MyPassport
http://mypassport.semesteratsea.org

We've created a way for you to receive information and to verify what we've already received. Check your MyPassport page often – most aspects of your planning and preparation will be available through this site.

Review the instructions on the following pages to learn how to use MyPassport for the following:

- Logging In
- Financial Information
  - o Account Summary
  - o Make a Payment
- Financial Aid
- Communication – Participant Self Service Portal
  - o Electronic Forms
  - o Personal Details
  - o Document Uploads
  - o Voyage Updates & Documents
  - o Visa Information
  - o Medical History Form
  - o Financial Aid Information
  - o Meal Preference Info
  - o Cabin Info

If you have any questions as you finalize your preparations for sailing, please contact our office at 1.800.854.0195 or programadministration@semesteratsea.org.

September 22, 2014

LOGGING IN

You can access your MyPassport page at http://mypassport.semesteratsea.org. Once there, click the log-in link on the top right. Your username is *firstname. lastname.voyage* (all lowercase, e.g. *john.smith.sp15*). The voyage part of the username can be found in the list below:

Spring 2015 = SP15 / Fall 2015 = FA15

Your password is *pwMMDDYY*, where MMDDYY is your birthdate. You'll be prompted to change your password after your first log-in. Passwords must contain at least one capital letter, at least one lowercase letter, at least one number, and be eight (8) characters in length. Once logged in, you'll click the "Students and LLLs" button in the upper right.
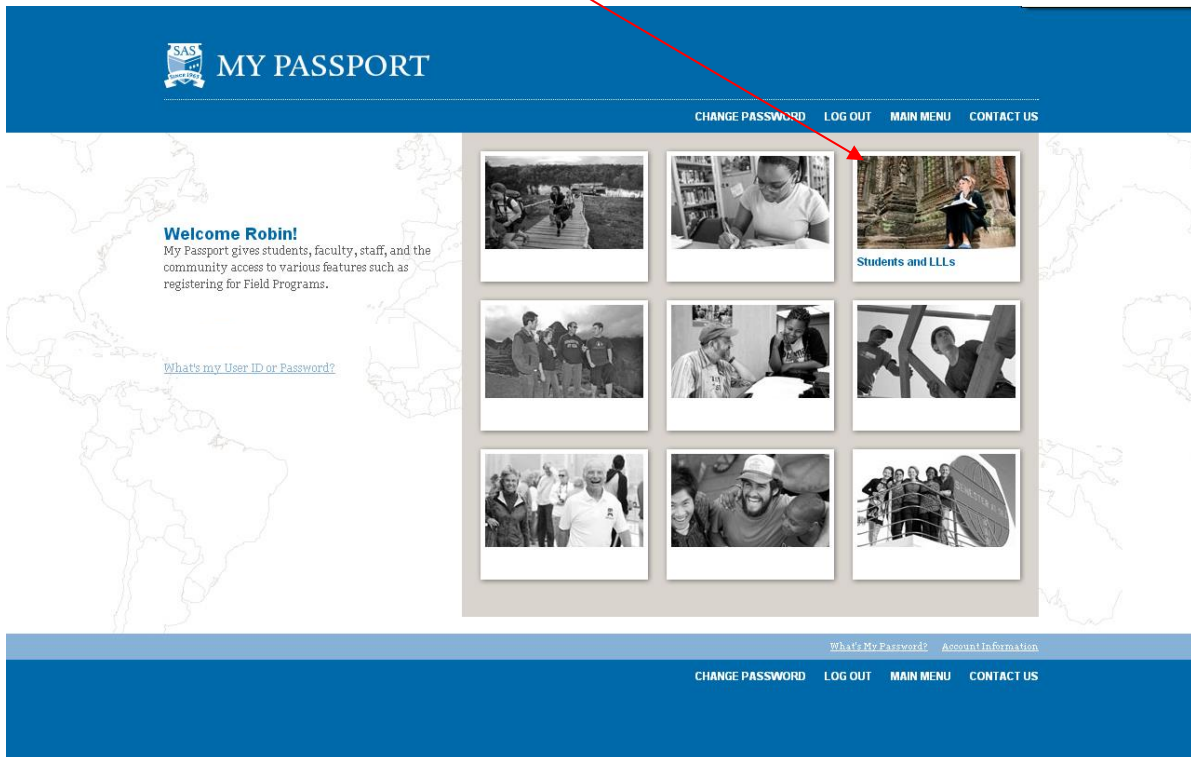
In the "Students and LLLs" section, you will see the screen below. From here, you can check your User Account, your Financial Information, your Financial Aid, and your Communication tools. The following sections will go through each of these in more detail.
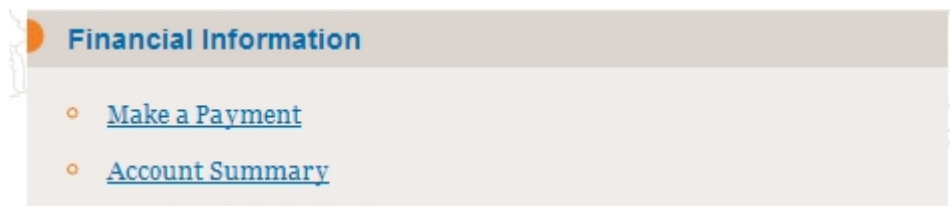
FINANCIAL INFORMATION

