## FACULTY SIGN-UP

https://tigertravel.via-trm.com/authV2/client-welcome



### WHAT IS YOUR PURPOSE?

Submit a Faculty Traveler Application for an Approved Program

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Create your Tiger Travel account using your FHSU email and a password using the unique sign-up/sign-in link above.

Go to the "Programs" menu and search "Fort Hays State." Click on the program for which you want<u>t</u>o apply. Submit a New Faculty-Led Program Proposal Application

Create your Tiger Travel account using your FHSU email and a password using the unique sign-up/sign-<u>i</u>n link above.

Go to the "Programs" menu and search "Fort Hays State."

Click "Apply Now."

Faculty Leaders only have to complete the "Traveler Info." Faculty Travelers must complete the entire program application. Search for title: "For Faculty Leaders: Study Abroad Program Proposal."

Click "Apply Now."

Click "Submit." Wait for your traveler application to be <u>accepted</u> by the Faculty Leader. You will receive an email notification. Go to your Tiger Travel Dashboard>Traveler Programs>View Details>My Forms to complete all <u>required predeparture forms.</u>

Faculty Leaders will have ONE Tiger Travel account. You will be able to <u>toggle</u> from your Traveler dashboard to your Admin dashboard. Click "Submit." Wait for your program proposal application to be approved by the Provost, General Counsel, and Study Abroad Office.

Faculty Leaders will receive an email notification when their program proposal has been approved.

## FACULTY SIGN-IN

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As a Faculty Leader, you will be able to toggle between your "traveler role" dashboard and your "administrator role" dashboard

#### TRAVELER

See what your student travelers see as well as complete your personal traveler information & forms.

### TO TOGGLE

Click on your profile picture in the upper right-hand corner on Tiger Travel and choose "Change Roles"

#### ADMINISTRATOR

Complete your Faculty Leader action Items. (application approvals, bulk messages, reviewing forms, running reports)

## Q + A FOR FACULTY LEADERS

# Q: Do Faculty Leaders have to complete a traveler application for the program they are leading?

A: Yes, Faculty Leaders and all accompanying faculty need to submit a "traveler" application for the program they are leading. HOWEVER, Faculty Leaders only need to complete the "Traveler Information" section, not the entire application.

#### Q: What required forms do Faculty Leaders need to complete on Tiger Travel?

- A: There are four forms that are required for Faculty Leaders:
- 1) Faculty/Staff Program Leader Statement of Responsibility
- 2) Pre-Travel Documents (copies of passport, driver's license, travel insurance policy)
- 3) Health & Wellness Contingency Plan
- 4) Final Travel Roster and Scholarship Recipient Form

# Q: How do faculty leaders find their respective programs in the Program Directory on Tiger Travel?

A: In the Programs menu, search Fort Hays State. All faculty-led programs are listed under FHSU.

