

# HOW TO LINKS FOR FACULTY LEADERS

[Faculty-Led Study Abroad \(FLSA\) Website](#)



## BY ROLE OF THE FACULTY LEADER



### New Program Applicant

- [How to participate in the FLSA Mentoring & Development Program](#)
- [How to submit an M&D Application](#)
- [How to Sign-Up for your faculty Tiger Travel Account](#)
- [How to submit a new faculty-led Program Proposal Application](#)
- [How to Sign-In and toggle to Admin view](#)
- [How to apply for Provost funding](#)



### Administrator Access [Application & Forms](#)

- [How to view all traveler applications](#)
- [How to accept a traveler application](#)
- [How to understand application statuses](#)
- [How to view traveler forms](#)

### [Messages & Reports](#)

- [How to send a single or bulk message](#)
- [How to run a report](#)

### Traveler Access

#### [Toggle to Traveler Access](#)

- [How to submit your own traveler application for your own program](#)
- [How to view and submit your own traveler or faculty leader forms](#)

### Program Planner & Group Leader

- [How to book group airfare with Student Universe](#)
- [How to book travel insurance](#)

#### [Risk Management & SafeCheck](#)

- [How to create a Group Travel Plan](#)
- [How to add transportation details](#)
- [How to add travelers to a Travel Plan](#)
- [How to enroll travelers in SafeCheck](#)
- [How to send SafeCheck messages](#)
- [How to View SafeCheck Messages](#)

