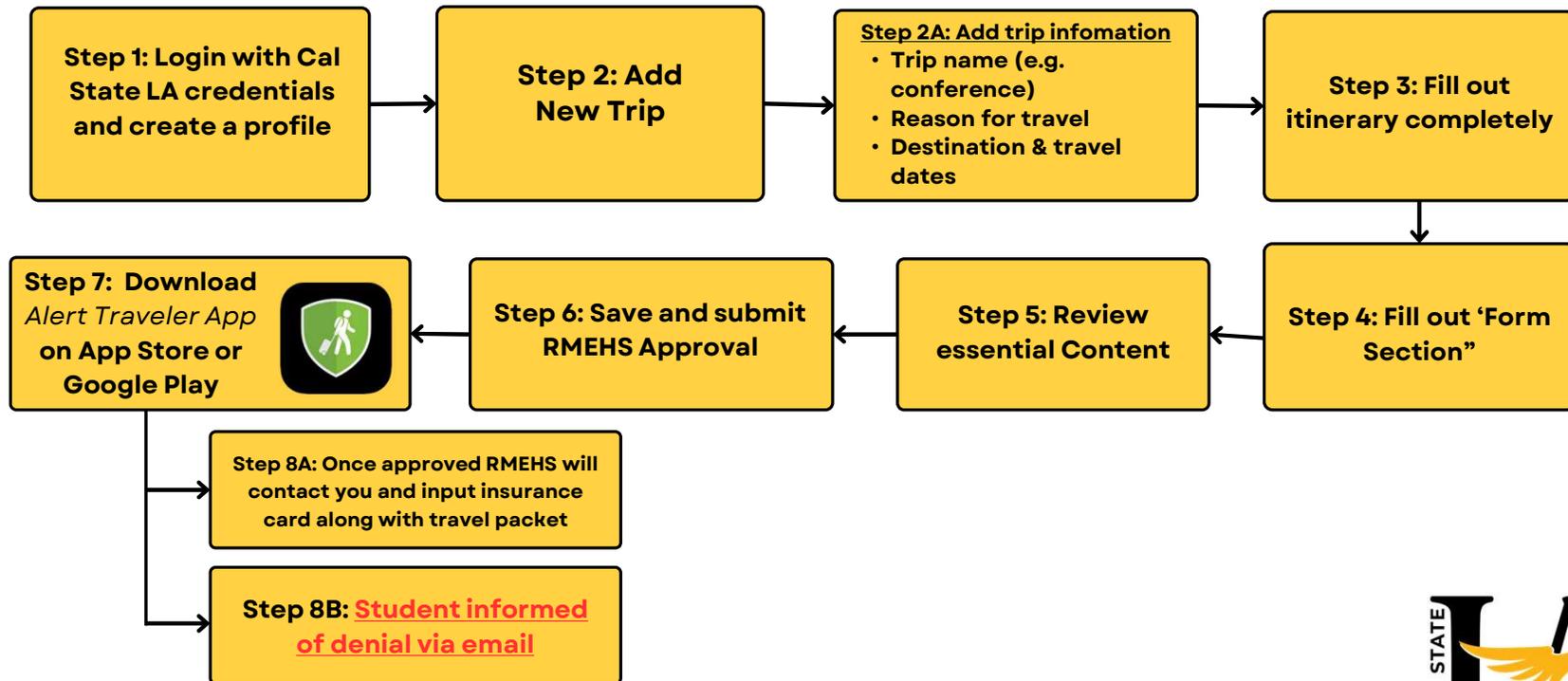


**Risk Management and
Environmental Health & Safety (RMEHS)**

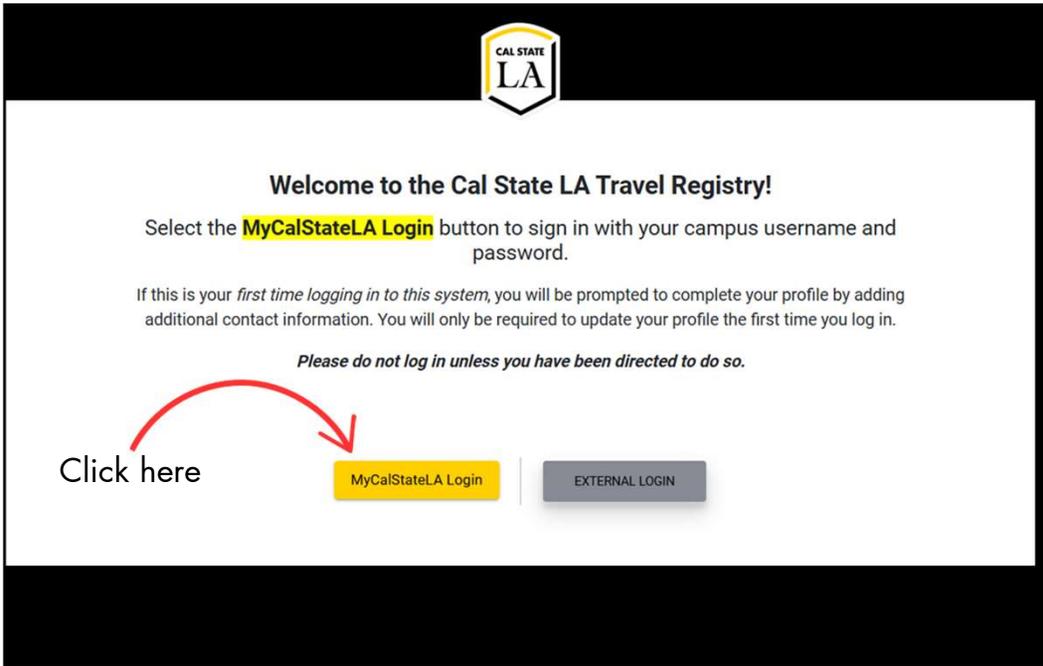
**Cal State LA
Navigating Terradota (Travelers)**



Terradota- Travelers



Step 1: Login with Cal State LA credentials and create a profile





Welcome to the Cal State LA Travel Registry!

