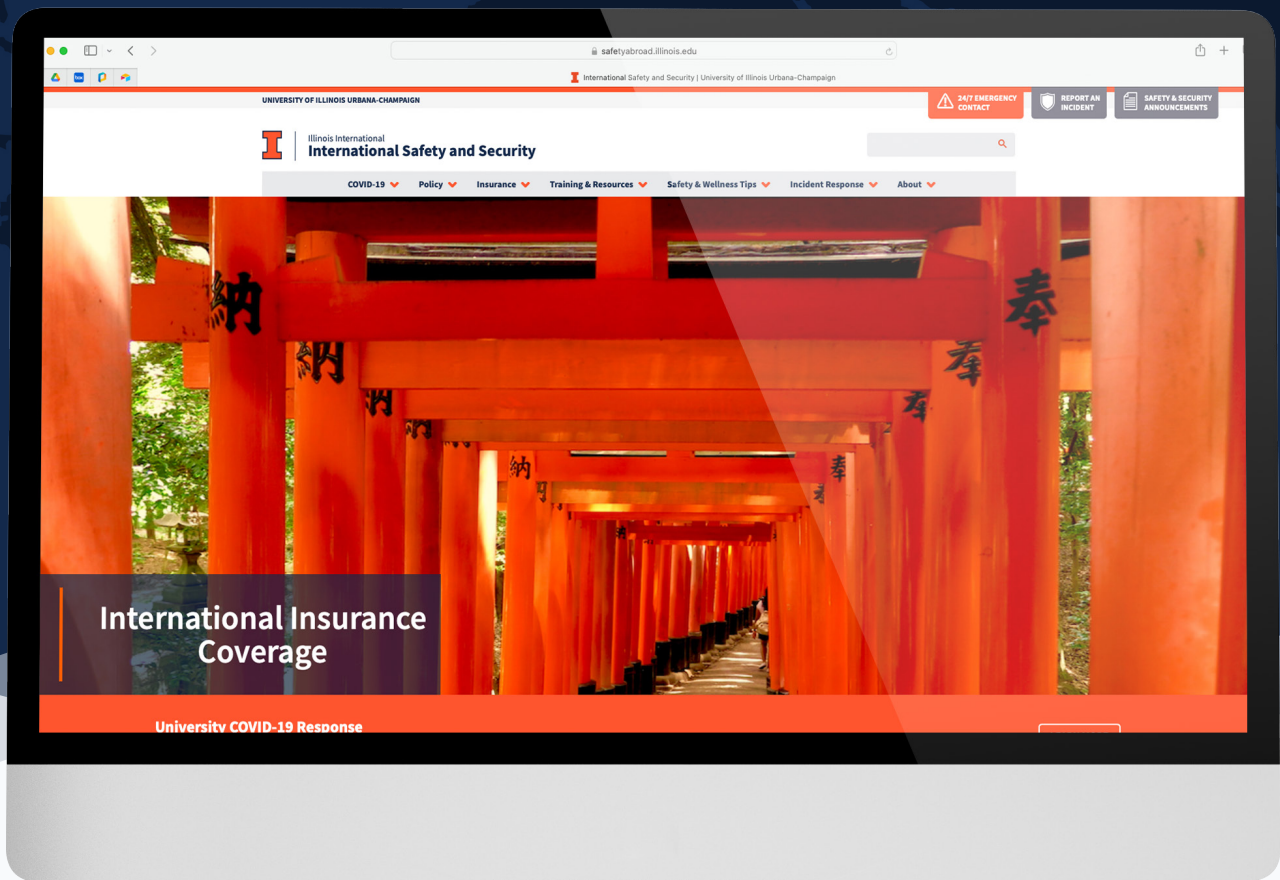


International Safety & Security

# INTERNATIONAL INSURANCE ENROLLMENT GUIDE

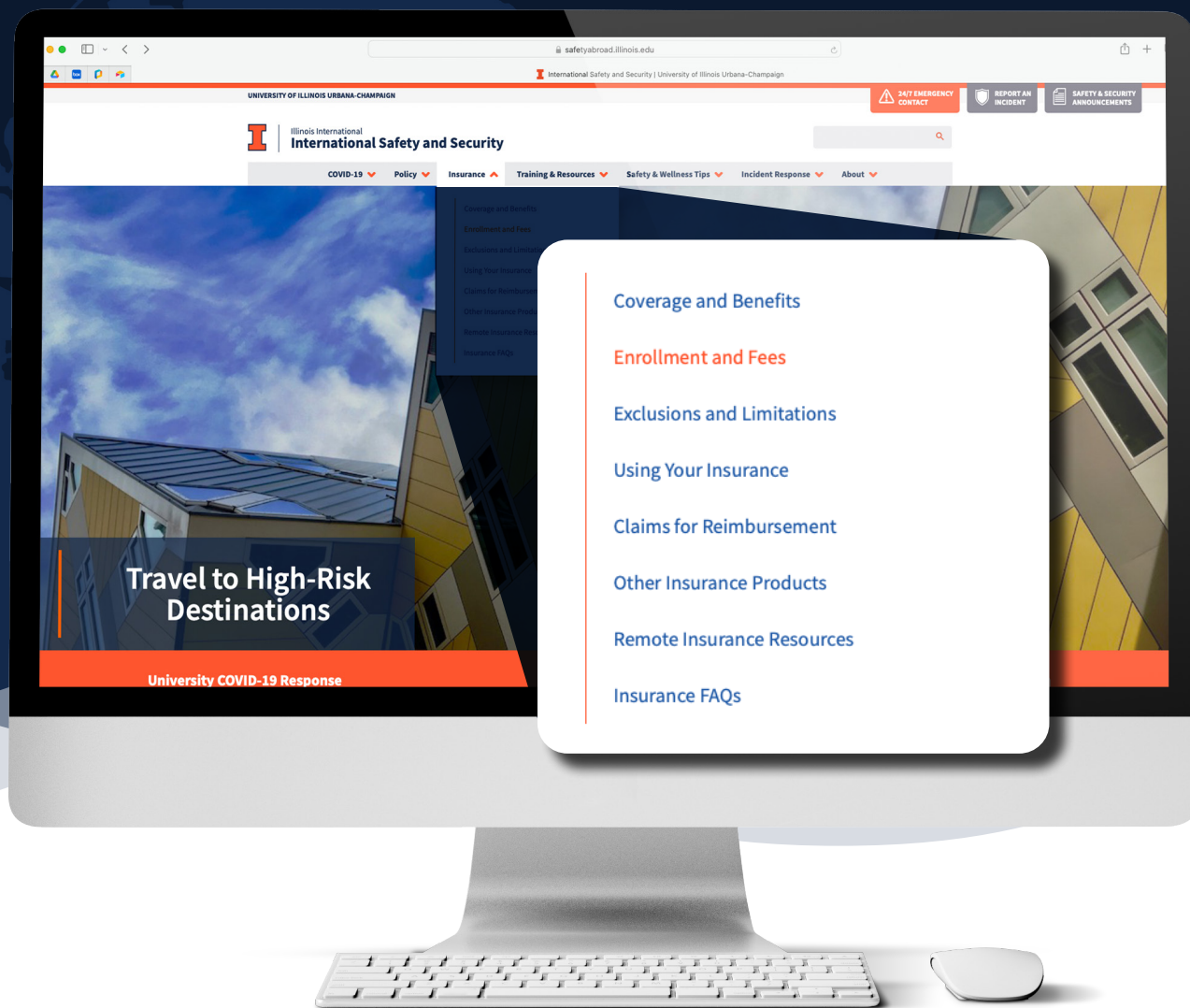
FACULTY & STAFF BY PROXY

A step-by-step guide on how to proxy enroll  
your colleague for your international insurance.



