

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

INTERNATIONAL SOS
+1 215 942 8226
Call for assistance

Member Log In
Membership Number **LOG IN**

Solutions News & Events Member Zone Multimedia Contact

30 YEARS
WORLDWIDE REACH. HUMAN TOUCH.

LATEST NEWS

Business in the time of Ebola - helping one company operate during a full-blown epidemic
Greater than 1 week

10% rise in cases where an evacuation has been prevented over the last three years
5 days ago

Map identifies the best and worst places for emergency healthcare in the world
Greater than 1 week

MAPS

UNDERSTANDING YOUR RISK EXPOSURE

Download our latest Health and Risk maps

THE WORLD'S LEADING MEDICAL & TRAVEL SECURITY ASSISTANCE COMPANY

We are in the business of saving and protecting lives from 700 locations in 89 countries.
11,000 employees, led by 5,200 medical professionals service multinational companies, governments and NGOs globally.

- Click on “Emergency Record”

The screenshot shows the International SOS Assistance Abroad website. The header includes 'THE UNIVERSITY OF TEXAS System' and 'International SOS Assistance Abroad medical, security and travel'. Below the header is a navigation bar with links for 'HOME', 'EMERGENCY CONTACTS', 'FAQS', 'MEMBERSHIP BENEFITS', and 'SIGN OUT'. A search bar is located on the left. The main content area is titled 'MANDATORY REGISTRATION' and contains a section for 'Emergency Record' which is circled in red. A blue arrow points to this circled area with the text 'Click Here'. Other sections include 'Current Medical Alerts', 'Ebola Virus', and 'Personal Travel'.

- “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
TRUST.e
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

• PLEASE USE YOUR UTPA 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”



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International SOS Emergency Record Registration



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

Click Here

- You will then be directed to the following screen:

International SOS
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](#)
- [Logoff](#)

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: john DOE1@utpa.edu

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

- On the left, click on “Personal Information”



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](#)
- [Logoff](#)

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: johndoe1@utpa.edu

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

Click Here

- 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”

Administration

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

Emergency Record

- Emergency Contacts**
- 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

Name:

Work E-mail:

Work Phone:

Province:

[\[Update\]](#)

Click here to SAVE

Click Here AFTER you have SAVED

Select "Unknown" if you do not know Blood Type

DO NOT DO THIS SECTION

- 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 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 IEA 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]

[Update]

Click here to SAVE

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 IEA Company

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](#)

Emergency

Click here AFTER you have SAVED your information

[Update]

	Contact 1		Contact 2
Title:	<input type="text" value="Title"/>	Title:	<input type="text" value="Title"/>
First Name:	<input type="text"/>	First Name:	<input type="text"/>
Last Name:	<input type="text"/>	Last Name:	<input type="text"/>
Relationship:	<input type="text"/>	Relationship:	<input type="text"/>
Country:	<input type="text" value="Select Country"/>	Country:	<input type="text" value="Select Country"/>
Home Phone:	<input type="text"/>	Home Phone:	<input type="text"/>
	<small>Area Code-Number</small>		<small>Area Code-Number</small>
Work Phone:	<input type="text"/>	Work Phone:	<input type="text"/>
	<small>Area Code-Number</small>		<small>Area Code-Number</small>
Mobile Phone:	<input type="text"/>	Mobile Phone:	<input type="text"/>
	<small>Area Code-Number</small>		<small>Area Code-Number</small>
Pager:	<input type="text"/>	Pager:	<input type="text"/>
	<small>Area Code-Number</small>		<small>Area Code-Number</small>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

[Update]

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

International SOS
An AEA Company

Administration | **Print Or Email Summary**

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

Create a summary and then print or email this
[Create Summary]

Please select the contents to be included

Select all

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

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:

johndoe1@utpa.edu

Emergency Contacts

No information on record

No information on record

Email This Summary

DO NOT USE THIS SECTION

To: johndoe1@utpa.edu

From: [redacted]

Note: Emergency Record Summary

Attachments Selected:
(none selected)

Email Summary

Print this page and give it to either Joe Pineda or Victor Torres. If you are unable to do this then email a screen shot to either:

jdpineda@utpa.edu

OR

vmtorres1@utpa.edu

STEP 2: HOW TO REGISTER YOUR TRIP

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

Site selector: Select location → Members Login Enter membership number → **Click Here**

International SOS

Home About us Industries Services News & events Locations Membership

Worldwide reach Human touch

Assistance App
Download for one-touch routine or emergency assistance worldwide

Get a quote for your next trip

I live in --select--
I am traveling for --select--
I want coverage for --select--
Departure

- Click on “[My Trips](#)”

THE UNIVERSITY OF TEXAS System International SOS Assistance Abroad medical, security and travel

Medical & Security Alerts During International Labour Day rallies • • • • • United Kingdom 4/30/2014 12:16:00 AM London: Planned underground network strike

Search for a Country or Disease Search HOME EMERGENCY CONTACTS FAQs MEMBERSHIP BENEFITS SIGN OUT

Country Please select a country
Disease & Prevention Please Select
Travel Advice
Security Advice
Email Alerts
Print/Email Report
Travel Security Online Please select a country

International SOS provides students, faculty and staff with 24-hour medical, security and travel assistance worldwide.

