

Instructions for Duquesne Travel Registry

1. Go to the [Duquesne Travel Registry](#). Hit the "Register Now" button and NOT the "Apply Now" button, as it will take you through an easier process.

Program Description:

[Register Your Travel](#)

As a member of the faculty or staff at Duquesne, you are required to submit information about yourself in the event of emergency or any other unforeseen circumstances. You will be also be asked to upload documents such as a copy of your passport and health insurance card, so please be sure to have them scanned and ready for upload.

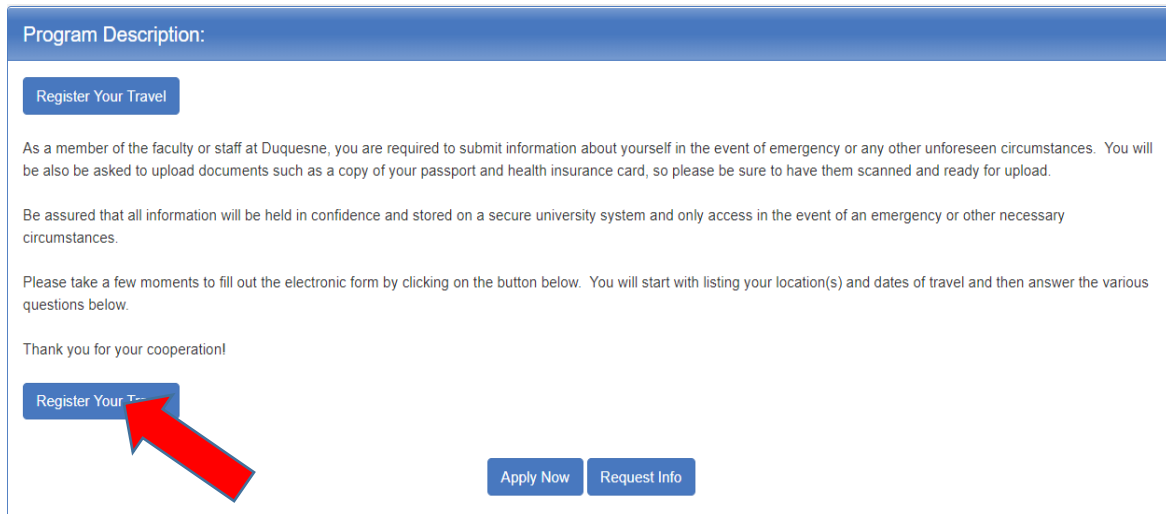
Be assured that all information will be held in confidence and stored on a secure university system and only access in the event of an emergency or other necessary circumstances.

Please take a few moments to fill out the electronic form by clicking on the button below. You will start with listing your location(s) and dates of travel and then answer the various questions below.

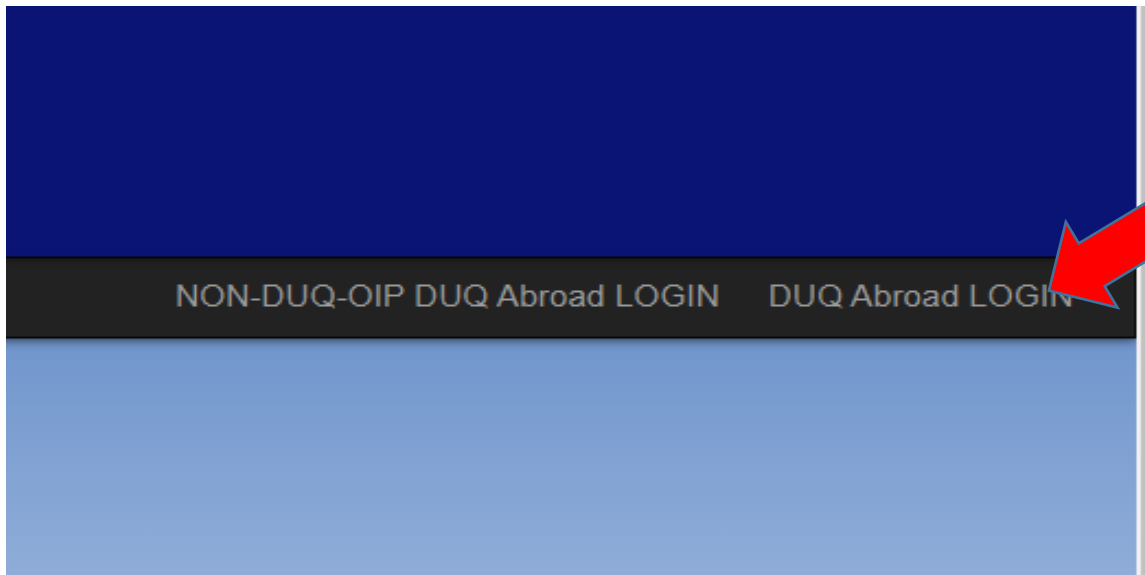
Thank you for your cooperation!

[Register Your Travel](#)

[Apply Now](#) [Request Info](#)



2. You will choose "DUQ Abroad Login" on the far right of the screen and use your Multipass login credentials



Duquesne University Study Abroad software
powered by Terra Dotta

MultiPass Username

Password

[Forgot Password?](#) | [Need Help?](#)

[Login](#)

3. Next Section: Choose your destination and dates while you are at that destination (please enter multiple if there are multiple destinations). Be sure to hit "Add to Itinerary" after each destination.

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:

Arrival Date:

Departure Date:

Location: Find location:

- Aberdeen, United Kingdom (Europe)
- Accra, Ghana (Africa)
- Aix-en-Provence, France (Europe)
- Alcala, Spain (Europe)
- Arequipa, Peru (South America)
- Arezzo, Italy (Europe)
- Arusha, Tanzania (Africa)
- Assisi, Italy (Europe)
- Athens, Greece (Europe)
- Athlone, Ireland (Europe)
- Barcelona, Spain (Europe)



4. Next Section: Answer all the questions and upload the pertinent information. Have a scanned copy of your passport and your health insurance card ready to upload to the system.
5. Hit "Update" at the bottom of the page and all the information will be stored on our DuqAbroad system for the Center for Global Engagement to access.