-Number

Mobile Phone: Area Code-Number

Pager: Area Code-Number

E-mail:

Contact 2

Title: Title

First Name:

Last Name:

Relationship:

Country: Select Country

Home Phone: Area Code-Number

Work Phone: Area Code-Number

Mobile Phone: Area Code-Number

Pager: Area Code-Number

E-mail:

[\[Update\]](#)

[Click here to SAVE](#)

[\[Update\]](#)

[Click here to SAVE](#)

- Once you enter BOTH of your Emergency Contacts click on “Print or Email Summary” over on the left

International SOS
An AEA Company

Administration
Home
Print or Email Summary
Change Password
Delete this Record
Logoff

Emergency Record
Personal Information
Emergency Contacts
Physicians
Health Insurance
Medical History
Surgical History
Current Medications
Allergies
Physical Devices
Glasses & Contact Lenses

Vaccination Mgmt
Vaccination Wizard
Vaccination Summary

My Documents
Attach a File or Photo

Emergency

Click here AFTER you have SAVED your information

Contact 1

Title: Title

First Name:

Last Name:

Relationship:

Country: Select Country

Home Phone: Area Code-Number

Work Phone: Area Code-Number

Mobile Phone: Area Code-Number

Pager: Area Code-Number

E-mail:

Contact 2

Title: Title

First Name:

Last Name:

Relationship:

Country: Select Country

Home Phone: Area Code-Number

Work Phone: Area Code-Number

Mobile Phone: Area Code-Number

Pager: Area Code-Number

E-mail:

[Update]

- Make sure “Personal Information” and “Emergency Contacts” are checked
 - Click “Create Summary” to continue



- Administration**
- [Home](#)
- [Print or Email Summary](#)
- [Change Password](#)
- [Delete this Record](#)
- [Logout](#)
- Emergency Record**
- [Personal Information](#)
- [Emergency Contacts](#)
- [Physicians](#)
- [Health Insurance](#)
- [Medical History](#)
- [Surgical History](#)
- [Current Medications](#)
- [Allergies](#)
- [Physical Devices](#)
- [Glasses & Contact Lenses](#)
- Vaccination Mgmt**
- [Vaccination Wizard](#)
- [Vaccination Summary](#)
- My Documents**
- [Attach a File or Photo](#)

Print Or Email Summary

Create a summary and then print or email it

[\[Create Summary \]](#)

Click here once both boxes are checked

Please select the contents to be included:

Select all

- | | |
|--|---|
| Personal Information <input checked="" type="checkbox"/> | Physicians <input type="checkbox"/> |
| Employer Information <input type="checkbox"/> | Medical History <input type="checkbox"/> |
| Emergency Contacts <input checked="" type="checkbox"/> | Physical Devices <input type="checkbox"/> |
| Surgical History <input type="checkbox"/> | Glasses & Contact Lenses <input type="checkbox"/> |
| Allergies <input type="checkbox"/> | Current Medications <input type="checkbox"/> |
| Health Insurance <input type="checkbox"/> | Vaccination Summary <input type="checkbox"/> |

If sending an e-mail, select the files to be attached:

DATE	DESCRIPTION	ADD TO E-MAIL
------	-------------	---------------

--No files currently stored--

Additional Comments:

[\[Create Summary \]](#)

- Once you click “Create Summary” you will be directed to the “Emergency Record Summary” screen

- This will be populated with the information you provided (yours will look different from the example below)
- DO NOT USE THE “Email This Summary” Option (IT DOES NOT WORK)



Emergency Record Summary

An AEA Company

Personal Information

Primary E-mail:

john.doe1@utpa.edu

Emergency Contacts

No information on record

No information on record

Email This Summary

To:

From: john.doe1@utpa.edu

Note: add your email address.

Subject: International SOS Emergency Record Summary

Attachments selected: (none selected)

Print this page and give it to either Luis Alcocer in Brownsville or Gaspar Garcia and/or Lizette Leal in Edinburg. If you are unable to do this then email a screen shot to either:

luis.alcocer@utrgv.edu

OR

lizette.leal01@utrgv.edu

gaspar.garcia01@utrgv.edu

STEP 2: HOW TO REGISTER YOUR TRIP

- Go to: WWW.INTERNATIONALSOS.COM
 - Enter: **11BSGC000037** as “Members Login”
 - Click “Arrow Button”

The image is a screenshot of the International SOS website. At the top, the navigation bar includes the International SOS logo, a phone number (+1 215 942 8226), and a 'Member Log In' link. A red circle highlights the 'Member Log In' link, with an orange arrow pointing to it from the text 'Click Here'. Below the navigation bar, there is a large banner featuring a world map and a 'TRAVEL RISK MAP 2016' overlay. A vertical orange arrow points from the 'Member Log In' link down to a search bar at the bottom of the page. The search bar contains the text 'Member Log In' and a green 'LOG IN' button. Below the search bar, the navigation bar is repeated with links for '& Events', 'Members', 'Personal Travel', and 'Contact'.