# 01A | GETTING STARTED

1. Visit [safetyabroad.illinois.edu](https://safetyabroad.illinois.edu).
2. Select “**Enrollment and Fees**” under Insurance tab.

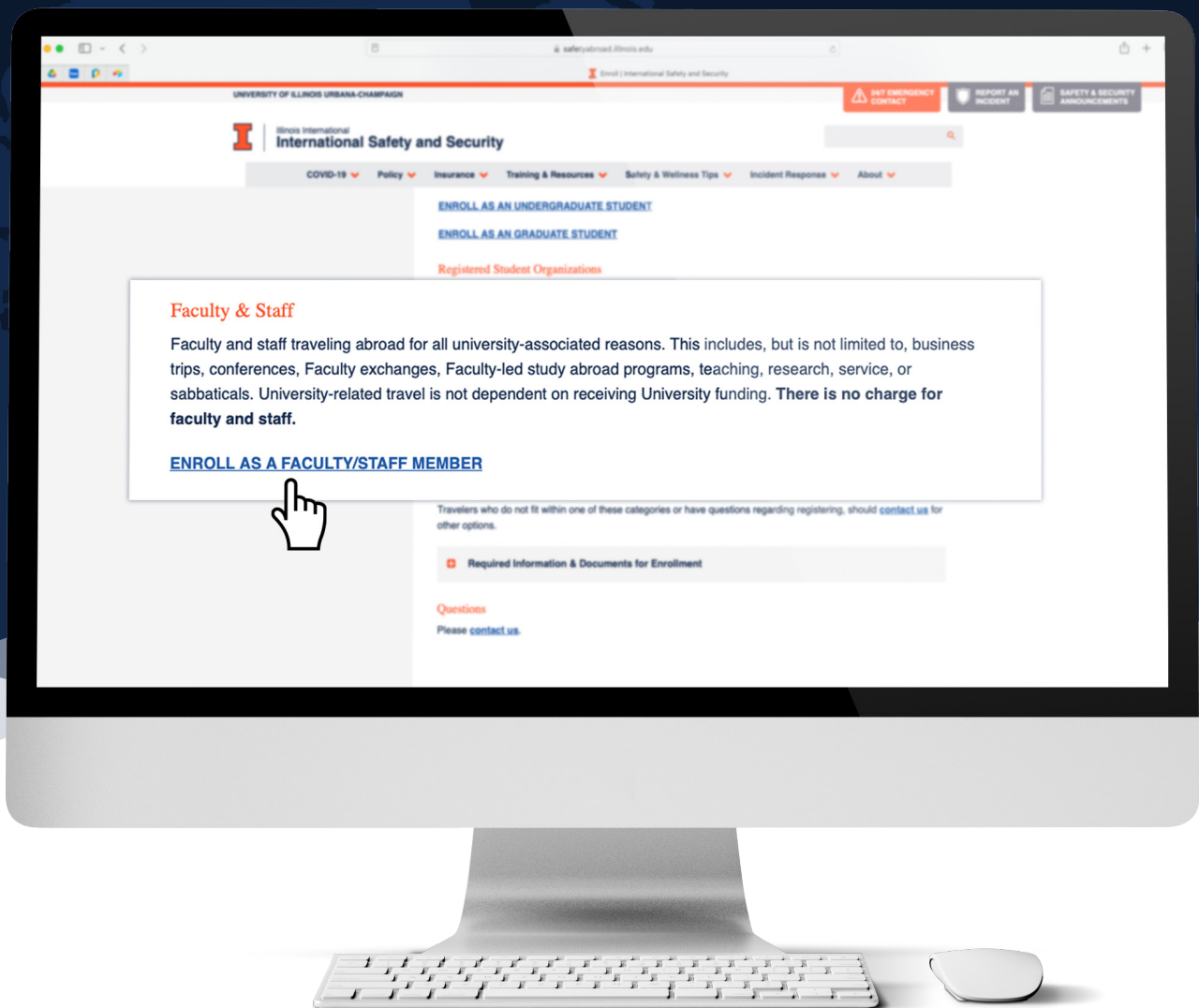


**THE APPLICATION SHOULD TAKE ABOUT 10 MINUTES  
TO COMPLETE IF YOU HAVE YOUR COLLEAGUE'S MATERIALS READY.**

# 01B | GETTING STARTED

3. Locate “Faculty/Staff”.

4. Read through the information below this header.  
Then select “Enroll As A Faculty/Staff Member”.



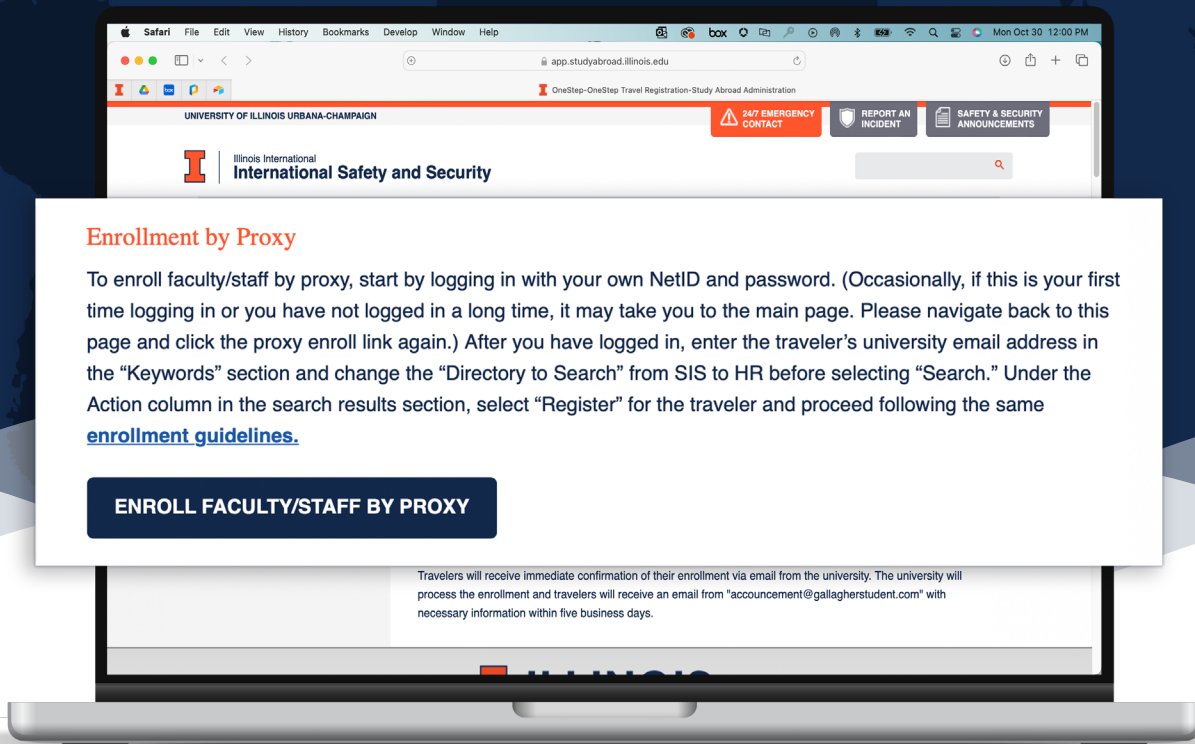
**THE APPLICATION SHOULD TAKE ABOUT 10 MINUTES  
TO COMPLETE IF YOU HAVE YOUR MATERIALS READY.**

# 01C | GETTING STARTED

3. Locate “**Enrollment by Proxy**”

4. Read thoroughly the information below this header. When ready, select “**Enroll Faculty/Staff by Proxy**”.

**Note:** If this is your first time logging in or have not logged in a long time, it may take you to the main page. Please navigate back to the page listed below and click the proxy enroll link again.

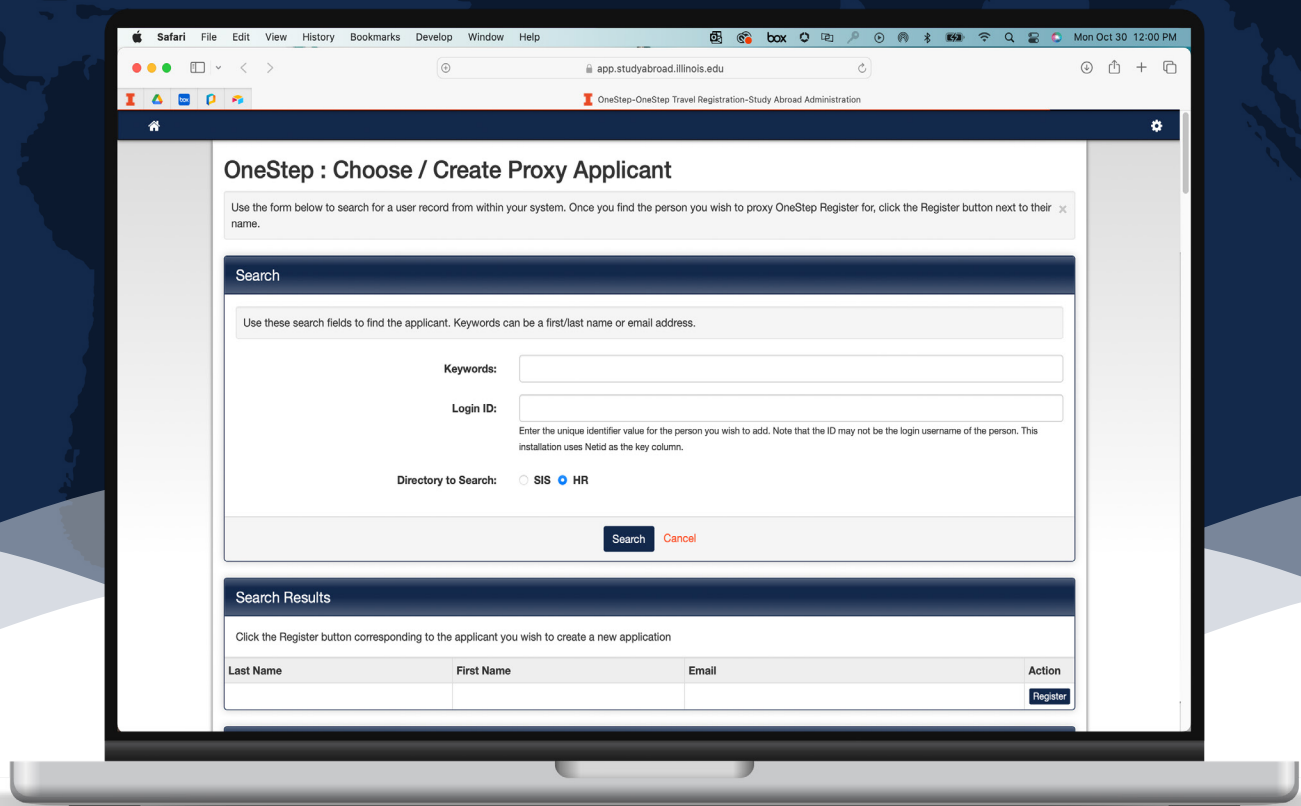


The screenshot shows a web browser displaying the 'app.studyabroad.illinois.edu' website. The page header includes the University of Illinois Urbana-Champaign logo and navigation links for '24/7 EMERGENCY CONTACT', 'REPORT AN INCIDENT', and 'SAFETY & SECURITY ANNOUNCEMENTS'. The main content area is titled 'Enrollment by Proxy' and contains the following text: 'To enroll faculty/staff by proxy, start by logging in with your own NetID and password. (Occasionally, if this is your first time logging in or you have not logged in a long time, it may take you to the main page. Please navigate back to this page and click the proxy enroll link again.) After you have logged in, enter the traveler's university email address in the "Keywords" section and change the "Directory to Search" from SIS to HR before selecting "Search." Under the Action column in the search results section, select "Register" for the traveler and proceed following the same [enrollment guidelines](#).' Below this text is a dark blue button labeled 'ENROLL FACULTY/STAFF BY PROXY'. At the bottom of the page, a small disclaimer states: 'Travelers will receive immediate confirmation of their enrollment via email from the university. The university will process the enrollment and travelers will receive an email from "announcement@gallagherstudent.com" with necessary information within five business days.'

**THE APPLICATION SHOULD TAKE ABOUT 10 MINUTES TO COMPLETE IF YOU HAVE YOUR MATERIALS READY.**

# OID | GETTING STARTED

5. After you have logged in, enter the **traveler's university email address** in the **"Keywords"** section and change the **"Directory to Search"** from **SIS to HR** before selecting **"Search."**
6. Scroll down to the **"Search Results"** section to select **"Register"** located under the Action column and proceed with the enrollment.