Navigating to Financial Information

Go to "Financial Information" from your MyPassport main menu after logging in. Here you can view your Account Summary and make payments.

The following links may display confidential information.

User Account
- What's my User ID?
- What's my password

Financial Information
- Make a Payment
- Account Summary
- Account Summary by Term

Financial Aid
- Financial aid status by term

Communication
- Participant Self Service Portal

Locate the Column titled "Financial Information"

Financial Information
- Make a Payment
- Account Summary

Account Summary

Select "Account Summary" to see your balances (Please note that this is a grand total of all balances due (Tuition/Room/Field/etc.) Any direct bill or home school payments will show up under the "Financial Aid Remaining" row.

Account Summary

Balance Forward	0.00
Current Charges	3.90
Total Charges	3.90
Student Payments	4.50
Financial Aid Payments	0.00
Financial Aid Remaining	2.00
Sponsor Payments	0.00
Payment Plans (Deferred Amounts)	0.00
Total Payments & Deferred Amounts	6.50
Refunds	4.50
Total Amount Currently Due	1.90
Amount Not Currently Due	0.00

OK

Make a Payment

Locate the Financial Information column and click on "Make a Payment"
Then click on "Pay On My Account"

A breakdown of related balances will appear. Please insert amount you wish to pay in the Payment Amount Column. The please select your payment type and click submit. You will then be directed to our third party administrator to complete payment. (Please note that there is a nonrefundable 2.7% service fee charge for all debit/credit transaction for Tuition & Fee balances. This will show up as a separate fee on your card by our third party processor. There is no service charge on E-checks.)

Pay on My Account
* = Required

Payment Amount	Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
	1.15	Enrichment Voyage 2013- Dec, Ev Passage Fare	1.15	1.15	0.00	0.00	1.15
	1.25	Spring 2013 Voyage, Field Trip Accounts Receivable	1.25	2.35	0.00	0.00	2.35
	0.50-	Spring 2013 Voyage, Student/Participant Receivable	1.50	1.00	2.00	0.00	1.00

Total Amount Due 1.90

Payment Type* [_____ ▾]

SUBMIT

You can only pay one balance at a time. If you wish to make additional payments you will need to go through this process again for each balance.

We accept Visa, Mastercard, Discover, American Express, and E-checks via MyPassport.

September 22, 2014

FINANCIAL AID

Navigating to Financial Aid
Go to "Financial Aid" from your MyPassport main menu after logging in and select "Financial Aid Status by Term" to view your financial aid awards.

Pick the appropriate term period (this is the Voyage you are sailing on).