- Click on “[My Trips](#)”

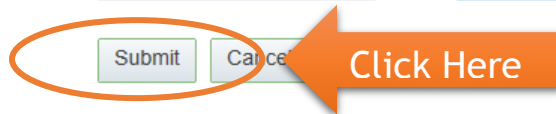
The screenshot shows the International SOS website interface. At the top, there is a navigation bar with the text "THE UNIVERSITY OF TEXAS System" and "International SOS Assistance Abroad medical, security and travel". Below this is a "Medical & Security Alerts" section with a search bar and a "Search" button. A sidebar on the left contains several menu items: "Country", "Disease & Prevention", "Travel Advice", "Security Advice", "Email Alerts", "Print/Email Report", and "Travel Security Online". The main content area features a "MANDATORY REGISTRATION" section with text explaining the registration process. A link for "MyTrips (formerly Personal Travel Locator)" is circled in orange, with a large orange arrow pointing to it and the text "Click Here". To the right, there are buttons for "Emergency Record" and "Personal Travel", along with contact information for the University of Texas System.

- Click “New User? Register here link

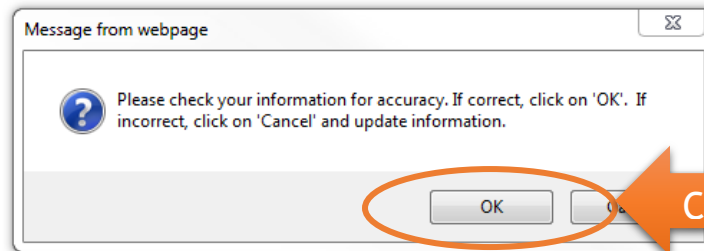
The screenshot shows a login page with a blue header and a white background. The header contains the word "Login". Below the header, there are two input fields: "Username" with a person icon and "Password" with a lock icon. At the bottom of the form, there is a "Forgot Password" link and a "Login" button. Below the login form, the text "8.3.0.2" is visible. At the bottom of the page, the link "New User? Register here" is circled in orange, with a large orange arrow pointing to it and the text "Click Here".

User Registration

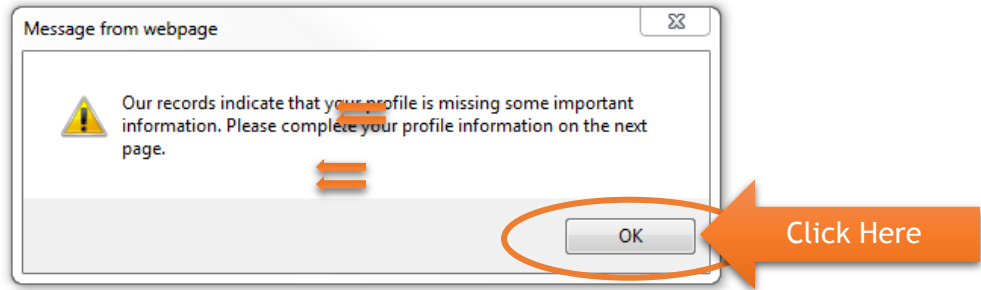
Title Mr. ▼	First Name John	MI	Last Name Doe
Organisation Email Address (User Name) Test1@broncs.utpa.edu	Password ⓘ ●●●●●●		
	Re-Enter Password ●●●●●●		
Security Question1 Mother's maiden name? ▼	Security Question2 Father's middle name? ▼		
Answer 1 Mom	Answer 2 Dad		



- Enter your information and click “Submit”
 - **Make sure to use your UTRGV Email**
- The following box will pop up
 - Click “OK”



- Another box will pop up
 - Click “OK”



- Fill in the Missing Information

- Once you have updated your information, Click on “Create New Trip” at the bottom

- Name your trip at the top of the screen
 - ✓ Trip name: Ex. Study Abroad (Name of the Country)
 - ✓ Traveler type : Student

Then, go to the option add flight...

The screenshot shows the 'MyTrips' interface. At the top, there's a navigation bar with 'MyTrips' and 'INTERNATIONAL SOS Control Risks'. Below that, a welcome message for 'Rocio Cavazos-Guajardo from University of Texas System' is visible. The main content area is titled 'Create New Trip'. It features a form with the following elements:

- 'Trip Name *' field with a placeholder 'Trip Name/Confirmation#/PNR Record Locator'
- 'Agency (optional)' field
- 'Traveler Type' dropdown menu

 Below the form, there are four buttons: 'Add Flight', 'Add Accommodation', 'Add Train', and 'Add Ground Transportation'. An orange arrow points to the 'Add Flight' button, and an orange oval highlights the 'Trip Name *' and 'Traveler Type' fields.