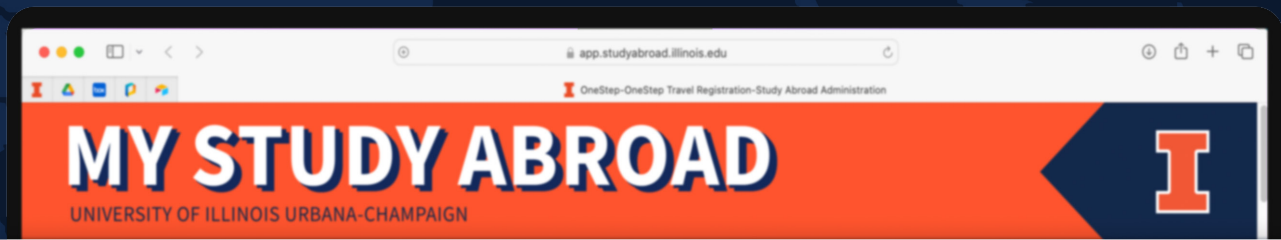
**THE APPLICATION SHOULD TAKE ABOUT 10 MINUTES TO COMPLETE IF YOU HAVE YOUR MATERIALS READY.**

# 02 | TRAVEL REGISTRATION

1. Double check that the traveler's information displayed in the top three boxes in the Profile section are correct.

2. **If desired:** Add yourself, a colleague, or other personal email to send a copy of the International Insurance Confirmation Email.

*This does not include the Verification Letter from announcement@gallagherstudent.com, which the traveler will receive within about one week.*



## OneStep Travel Registration

Faculty/Staff Insurance Enrollment - Registration Form

Profile

First Name:

Last Name:

Email Address:

CC Email Address:

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

NOTE: For the LAS Global Leaders Program, please select Champaign, IL as the location and enter the Arrival and Departure Dates as the Start and End Dates of the academic year you're applying for (e.g. 8/22/2023 - 5/12/2024 for Academic Year 2023-2024)

NOTE: For Faculty-led and Residential Program Proposals, please enter the program's locations and estimated dates.

# 03 | ITINERARY

1. Add the Traveler's Start date in the form **MM/DD/YYYY**.
2. Add the Traveler's End date in the form **MM/DD/YYYY**.
3. Select the Traveler's **Location** in the list.
4. Select **"Add to Itinerary"**.

Itinerary

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

NOTE: For the LAS Global Leaders Program, please select Champaign, IL as the location and enter the Arrival and Departure Dates as the Start and End Dates of the academic year you're applying for (e.g. 8/22/2023 - 5/12/2024 for Academic Year 2023-2024)

NOTE: For Faculty-led and Residential Program Proposals, please enter the program's locations and estimated dates.

Current Itinerary:

Start Date:

End Date:

Location: (If the location you are searching for does not populate, please complete the application using the nearest listed location, and contact studyabroad@illinois.edu to have the unlisted location added.)

Find location:

- A Coruna, Spain (Europe)
- Aachen, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Aberdeen, United Kingdom (Europe)
- Aberystwyth, United Kingdom (Europe)
- Abingdon, United Kingdom (Europe)
- Abomey, Benin (Africa)
- Abu Dhabi, United Arab Emirates (Middle East)
- Abuja, Nigeria (Africa)
- Acapulco, Mexico (Latin America and the Caribbean)

Add to Itinerary

You can add multiple destinations for one trip, assigning specific dates to each one.

**For example:**

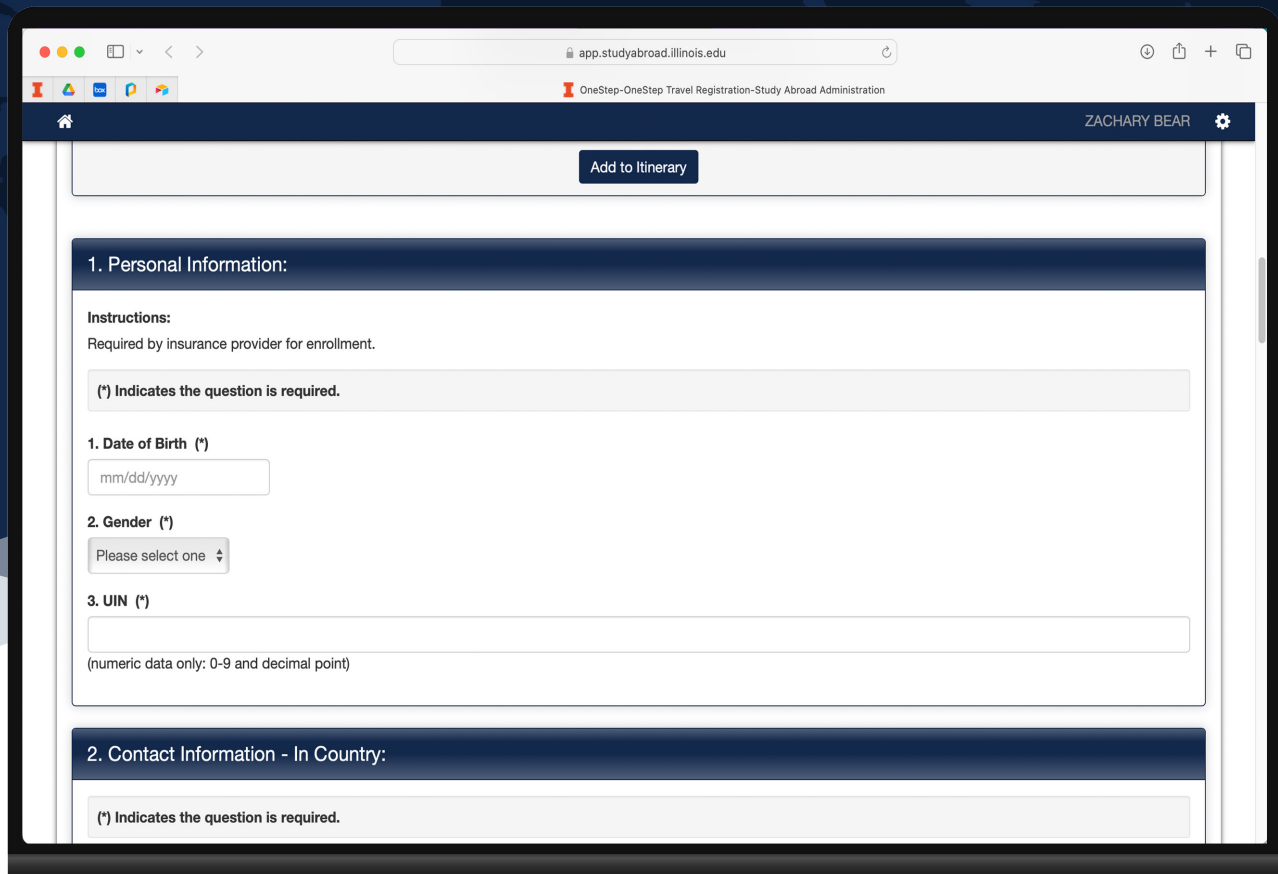
09/23/2019-9/30/2019- A Coruna, Spain

9/30/2019-10/04/2019- Paris, France

*\*Please enroll separate trips in new applications.  
For example: travel in September and another trip in  
November, should be separate enrollments.*

# 04 | PERSONAL INFO

1. Enter the Date of Birth for the traveler in the **MM/DD/YYYY** format.
2. Select their **Gender** from list.
3. Enter their **UIN found on their iCard**. This number will become their insurance ID number.