Semester at Sea awards and deferments for pending home school aid and loans will now be listed. Action Descriptions:

- *Accepted* – Award is credited to your invoice
- *Deferred-Student* – Your home school will disburse the funds directly to you and it is your responsibility to pay SAS
- *Estimated ISE Award* – This is your approximate award pending final approval. All awards are finalized on the financial aid award date.
- *Direct Bill* – This amount will be billed to your home school.
- *Deferred – Inst* – Your home school will disburse these funds directly to SAS.
- *Not Received* – These funds were not disbursed to SAS and are now your responsibility to pay.

Your Financial Aid Award Information For Summer 2013 Award Period

Source	Amount	Action Description
ISE Need Grant - Summer	$1.00	Accepted
Home School Financial Aid Deferment - To Student	$3.00	Deferred-Student
ISE Merit Grant - Summer	$100.00	Estimated ISE Award
Alumni Grant - Summer	$2,000.00	Accepted
Direct Bill From Home School	$6,000.00	Direct Bill
Home School Financial Aid Deferment - From Institution	$12.00	Deferred - Inst
Outside Funding	$1,200.00	Not Received

Total Estimated Funds
$8,116.00

OK

September 22, 2014

COMMUNICATION – PARTICIPANT SELF SERVICE PORTAL

Navigating to Communication

Go to "Communication" from your MyPassport main menu after logging in and select "Participant Self Service Portal." This is where you will submit and verify that we've received all the important documentation required for your voyage, as well as check the status of your documentation.

When you navigate to the Participant Self Service Portal page from MyPassport, you'll be directed to a second log-in screen. Your SAS System ID can be found in your Deposit Confirmation Email, as well as in any Voyage Update emails from our office.

After logging in and selecting your voyage, you'll be directed to the main screen, which shows the status of any documentation that you need to submit. This is where you'll submit your electronic forms, your personal details, and will upload required documents. Once you've completed each section, it will be marked with a green "Completed" to the right-hand side. If you still need to take action to complete a section, it will be marked with a red "Not yet complete" to the right-hand side. All items must be marked "Completed" before you will be allowed to board the ship. New information may be added here closer to a voyage, so make sure to check back regularly.

