Notification of International Travel for Faculty and Staff

Creating an Account in our Risk Management System
To be completed when submitting your International Travel Form to International & Border Programs.

2. If you do all of your own travel reimbursements, you can use your NMSU user name and password.
   **IF you want to use a proxy, please follow the instructions below.**

   ![Security : User Identification Wizard: Step 1]

   Please indicate how you will be logging in:
   - [ ] I have a NMSU username and password.
   - [ ] I have login credentials to this site that I received by email.
   - [x] I do not have login credentials to this site.

   Submit

At this point, you may be asked to identify which type of user you are. Please select “I am not currently registered at an institution, as this is for students who are registered full time.”
3. Fill out as prompted. Please use your NMSU email. Then click Create Account.

Security > Login (new user)

Security : Login (new user)

New User Form:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>John</td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td>Smith</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:email@nmsu.edu">email@nmsu.edu</a></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Jan 1 1980</td>
</tr>
<tr>
<td>Gender:</td>
<td>Male</td>
</tr>
</tbody>
</table>

NOTE: An email will be sent to you with your login and password information.
4. You will receive an email from stdyabrd@nmsu.edu with your login link. Follow it, and create your security questions and new password. **If using a PROXY, do not use your NMSU password!**

NMSU Office of Education Abroad Website: Login Information

stdyabrd@nmsu.edu

to me ▼

Office of Education Abroad - Account Created

Welcome to New Mexico State University's Office of Education Abroad!

Following is your temporary login information that will enable you to apply to programs:

User ID: email@nmsu.edu
Temp Password: TEMPORARYPASSWORD123

Please keep this information in a safe place.

To login, use the following link:

Temporary login information is only valid for 1 day(s). If you do not login within 1 day(s) of receiving this message, you will be asked to request a new temp password.

Thank you,

Office of Education Abroad User Support

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This message was generated automatically

5. Now that you are logged in again, go to

6. Select “Create Account”

7. Click OK on the popup:
8. Select the most appropriate term for the time period you will be gone.
9. Input your itinerary. You may input multiple locations, and may search for locations not in our list. Click Add to Itinerary for each location.
Itinerary

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to itinerary' button.

Current Itinerary:

<table>
<thead>
<tr>
<th>Location</th>
<th>From: 06/01/2018</th>
<th>To: 06/05/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beijing, China</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrival Date:</th>
<th>mm/dd/yyyy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure Date:</td>
<td>mm/dd/yyyy</td>
</tr>
</tbody>
</table>

Location: Find location: enter city name here to find location

- 4 corners, United States (North America)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Åbo, Finland (Europe)
- Accra, Ghana (Africa)
- Adelaide, Australia (Australia/Pacific Islands)
- Agra, India (Asia)
- Aix-en-Provence, France (Europe)
- akita, Japan (Asia)
- Alajuela, Costa Rica (Central America)
- Albury-Wodonga, Australia (Australia/Pacific Islands)
Itinerary

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to itinerary' button.

Current Itinerary:

- Beijing, China  
  From: 06/01/2018  
  To: 06/05/2018

- Tokyo, Japan  
  From: 06/05/2018  
  To: 06/09/2018

**Arrival Date:** mm/dd/yyyy

**Departure Date:** mm/dd/yyyy

**Location:**
- Taupo, New Zealand (Australia/Pacific Islands)
- Tauranga, New Zealand (Australia/Pacific Islands)
- Tegucigalpa, Honduras (Central America)
- Tenerife, Spain (Europe)
- Tetouan, Morocco (Africa)
- The Hague, Netherlands (Europe)
- The Pas, Canada (North America)
- Thompson, Canada (North America)
- Tilburg, Netherlands (Europe)
- Tiradentes, Brazil (South America)
- Tokyo, Japan (Asia)

**Add to Itinerary**

**Apply**  **Cancel**
10. When you are done, click Apply. You will be taken to your application landing page. This page will be updated by IBP when your form has been received and processed. You will see checkmarks in the box for each document as it is processed. Please don’t forget to read your Learning Content, which you can access by clicking on each item’s title.
11. To logout, click the gear in the upper right corner.
12. The next time you need to login, you may do so here: [https://studyabroad.nmsu.edu/index.cfm?FuseAction=Security.ExistingUserLogin](https://studyabroad.nmsu.edu/index.cfm?FuseAction=Security.ExistingUserLogin) The landing page will look like this. Click on the program name under applications to return to your checklist.

Office of Education Abroad
New Mexico State University