Select the **MyCalStateLA Login** button to sign in with your campus username and password.

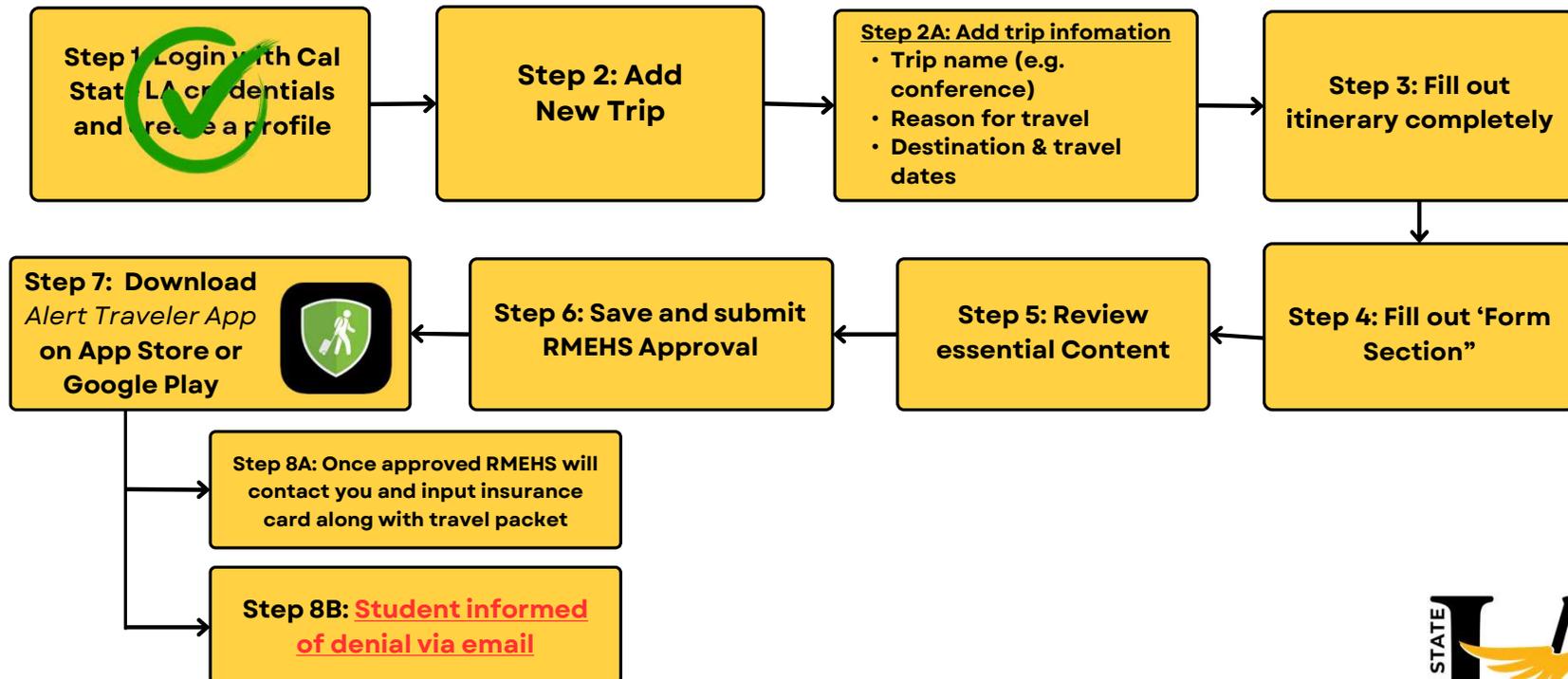
If this is your *first time logging in to this system*, you will be prompted to complete your profile by adding additional contact information. You will only be required to update your profile the first time you log in.

Please do not log in unless you have been directed to do so.

Click here 

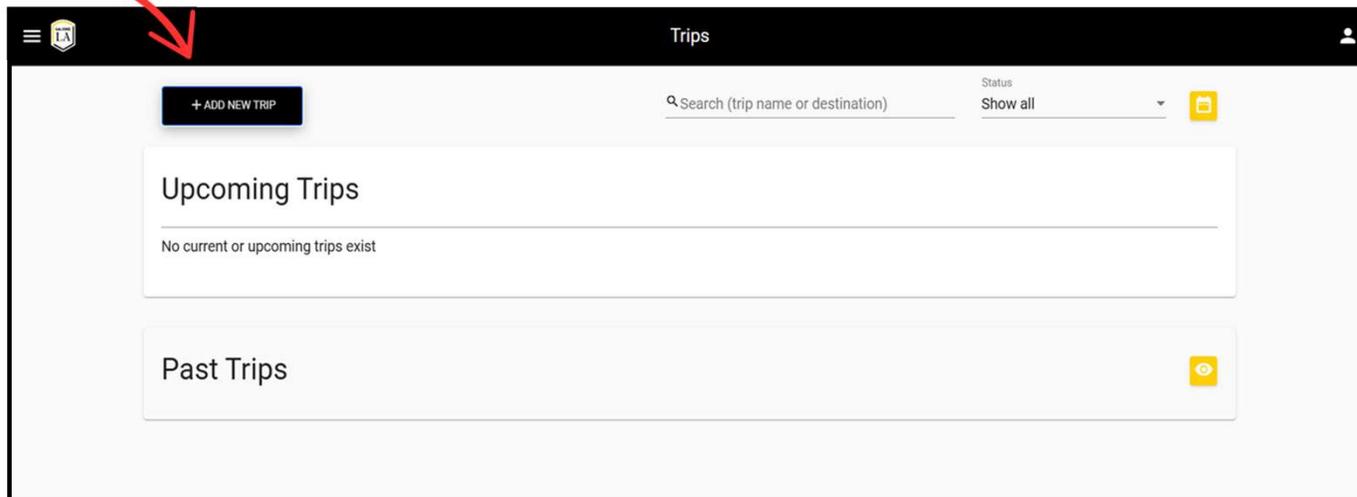
[MyCalStateLA Login](#) | [EXTERNAL LOGIN](#)