September 22, 2014
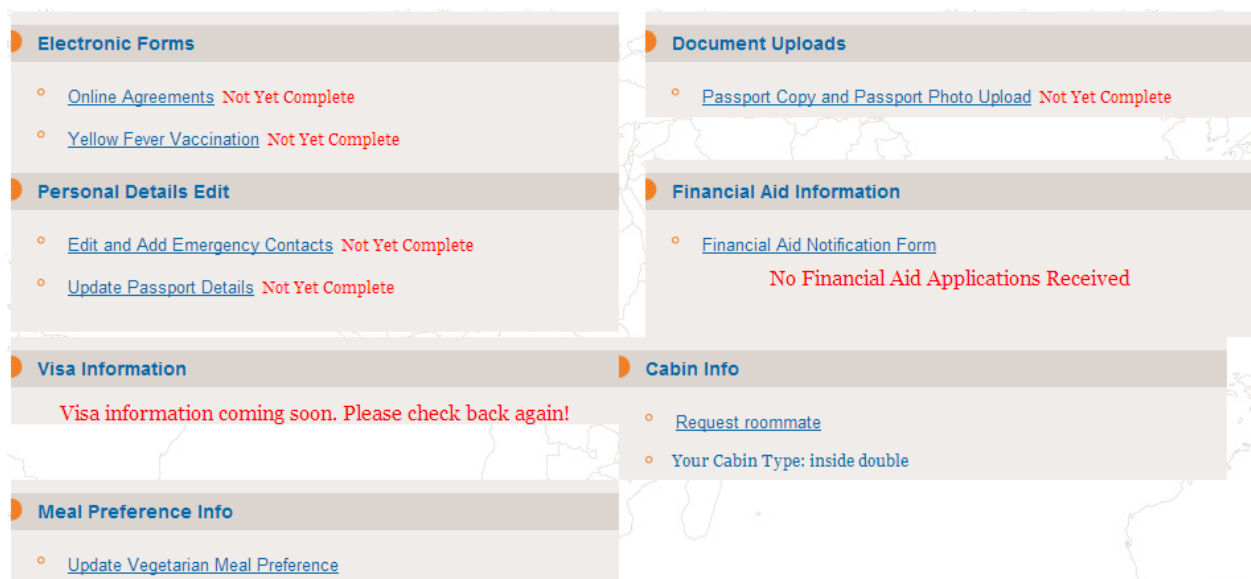
Electronic Forms

Online Agreements
You must open and review each of the four agreements (Acknowledgement of Code of Conduct Agreement/Consent for Searches and Testing, General Release and Acknowledgement of Consent, UVa Honor System and Transcript Release, and Authorization to Release Information (FERPA). After opening each document, a check-box will appear beneath the document link. You must check each of the four boxes to acknowledge and agree to the content, then hit "submit" at the bottom of the page in order for this section to be marked "Completed."

Online Agreements

Prior to the start of your voyage it is necessary to acknowledge that you have read and agree to the terms of the below documents. Please click on each document and read the contents carefully. It is recommended that you print all documents for your records. After you have read all documents you must select each box to acknowledge that you have read and agree to the terms. Once all boxes are checked you may click the Submit Now button.

-------------=============-------------

Acknowledgement of Code of Conduct Agreement/Consent for Searches and Testing – I understand and agree to be held responsible for adhering to the regulations, policies, and procedures stated in the Institute for Shipboard Education's (ISE) Voyager's Handbook.

☐ By checking this box I acknowledge that I have read and agree to the terms of the Code of Conduct/Consent for Searches

-------------=============-------------

General Release and Acknowledgement of Consent - In consideration of the acceptance to participate on the Semester at Sea program ("Program"), on the MV Explorer or other vessel substituted in its place ("Vessel"), and recognizing that his or her participation in the Program is voluntary, and that there are certain risks which the undersigned participant ("Participant") assumes by participation in the Program, the Participant hereby enters into the following General Release and Acknowledgement of Consent ("Release and Consent").

-------------=============-------------

UVa Honor System and Transcript Release - I have read the explanation of the Honor System, as applied to students in the Semester at Sea program. I understand that, by participating in the Semester at Sea program through the University of Virginia, I will be bound by the University's Honor Code, as described in the Voyager's Handbook. I also consent to understanding any financial holds at the conclusion of the voyage will result in a forfeiture of a courtesy copy of my transcript and that I will be liable for ordering a transcript at my own cost.

-------------=============-------------

Authorization to Release Information (FERPA) - I authorize Semester at Sea and University of Virginia personnel to discuss the information outlined in this document for the purposes of understanding and meeting program related financial obligations with me (the student) as well as the person(s) listed as my emergency contact(s).

Submit

We recommend that you save a copy of these agreements for your records. You can also return to this page and view the documents at any time.

Yellow Fever Vaccine
The Yellow Fever Vaccine is required for entry into some countries on our voyages. You will receive specific information pertaining to your voyage in the medical history communication. After you receive your Yellow Fever Vaccine, you will enter the date on this page. Once entered, this section will be marked "Completed.

September 22, 2014

Orientation Modules

Approximately two months prior to sailing, every student must complete two orientation modules: the U.Va. SAS Honor Module, and the SAS Code of Conduct Module. This section provides a link to each module and shows your status. The Code of Conduct Module is "open book," and this section also links to your Voyager's Handbook. You will also receive an email communication when the modules are available with more detailed information.

Please check the status of your Orientation Modules here.

Module	Status	Link to Module
U.Va. SAS Honor Module	Incomplete - Must score at least 80% to pass. Please retake the module.	Honor Module
SAS Code of Conduct Module	Complete	Code of Conduct Module

Refer to this handbook for the Code of Conduct module: Voyagers Handbook

Back

If you have not yet taken the module, your status will read "Incomplete – Please take the module." If you complete and pass the module with a score of 80% or higher, your status will read "Complete." If you take the module but score under 80%, your status will read "Incomplete – Must score at least 80% to pass. Please retake module."