- Provide ALL of your flight information, including connecting flights TO & FROM your destination
 - The Confirmation No. is optional
- Click the “Add another flight” button to add more flights
 - You can disregard the “Train, Accommodation & Local Transportation” options.

MyTrips INTERNATIONAL SOS **Control Risks**

Welcome Rocio Cavazos-Guajardo from University of Texas System User Guide | Feedback | Log Off

[My Profile / Trips](#) [Create New Trip](#)

Create New Trip

Trip Name * Agency (optional)

Traveler Type

Click on the tabs to create your trip segments

Add Flight	Add Accommodation	Add Train	Add Ground Transportation
<p>Airline * <input type="text" value="Airline"/></p> <p><small>Please select Unknown Airline (YY) if you can't find the airline.</small></p> <p>Flight Number * <input type="text" value="Flight number"/></p>	<p>Departure City * <input type="text" value="Departure city"/></p> <p>Departure Date/Time * <input type="text" value="📅"/> <input type="text" value="0"/> hr <input type="text" value="0"/> min</p>	<p>Arrival City * <input type="text" value="Arrival city"/></p> <p>Arrival Date/Time * <input type="text" value="📅"/> <input type="text" value="0"/> hr <input type="text" value="0"/> min</p>	<p>Confirmation Number <input type="text" value="Confirmation number"/></p> <p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>

- Keep in mind the format for your “Departure & Arrival Time” is using a 24 hour format. 0:00 is midnight, 12:00 is noon, 17:00 is really 5:00 PM etc.
- Once you complete the information of your first flight, you can add the next one by pressing the Add Flight.
- To save your trip information, press Save Trip Info

My Profile / Trips Create New Trip

Travel Information: study abroad sample Collapse

Trip Name * study abroad sample

Traveler Type Student

Save Trip Information

Success! Trip details saved successfully

Click on the tabs to create your trip segments

Add Flight Add Accommodation Add Train Add Ground Transportation

Airline * Departure City * Arrival City * Confirmation Number

Flight Number * Departure Date/Time * Arrival Date/Time *

Save Cancel

Travel Itinerary

Flight	Flight Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation Number
American Airlines (AA)	3655	(MFE) McAllen/Mission, United States - Miller Intl Airport	27 Apr 2016, 17:14	(DAL) Dallas, United States - Dallas Love Field	28 Apr 2016, 11:26	

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***Make sure of put ALL YOUR FLIGHTS... FOR EXAMPLE: if you are traveling from McAllen to London, you have to put all your stops (McAllen-Dallas ; Dallas-London; etc.)**

MyTrips INTERNATIONAL SOS Control Risks

Welcome Rocio Cavazos-Guajardo from University of Texas System User Guide | Feedback | Log Off

My Profile / Trips Create New Trip

Travel Information: study abroad sample Collapse

Trip Name * study abroad sample Agency (optional)

Traveler Type

Save Trip Information

Success! Trip details saved successfully

Click on the tabs to create your trip segments

Add Flight Add Accommodation Add Train Add Ground Transportation

Travel Itinerary

Flight	Flight Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation Number
American Airlines (AA)	3655	(MFE) McAllen/Mission, United States - Miller Intl Airport	27 Apr 2016, 17:14	(DAL) Dallas, United States - Dallas Love Field	28 Apr 2016, 11:26	
British Airways (BA)	193	(LHR) London, United Kingdom - London Heathrow Apt	02 Jun 2016, 12:00	(DFW) Dallas, United States - Dallas Dallas/Fort Worth Intl Apt	02 Jun 2016, 15:55	
American Airlines (AA)	3655	(MFE) McAllen/Mission, United States - Miller Intl Airport	27 Apr 2016, 17:14	(DAL) Dallas, United States - Dallas Love Field	28 Apr 2016, 11:26	
British Airways (BA)	193	(LHR) London, United Kingdom - London Heathrow Apt	02 Jun 2016, 12:00	(DFW) Dallas, United States - Dallas Dallas/Fort Worth Intl Apt	02 Jun 2016, 15:55	

Print this page and give it to either Luis Alcocer in Brownsville or Gaspar Garcia and/or Lizette Leal in Edinburg. If you are unable to do this then email a screen shot to either:

luis.alcocer@utrgv.edu

OR

lizette.leal01@utrgv.edu

gaspar.garcia01@utrgv.edu

- **Please provide:**
 - Your name at the top of the page, student ID and phone number.