MANDATORY REGISTRATION

As of April, 2010, ALL students, faculty and staff traveling internationally on a university-sponsored trip are required to register with International SOS prior to travel.

Travelers confirming reservations through a UT System contract travel agency (Anthony Travel or Corporate Travel Planners) are automatically registered; travelers confirming reservations through other sources must enter trip information in [MyTrips](#) (formerly known as [Personal Travel Locator](#)) using the link below. You may also elect to complete an [Emergency Record](#) to store and access vital health, contact and vaccination information, the [Emergency Record](#) is strongly encouraged but not

Click Here

Current Medical Alerts
Current Security Alerts
Sign Up for Email Alerts

Emergency Record

Personal Travel

Keep this card handy as you travel

Worldwide reach Human touch

If you need medical or security advice or assistance, call us 24 hours a day, 7 days a week (call collect where available):
Bahrain: +973 332 8479
Philippines: +1 212 542 8229
London: +44 20 6792 8008 Singapore: +65 6338 7900
www.international-sos.com

University of Texas System
Membership Number: 11BSGC000037

- Click “New User? Register here link

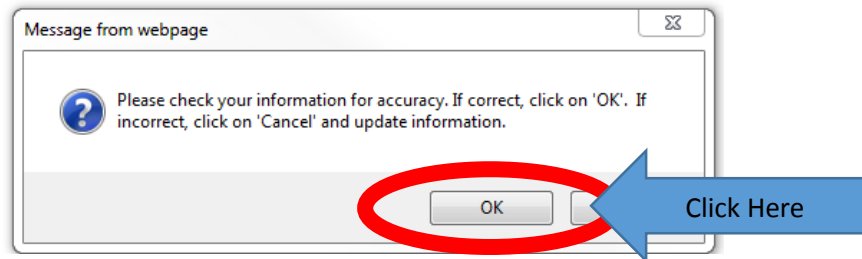
The screenshot shows a 'Login' form with a blue header. Below the header are two input fields: 'Username' with a person icon and 'Password' with a lock icon. At the bottom left is a blue link 'Forgot Password' and at the bottom right is a 'Login' button. The version number '8.3.0.2' is visible in the bottom right corner.



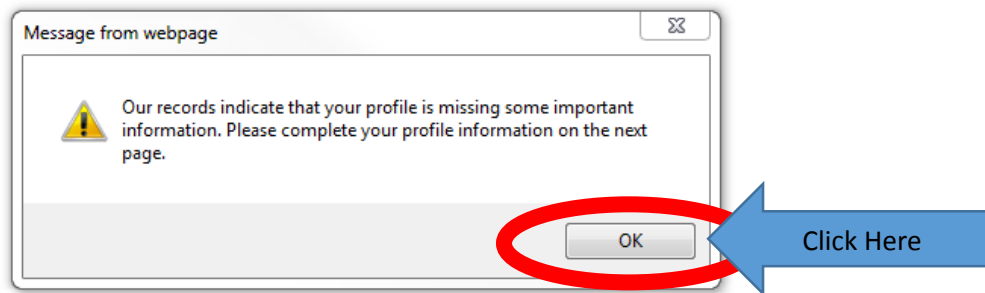
The screenshot shows the 'MyTrips' User Registration form. At the top is the 'International SOS' logo and a blue header with 'MyTrips'. Below the header is the title 'User Registration'. The form contains several fields: 'Title' (Mr.), 'First Name' (John), 'MI', 'Last Name' (Doe), 'Organisation Email 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), and 'Answer 2' (Dad). At the bottom, a 'Submit' button is highlighted with a red circle, and a blue arrow points to it from the right, labeled 'Click Here'.

- Enter your information and click “Submit”

- **Make sure to use your UTPA Bronc Email**
- The following box will pop up
 - Click “OK”



- Another box will pop up
 - Click “OK”



- Fill in the Missing Information
 - Click “Update” at the bottom

International SOS
MyTrips
My Profile / Trips Create New Trip

My Profile

Default

First Name John Last Name Doe

Home Country Select country *

Institution Please Select *

Cell Phone Number *

Phone Priority	Phone Type	Country Code	Phone Number
Select	Select	Select Country Code	

Add Another

Email

Email Priority	Email Type	Email Address
Preferred	Business	Test1@broncs.ulpa.edu

Add Another

Update

Click Here

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

MyTrips
My Profile / Trips Create New Trip

My Profile Edit

Default

First Name John Last Name Doe

Home Country United States

Institution UTP Prep Acad (Prep American)

Cell Phone Number

Phone Priority	Phone Type	Country Code	Phone Number
Preferred	Mobile	United States - 1	8546322388

Email

Email Priority	Email Type	Email Address
Preferred	Personal	Test1@broncs.ulpa.edu

Your information has been updated successfully.