Terradota- Travelers

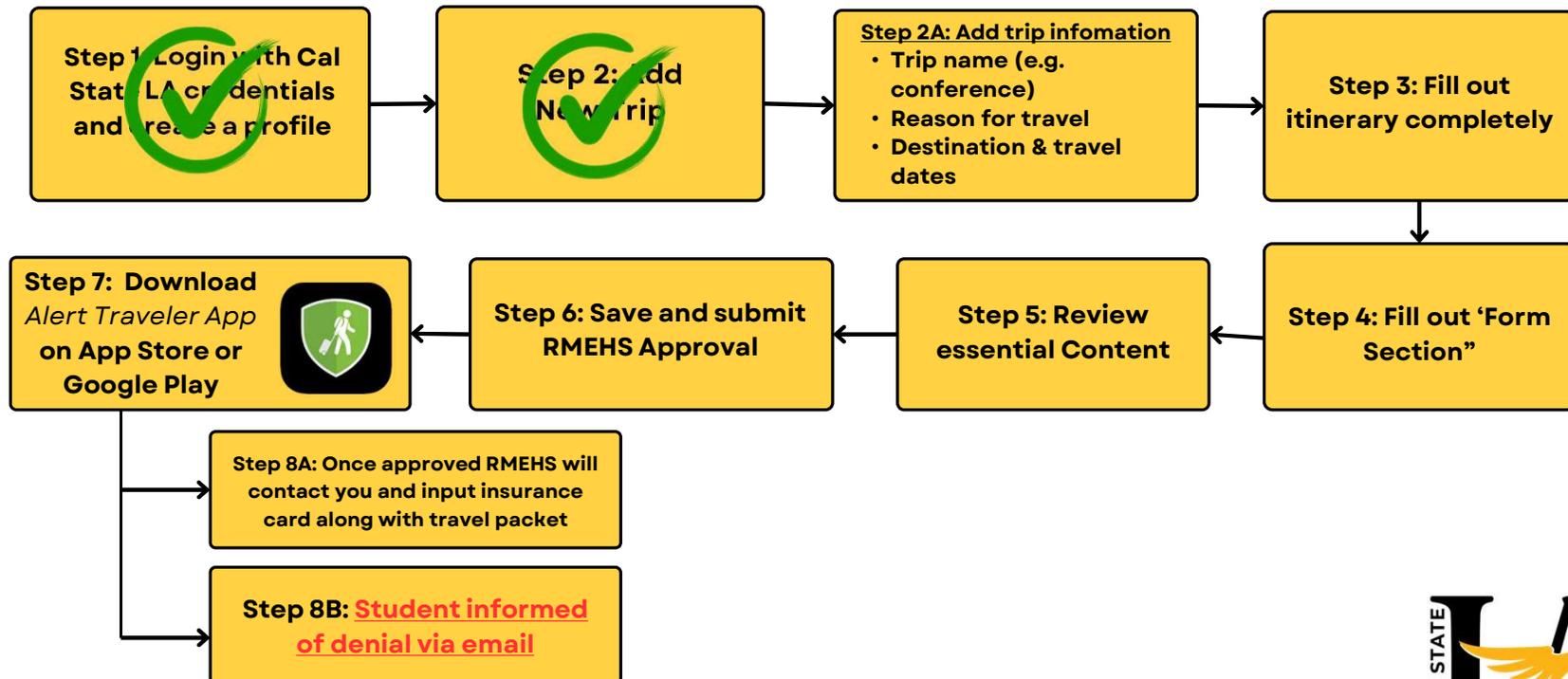


Step 2: Add New Trip

Click here

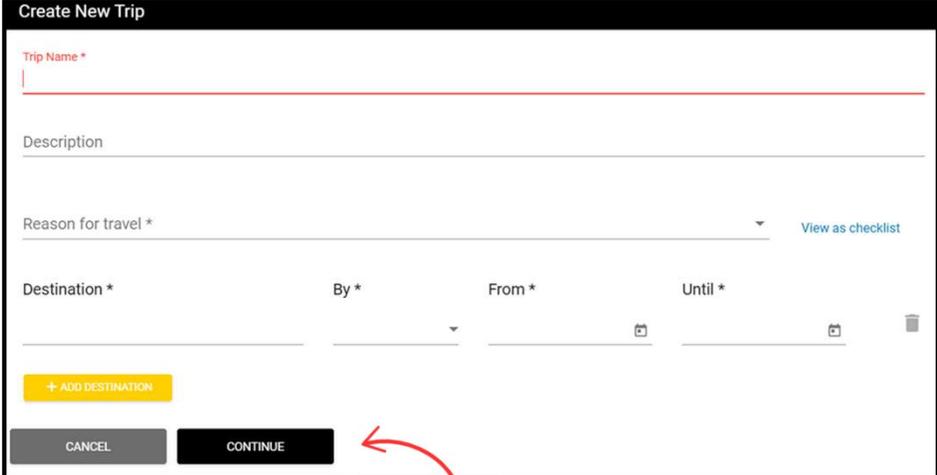


Terradota- Travelers