The screenshot shows a web browser window displaying a form titled "1. Personal Information:". The browser address bar shows "app.studyabroad.illinois.edu". The page header includes "OneStep-OneStep Travel Registration-Study Abroad Administration" and a user name "ZACHARY BEAR". A blue button labeled "Add to Itinerary" is visible at the top of the form area. The form contains the following fields:

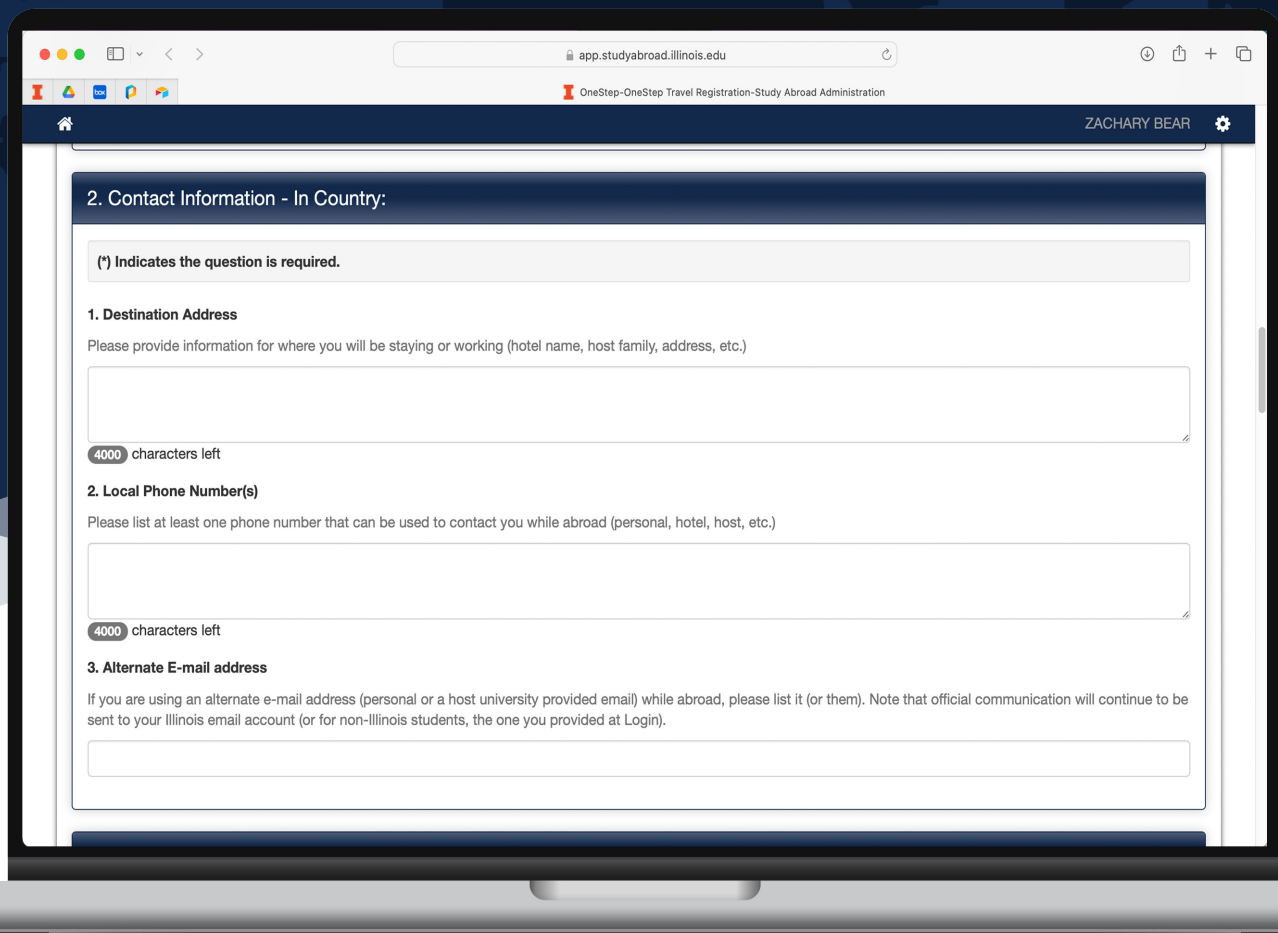
- 1. Date of Birth (\*)**: A text input field with a placeholder "mm/dd/yyyy".
- 2. Gender (\*)**: A dropdown menu with the text "Please select one".
- 3. UIN (\*)**: A text input field with a note below it: "(numeric data only: 0-9 and decimal point)".

Below the personal information section, the form is partially obscured by a section titled "2. Contact Information - In Country:". A note at the bottom of the visible section states: "(\*) Indicates the question is required."



# 05 | CONTACT INFO

1. Enter the **name and address of the location** they are residing at in the country/countries they are visiting.
2. Enter the **phone number(s)** of the location(s).
3. Enter the **alternate email address** (*personal or host university provided email*) which they are using while abroad if they are not using their Illinois email account.