Personal Details

Edit and Add Emergency Contacts

This is where you will add or make changes to your emergency contacts. You must list at least one primary emergency contact's first and last name, home phone, email, and relationship type in order for the status to change to "Completed."

Primary Emergency Contact: Papa Smurf

Name	Relationship	Phone	Email	Address	Edit	Make Primary
Papa Smurf	Aunt/Uncle	555-123-4567	psmurf@gmail.com	NULL	Edit	Make Primary

Add Someone Else

Back

When you add a new emergency contact, you will be given the option to search our system for an existing individual, if the person has sailed before, or to add a brand new contact if not.

Update Passport Details

In this section, you will upload your passport details, to include passport number, country of issue, issue date, expiry date, and US citizenship status. You must submit all information for this status to change to "Completed."

Passport Number	Country of Issue	Expiry Date	Are you a U.S. Citizen
	United States of America	January 1 2012	Yes

Submit

Back

Document Uploads

Passport Copy and Passport Photo Upload
This is where you will upload a copy of your passport (the two-page spread with your picture, name, passport #, etc.) and a copy of a passport-style photograph (front-facing headshot with a solid-colored background). You do not need to re-size the photos – we will format them appropriately after you submit the files. You must upload the files in .JPG format – other formats will not be accepted.
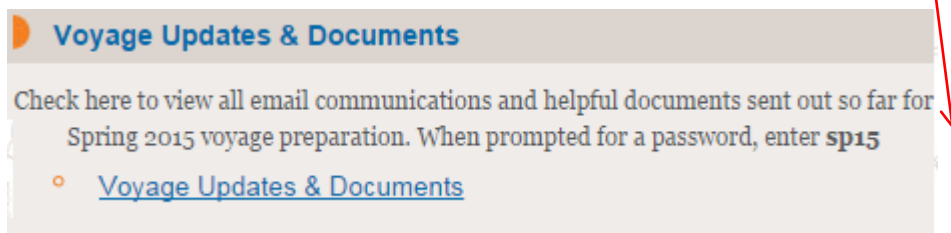

After uploading the file, your status will change from "Not Yet Received" to "Received – Awaiting Approval." Once we review your file and verify it meets the requirements, we will change your status to "Approved." When both documents are marked "Approved," then your status on the main page will change to "Completed."

If we review a file and find it does not meet the requirements, we will mark your status as "Incomplete" and you will be prompted to upload a new file. In this event, we will email you with the reason your file was rejected.

Voyage Updates & Documents

AVAILABLE APPROXIMATELY 5 MONTHS PRIOR TO YOUR VOYAGE. This section of MyPassport will allow you to view all voyage preparation email communications and helpful documents thus far communicated to participants.   Accessing this information requires a password, which is visible in the description just above the link.

September 22, 2014

Visa Information

AVAILABLE APPROXIMATELY 5 MONTHS PRIOR TO YOUR VOYAGE – VISA INSTRUCTIONS WILL BE EMAILED AT THAT TIME. This section of MyPassport will allow you to view what visas you need and confirm receipt of each visa. This section of MyPassport is not available until after you update your passport details in the Personal Details section.

Visa Instructions
Click here to access the detailed visa instruction website, which shows how to fill out each application necessary for your voyage and has links to the visa applications.

Update Visa Status
You must **self-report receipt of your visas** in this section. To update the status of your visas, you will enter the expiry date of each visa as you receive it. Once you've informed us of the visa expiry dates for all of your visas, this section will be marked "Completed" on the main page.


Passage Ticket
Your passage ticket must be submitted along with your visa applications. Clicking this link will download a copy of the ticket that you can save and print. Your passage ticket is a personalized document that shows that you are a ticketed passenger and includes the voyage itinerary. You should include one copy with each visa application.

Medical History Form

AVAILABLE APPROXIMATELY 4 MONTHS PRIOR TO YOUR VOYAGE. This section of MyPassport will allow you to download your medical history form (MHF) and malaria guidance documentation (if applicable), and to verify whether your medical form has been approved following submission to our medical consultants.