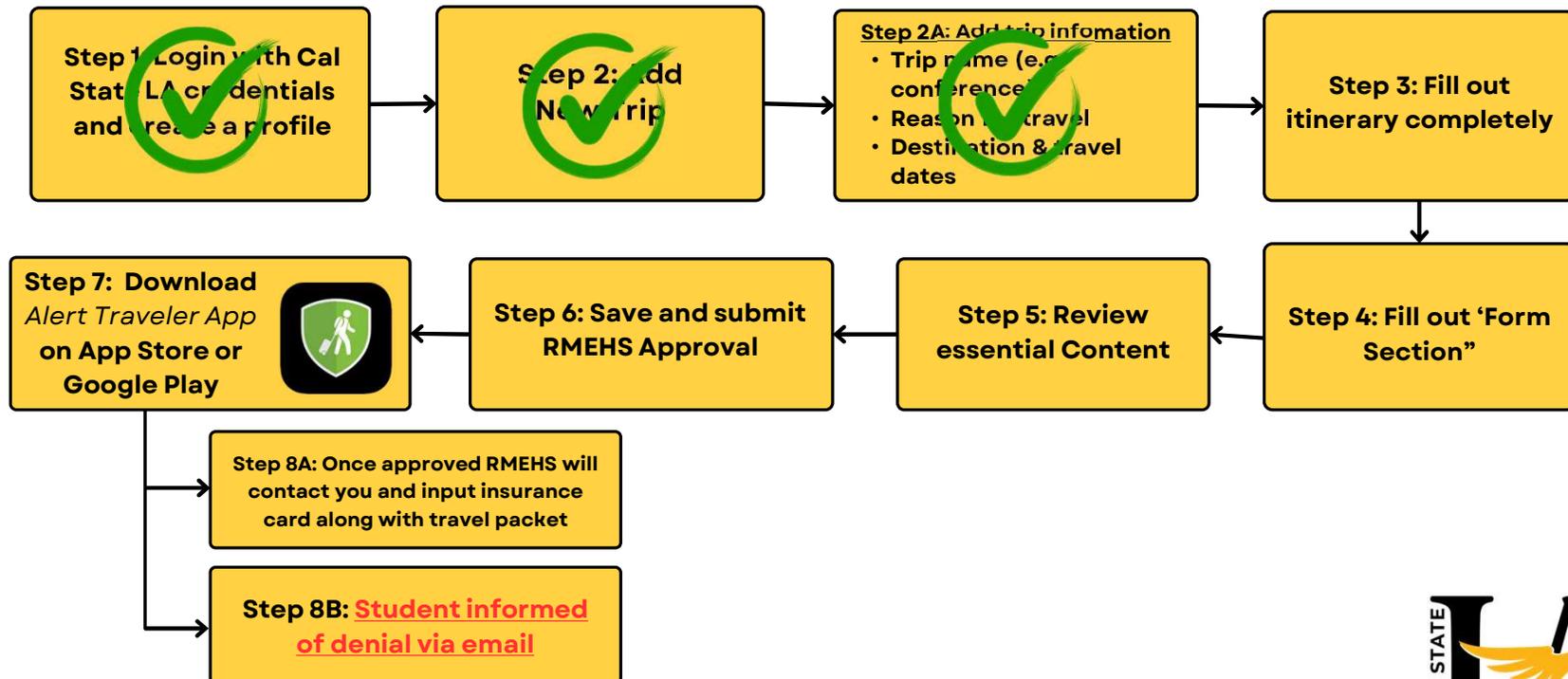
Step 2: Add Trip Info

-  Trip name (e.g. conference)
-  Reason for travel (Description)
-  Destination & travel dates