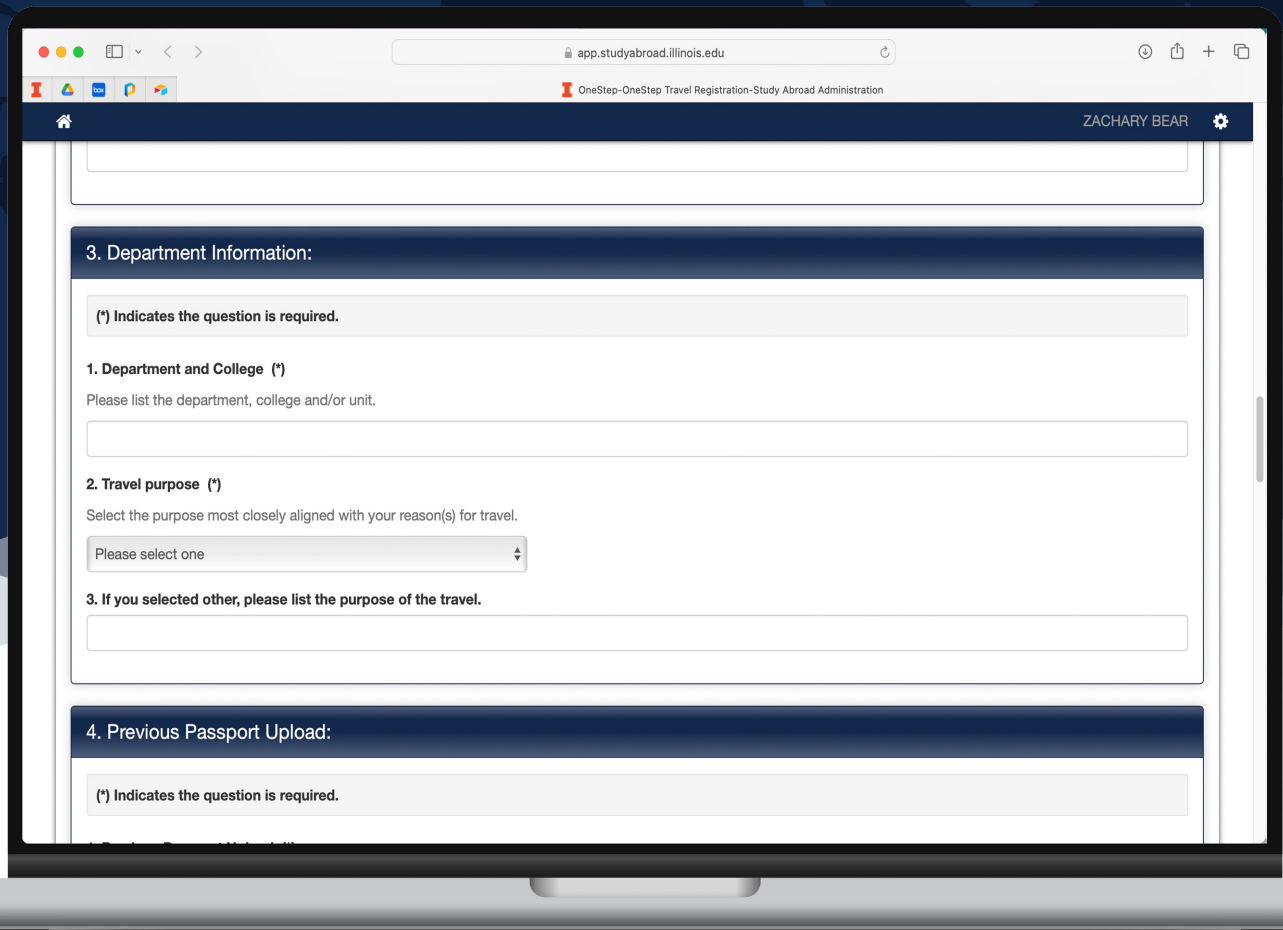
The screenshot shows a web browser window with the URL [app.studyabroad.illinois.edu](http://app.studyabroad.illinois.edu). The page title is "OneStep-OneStep Travel Registration-Study Abroad Administration". The user is logged in as "ZACHARY BEAR". The main content area is titled "2. Contact Information - In Country:" and contains the following sections:

- (\*) Indicates the question is required.**
- 1. Destination Address**  
Please provide information for where you will be staying or working (hotel name, host family, address, etc.)  
  
4000 characters left
- 2. Local Phone Number(s)**  
Please list at least one phone number that can be used to contact you while abroad (personal, hotel, host, etc.)  
  
4000 characters left
- 3. Alternate E-mail address**  
If you are using an alternate e-mail address (personal or a host university provided email) while abroad, please list it (or them). Note that official communication will continue to be sent to your Illinois email account (or for non-Illinois students, the one you provided at Login).

# 06 | DEPT. INFO

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1. Enter the name of the sponsoring **Department** or **College**.
2. Select their **Travel Purpose** from the drop down menu.
3. If **“Other”** was selected, please enter the purpose of the travel.



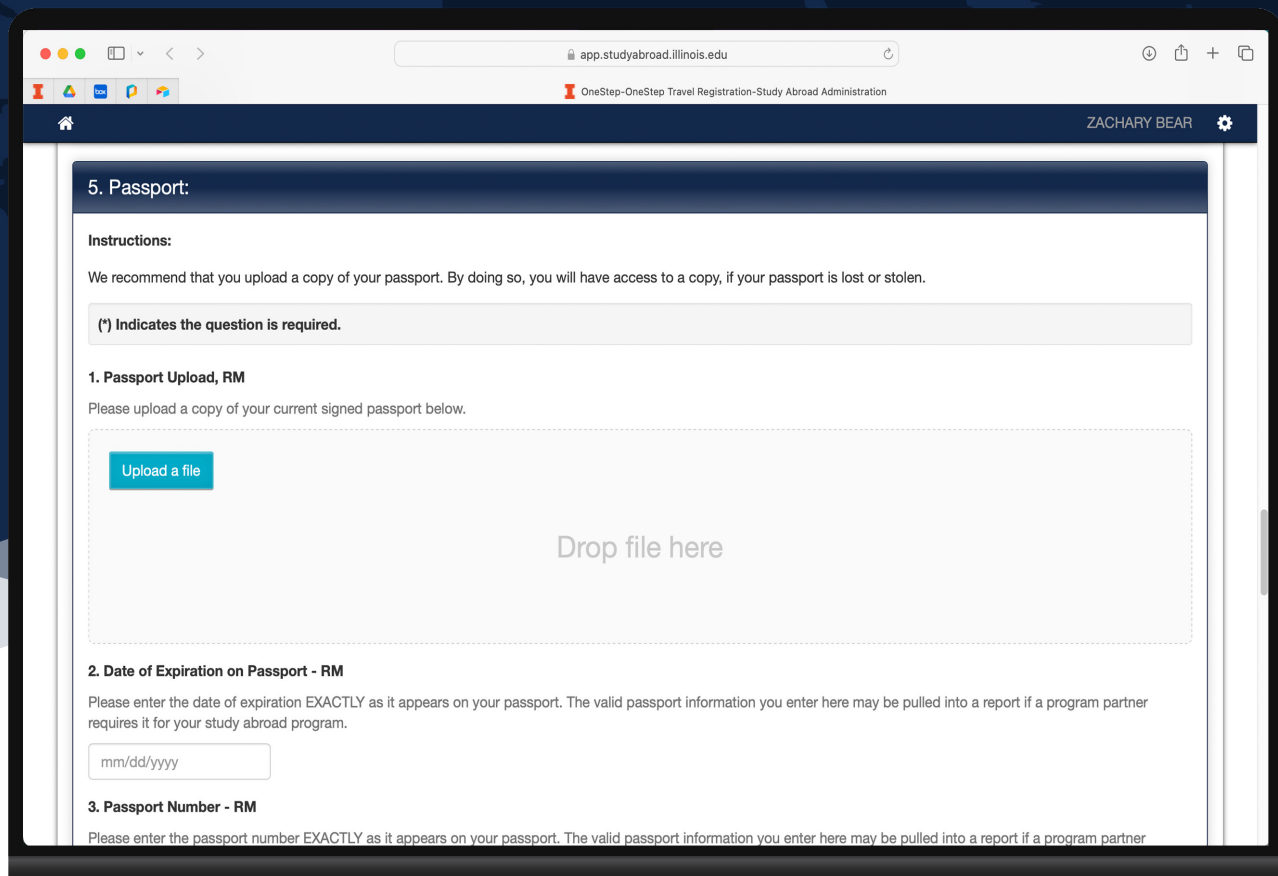
The screenshot shows a web browser window with the URL `app.studyabroad.illinois.edu`. The page title is "OneStep-OneStep Travel Registration-Study Abroad Administration" and the user is logged in as "ZACHARY BEAR". The main content area is titled "3. Department Information:" and contains the following fields:

- A note: "(\*) Indicates the question is required."
- 1. Department and College (\*)**  
Please list the department, college and/or unit.
- 2. Travel purpose (\*)**  
Select the purpose most closely aligned with your reason(s) for travel.
- 3. If you selected other, please list the purpose of the travel.**

Below this section is another section titled "4. Previous Passport Upload:" with a note: "(\*) Indicates the question is required."

# 07 | PASSPORT

1. **Upload** a clear photo of the biographical page of their passport.
2. Enter the Passport Expiration in the form **MM/DD/YYYY**.
3. Enter the **Passport Number** as listed on their passport.
4. Enter the **Country of Issue** that is listed on their passport.



The screenshot shows a web browser window displaying a form titled "5. Passport:". The browser address bar shows "app.studyabroad.illinois.edu". The page header includes "OneStep-OneStep Travel Registration-Study Abroad Administration" and the user name "ZACHARY BEAR".

**5. Passport:**

**Instructions:**  
We recommend that you upload a copy of your passport. By doing so, you will have access to a copy, if your passport is lost or stolen.

(\*) Indicates the question is required.

**1. Passport Upload, RM**  
Please upload a copy of your current signed passport below.

Upload a file

Drop file here

**2. Date of Expiration on Passport - RM**  
Please enter the date of expiration EXACTLY as it appears on your passport. The valid passport information you enter here may be pulled into a report if a program partner requires it for your study abroad program.

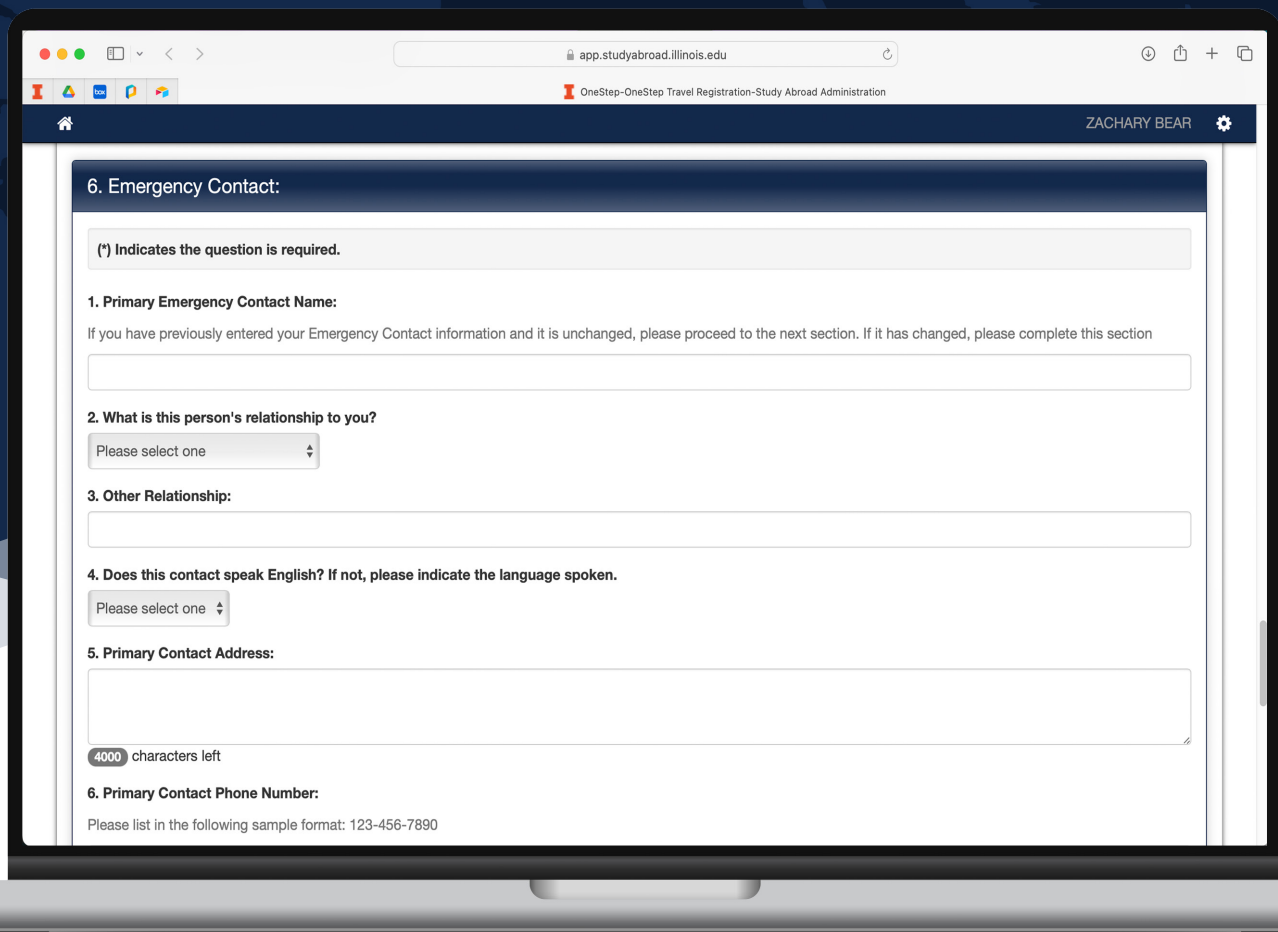
mm/dd/yyyy

**3. Passport Number - RM**  
Please enter the passport number EXACTLY as it appears on your passport. The valid passport information you enter here may be pulled into a report if a program partner

***Passport Information is not required.*** However, it is strongly encouraged in the event their passport is lost or stolen, so we have it on record.

# 08 | EMERGENCY INFO

1. Please fill out this form with at least 1 contact (**Colleague, Family, or Friend**).
2. Select **“Update”** upon completion.