My Trips

Create New Trip

Click Here

- Name your trip at the top of the screen
 - Provide ALL of your flight information, including connecting flights TO & FROM your destination
 - The Confirmation No. is optional

The screenshot shows the 'MyTrips' interface with the following sections:

- Trip Detail:** A text input field for 'Trip Name / Reservation ID' with a '100 characters remaining' indicator. A red oval highlights this field.
- Flights:** A table with columns: Airline, Number, Departure City, Departure Date/Time, Arrival City, Arrival Date/Time, Confirmation No. Below the table is a 'Please select Unknown Airline (Y/N) if you can't find the airline.' section and an 'Add another flight' button. A red arrow points to this button.
- Train:** A table with columns: Train Name, Number, Departure City, Departure Date/Time, Arrival City, Arrival Date/Time, Confirmation No. Below is an 'Add another train' button.
- Accommodation:** A table with columns: Name, Address, Telephone, Check-in Date, Check-out Date, Confirmation No. Below is an 'Add another accommodation' button.
- Local Transportation:** A table with columns: Name, Telephone, Pickup City/Country, Dropoff City/Country, Pickup Date/Time, Dropoff Date/Time, Confirmation No. Below is an 'Add more transportation' button.
- Trip Information:** Fields for Emergency Contact Name, Emergency Contact Phone Number (with a dropdown for 'Algeria - 011-01'), Country of Passport, Passport Number, Passport Expiration Date, Visa Country (pertaining to the current trip), and Visa Expiration Date.

At the bottom of the form are 'Save' and 'Cancel' buttons.

- Click the “Add another flight” button to add more flights
 - You can disregard the “Train, Accommodation & Local Transportation” options.

Trip Detail *

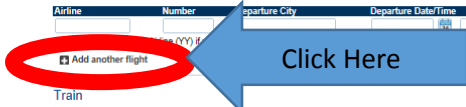
Trip Name / Reservation ID

100 characters remaining

Flight

Airline	Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation No.	Delete
---------	--------	----------------	---------------------	--------------	-------------------	------------------	--------

Add another flight



Train

Train Name	Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation No.	Delete
------------	--------	----------------	---------------------	--------------	-------------------	------------------	--------

Add another train

Accommodation

Name	Address	Telephone	Check-in Date	Check-out Date	Confirmation No.	Delete
------	---------	-----------	---------------	----------------	------------------	--------

Add another accommodation

Local Transportation

Name	Telephone	Pickup City, Country	Dropoff City, Country	Pickup Date/Time	Dropoff Date/Time	Confirmation No.	Delete
------	-----------	----------------------	-----------------------	------------------	-------------------	------------------	--------

Add more transportation

Trip Information

Emergency Contact Name:
Emergency Contact Phone Number: Afghanistan - 011-03
[Instruction for Phone Number Entry](#)
Country of Passport:
Passport Number:
Passport Expiration Date:
Visa Country (pertaining to the current trip):
Visa Expiration Date:

➤ **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.**

- **Don’t forget to fill in the “Trip Information” at the bottom of this screen.**

Trip Detail *

Trip Name / Reservation ID

 100 characters remaining

Flight

Airline	Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please select Unknown Airline (NY) if you can't find the airline.

Add another flight

Train

Train Name	Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add another train

Accommodation

Name	Address	Telephone	Check-in Date	Check-out Date	Confirmation No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add another accommodation

Local Transportation

Name	Telephone	Pickup City/Country	Dropoff City/Country	PickUp Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add more transportation

Trip Information

Emergency Contact Name:

Emergency Contact Phone Number: Afghanistan - 011-93
[Instruction for Phone Number Entry](#)

Country of Passport:

Passport Number:

Passport Expiration Date:

Visa Country (pertaining to the current trip):

Visa Expiration Date:

Save Cancel

Print this page and give it to either Joe Pineda or Victor Torres. If you are unable to do this then email a screen shot to either:

jdpineda@utpa.edu

OR

vmtorres1@utpa.edu

● Please provide:

- Emergency Contact Name
- Emergency Contact Phone Number
- Country of Passport
- Passport Number
- Passport Expiration Date

○ **DO NOT PUT ANYTHING FOR VISA COUNTRY OR VISA EXPIRATION DATE UNLESS VICTOR OR JOE SAY YOU NEED TO. NOT ALL STUDENTS NEED TO DO THIS.**