Once complete, click here

Terradota- Travelers



Step 3: Fill out itinerary



Please fill out and complete every section

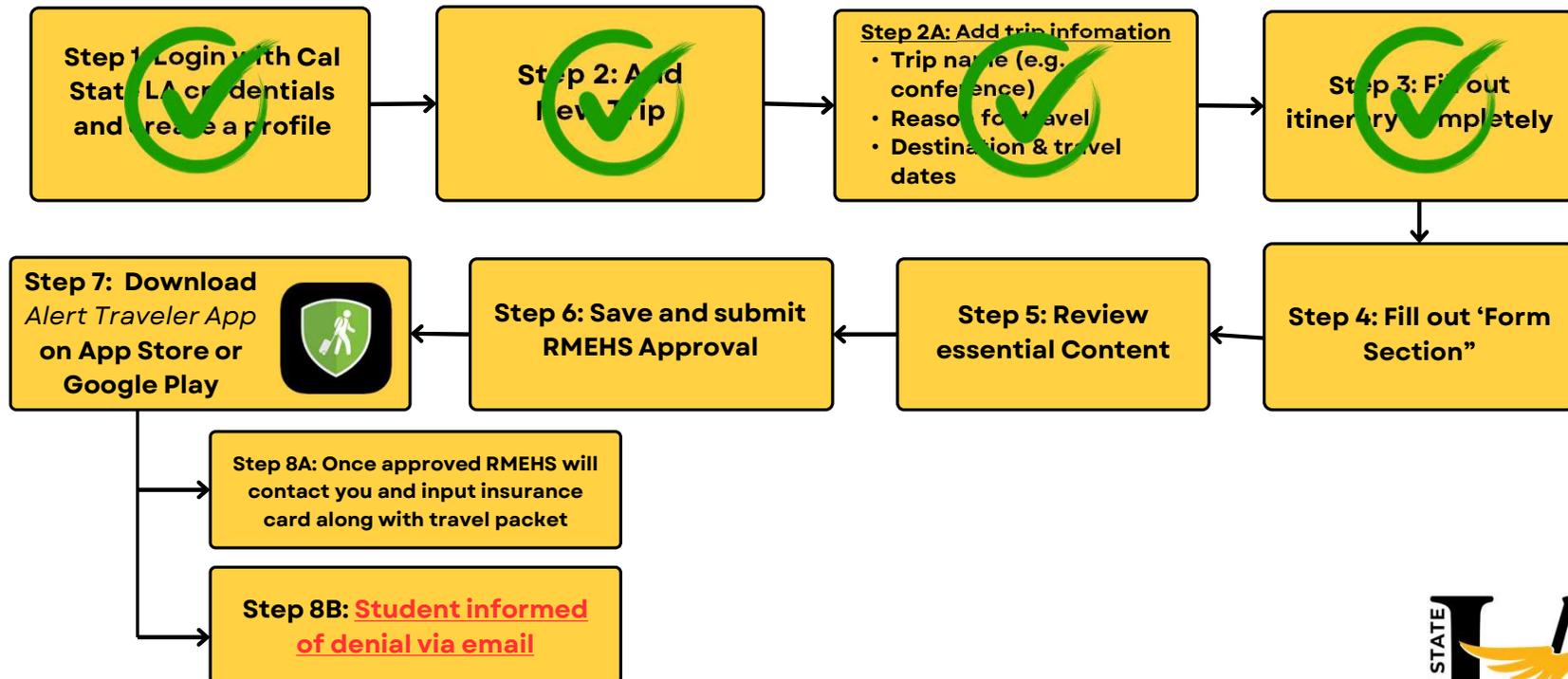
Itinerary Forms Essential Content Approval History

Mexico City, CDMX, Mexico Feb 27, 2025 - Feb 28, 2025 Medium Risk Rating Level 3 DOS Rating Level 1 CDC Rating

Required items are shown in red with an *. All other fields are optional.

Airline	Departure airport	Departure date	Select ...	Hr:MnAM	Timezone	
Flight #	Confirmation #	Seat	Arrival airport	Arrival date	Select ...	Timezone
			MEX		Hr:MnAM	CST
Hotel name	Confirmation #	Checkin	Checkout			
Address	Timezone	Vendor				
Add Transit/Lodging type						

Terradota- Travelers



Step 4: Fill out 'Form Section'

 Itinerary  **Forms**  Essential Content  Approval History

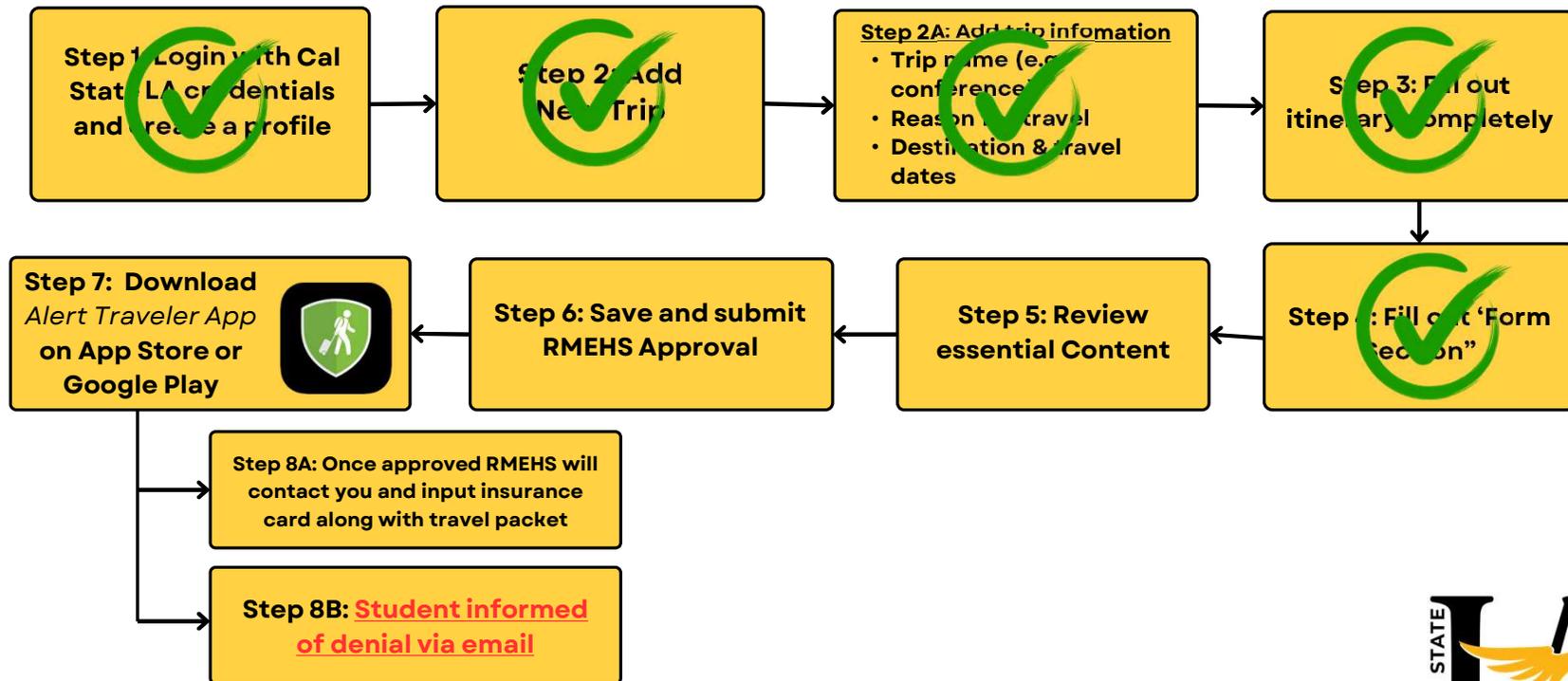
Contact Information - High Risk Location  Completed 0 of 5 ^