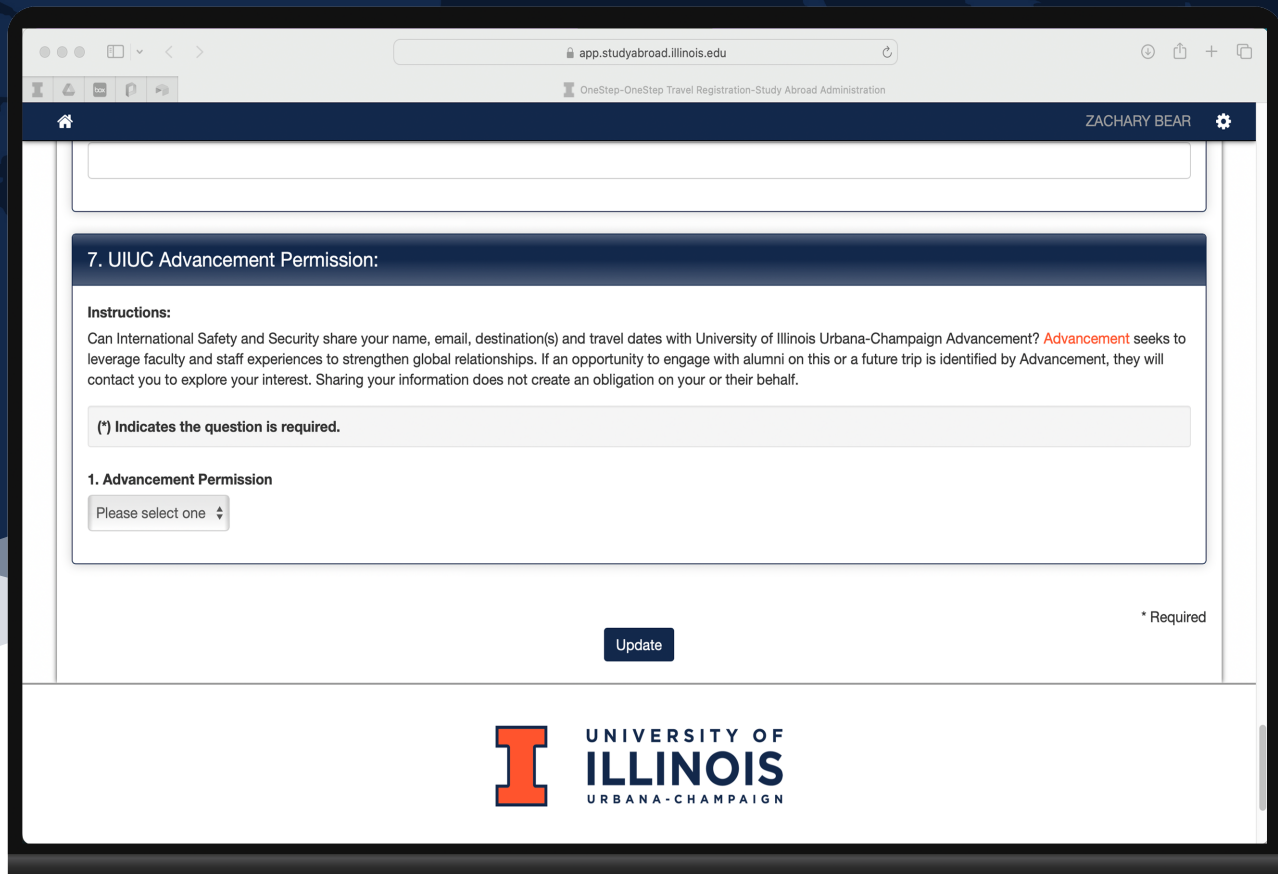
The screenshot shows a web browser window displaying the '6. Emergency Contact' form. The browser address bar shows 'app.studyabroad.illinois.edu'. The page title is 'OneStep-OneStep Travel Registration-Study Abroad Administration'. The user's name 'ZACHARY BEAR' is visible in the top right corner. The form contains the following sections:

- 6. Emergency Contact:**
  - (\*) Indicates the question is required.
  - 1. Primary Emergency Contact Name:**  
If you have previously entered your Emergency Contact information and it is unchanged, please proceed to the next section. If it has changed, please complete this section.
  - 2. What is this person's relationship to you?**
  - 3. Other Relationship:**
  - 4. Does this contact speak English? If not, please indicate the language spoken.**
  - 5. Primary Contact Address:**  
  
4000 characters left
  - 6. Primary Contact Phone Number:**  
Please list in the following sample format: 123-456-7890

# 09 | ADV. PERMISSION

Advancement seeks to leverage faculty and staff experiences to strengthen global experiences. If an opportunity to engage with alumni is identified by Advancement, the traveler will be contacted to explore their interest.

If you select **“Yes”** their name, email, itinerary, department, and travel reason will be shared with UIUC’s International Advancement.



The screenshot shows a web browser window with the URL `app.studyabroad.illinois.edu`. The page title is "OneStep-OneStep Travel Registration-Study Abroad Administration" and the user is logged in as "ZACHARY BEAR". The main content area is titled "7. UIUC Advancement Permission:" and contains the following text:

**Instructions:**  
Can International Safety and Security share your name, email, destination(s) and travel dates with University of Illinois Urbana-Champaign Advancement? Advancement seeks to leverage faculty and staff experiences to strengthen global relationships. If an opportunity to engage with alumni on this or a future trip is identified by Advancement, they will contact you to explore your interest. Sharing your information does not create an obligation on your or their behalf.

(\*) Indicates the question is required.

**1. Advancement Permission**  
Please select one ▾

\* Required

Update

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

# 10 | COMPLETION

1. Upon completing the application, you will see a confirmation pop-up. Please email ([safetyabroad@illinois.edu](mailto:safetyabroad@illinois.edu)) if you do not see this confirmation.
2. Following the confirmation, you will then be directed to “**Your Home Page**”.

The screenshot displays the 'MY STUDY ABROAD' application portal. The header features the university logo and the text 'UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN'. Below the header, there is a navigation bar with a dropdown menu for 'Applicant'. The main content area is titled 'Your Home Page' and includes a search bar for programs. A warning message states: 'Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.' The 'Applications' section shows a table with columns for 'Calendar Year(SP/FA), 2019' and 'DECISION REACHED'. The 'Profile' section shows fields for 'APPLICANT NAME' and 'EMAIL@ILLINOIS.EDU' with an 'Edit Profile' button. Below the profile is a 'Messages' section with a 'View all Messages' button.

**IF THE ITINERARY CHANGES OR THE TRAVELER’S TRIP IS CANCELED, THEY ARE REQUIRED TO EMAIL UPDATES TO [SAFETYABROAD@ILLINOIS.EDU](mailto:safetyabroad@illinois.edu).**