Instructions:
Your trip destination is identified on the CSURMA War Risk List or as Level 3 or Level 4 on the [US Department of State Travel Advisory List](#). Please list the contact information for where the traveler(s) on this trip will be staying.

Lodging Name(s)*

Lodging Email(s)*

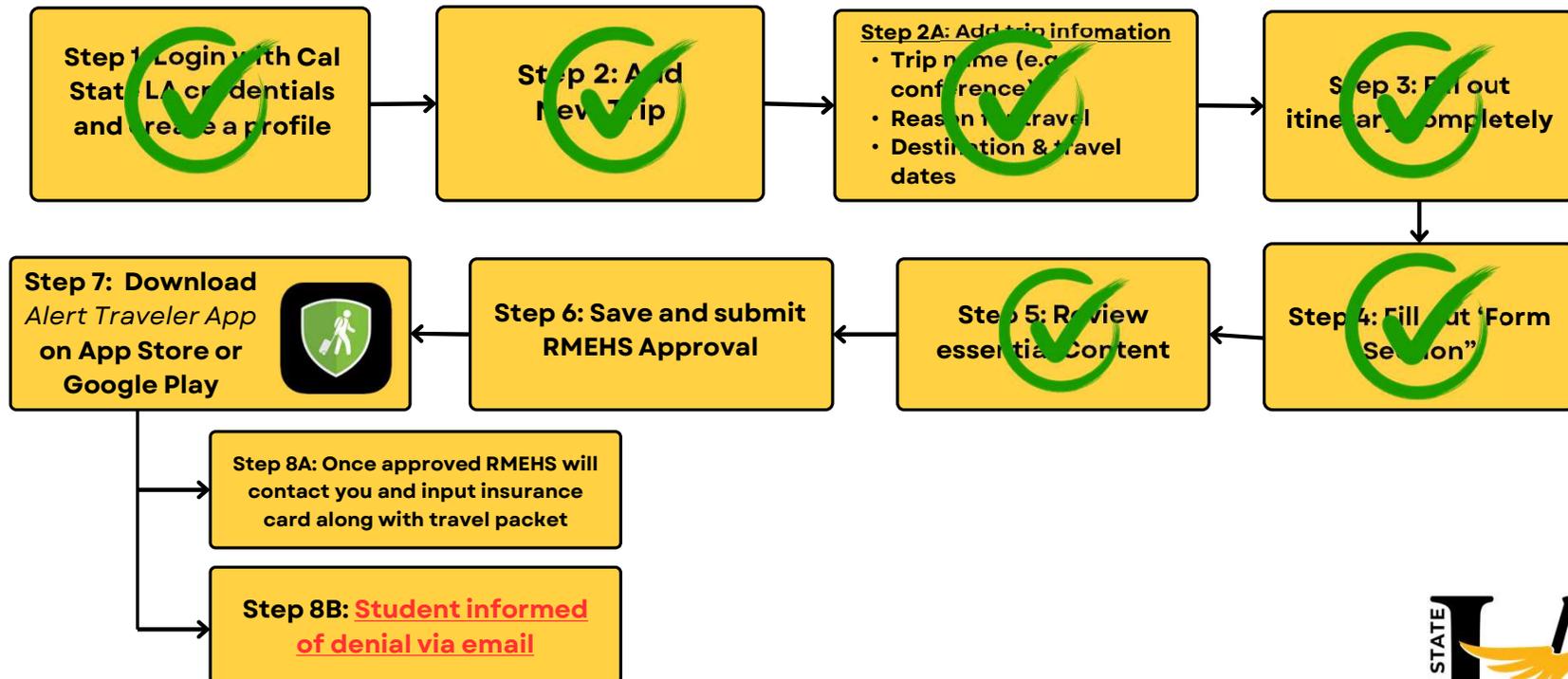
Terradota- Travelers



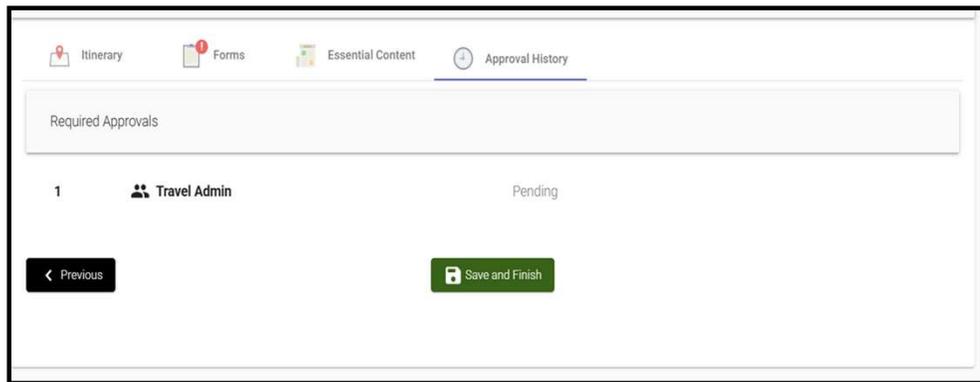
Step 5: Review essential Content

The screenshot shows a web application interface with a navigation bar at the top containing four items: 'Itinerary' (with a location pin icon), 'Forms' (with a document icon and a red notification badge), 'Essential Content' (with a document icon and a red notification badge, and a blue underline), and 'Approval History' (with a clock icon). Below the navigation bar is a section titled 'Useful Content' with a lightbulb icon. This section contains three items, each with a globe icon on the left and a 'Click to view' link with a mouse cursor icon on the right: 'About AlertTraveler', 'Country Intelligence', and 'DOS Regional Risk Intel'. At the bottom of the interface are three buttons: a black button with a left arrow and the text 'Previous', a green button with a save icon and the text 'Save and Finish', and a black button with the text 'Next' and a right arrow.

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Step 6: Save and submit RMEHS Approval

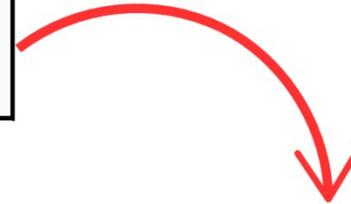


Itinerary Forms Essential Content Approval History

Required Approvals

1	Travel Admin	Pending
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[← Previous](#) [Save and Finish](#)

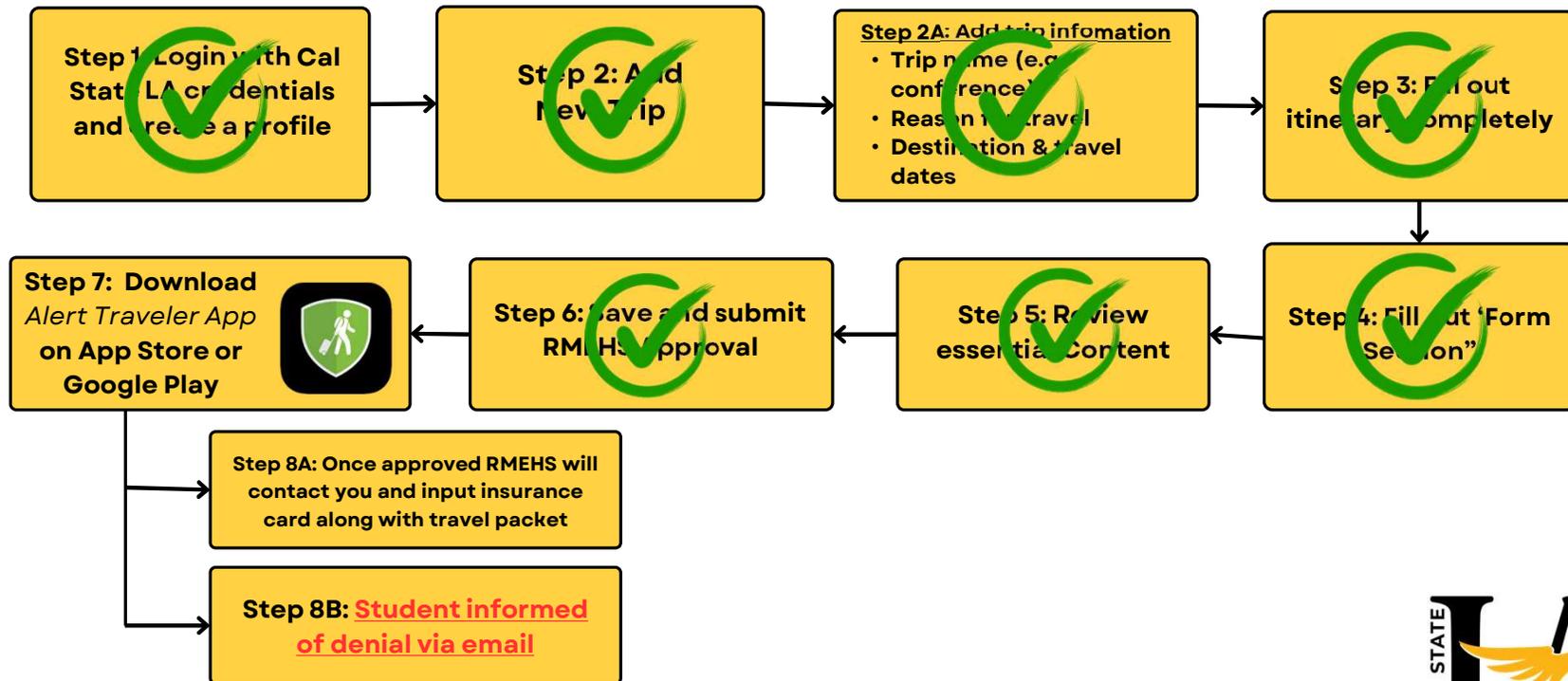


Confirm trip submission

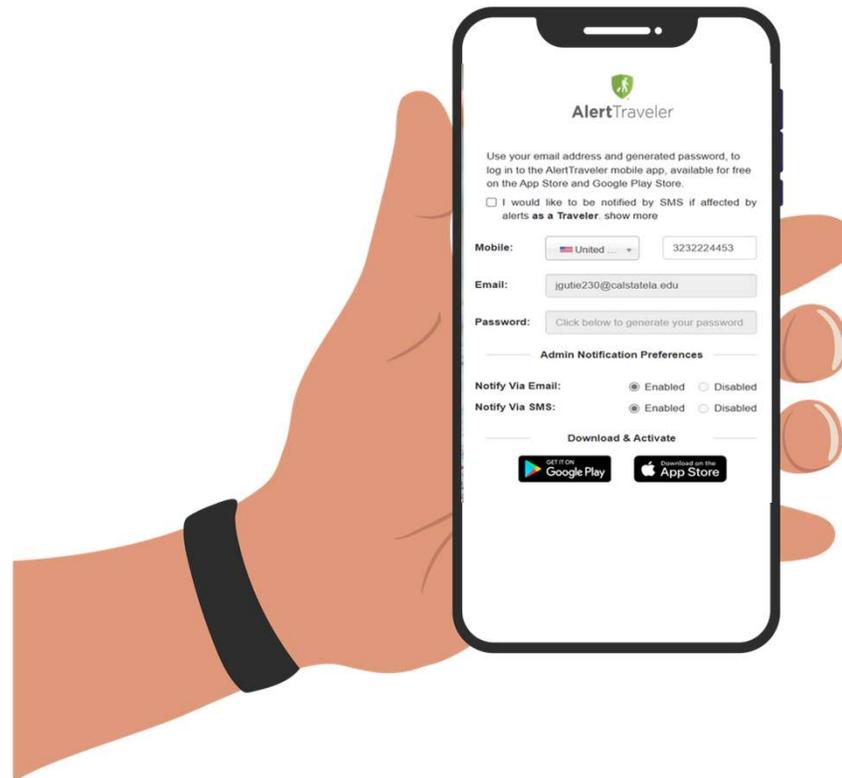
Your trip is ready to submit for approval. Please check all details carefully, as changes to destinations/dates will require resubmission for approval.

[CANCEL](#) [JUST SAVE](#) [SUBMIT](#)

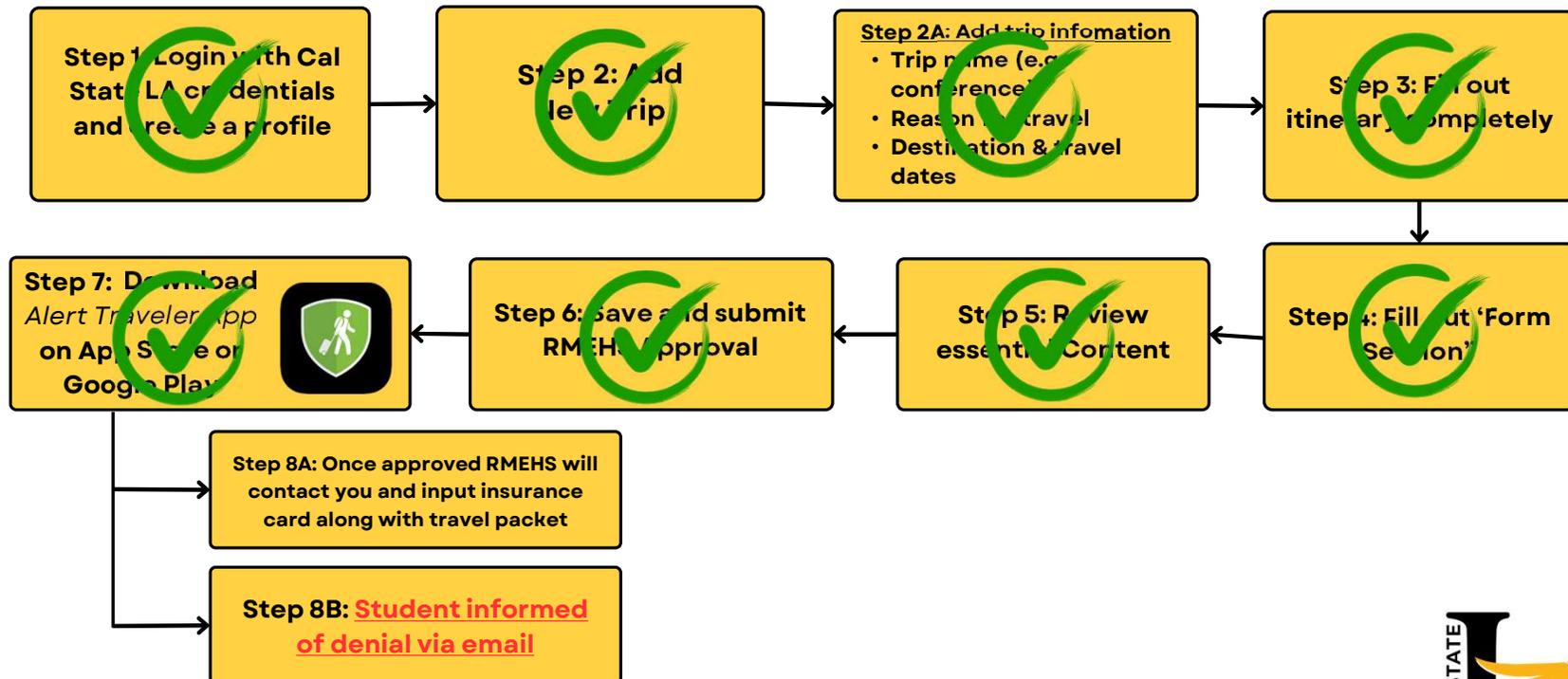
Terradota- Travelers



Step 7: Download Alert Traveler App on App Store or Google Play



Terradota- Travelers



ALL DONE!



Contact Us

Risk Management Environmental Health & Safety

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