Medical History Form Status

- **Not Yet Complete** – Your MHF has not been received.
- **Received – Pending Approval** – Your MHF is currently being reviewed.
- **Incomplete** - Your MHF has been reviewed but additional information is needed. Please check your email or contact ISE@mhgmedical.com details.
- **Completed** - Your MHF has been approved.
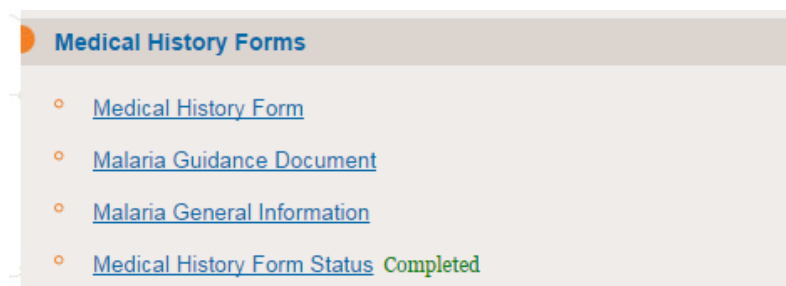
September 22, 2014

September 22, 2014

Financial Aid Information

Click on *View Status of Financial Aid Applications* to see if your applications were received at the SAS office. This screen will also list any additional financial aid documents required.

- If your financial aid application was received with all necessary documentation it will be marked ***Application Complete***.

- If your financial aid application was received with missing documentation it will be marked ***Application Incomplete*** and the missing information will be marked ***Not Received***. Once all supplemental documentation is received, the supplemental information will be marked ***Received*** and the application is marked ***Application Complete***.

- Consortiums (not needed by all students) will be marked ***Received*** when received by the Semester at Sea office. Once we send the consortium back to your home school, it will read ***Complete***.

- Financial Aid Notification forms (not needed by all students) will be marked ***Complete*** when the financial aid notification from the home school is received in our office and the funds are ready to disburse.

Financial Aid Type	Status
Audio Visual Work-Study App	Application Incomplete
FAFSA SAR	Received
Need Grant Application	Application Incomplete
Merit Application Essay	Received
Merit Grant Application	Application Complete
Income Statement	Received
Consortium	Received
Alumni Support Application	Application Complete
Financial Aid Notification	Application Incomplete
Resume	Not Received
Parent's Tax Forms	Not Received

Back

Meal Preference Info

Here you can let us know if you have a vegetarian meal preference for meals provided during field labs and field programs. ISE will try to work with field providers to ensure that vegetarian preferences are accommodated, but cannot ensure that a vegetarian meal will always be an option.

Please use this page to indicate if you have a vegetarian meal preference for meals provided during field labs and filed programs. ISE will try to work with field providers to ensure that vegetarian preferences are accommodated butt cannot ensure that a vegetarian meal will always be an option. Please carefully read all field descriptions before signing up and if you have dietary preference/restriction questions please contact the field office to get clarification.

Are you a vegetarian?

☐ yes ☐ no Submit

September 22, 2014

Cabin Info

This section will allow you to see the cabin type you have been assigned (Inside Double, Outside Double, or Outside Triple). You can also request a roommate

Request Roommate
To request a roommate, they must also be a deposited student on the same voyage. In this section, enter the first and last name of the student you wish to room with and hit "Search."

Roommate 1:

First Name	Last Name	Cabin Type Match?
		No

Roommate 2:

First Name	Last Name	Cabin Type Match?

Search for a person in our records:

First Name:

Last Name:

[Search]

[Back]

In the next screen, any participants in our system with this first and last-name combination will load. To request one of them as a roommate, fill in their first, middle, and last name in the bottom section and hit "Request."

First Name	Last Name	Middle Name
██████	██████	██████

You may request up to two roommates. You may not request a roommate of the opposite gender. Requested roommates MUST have the same cabin type. Requests will not be honored unless BOTH roommates confirm their interest.

Enter your desired roommate's last, first, and middle names below.

Roommate 1:
Last Name:
First Name:
Middle Name:

Roommate 2:
Last Name:
First Name:
Middle Name:

[Request]

Requested roommates must also have the same cabin type as you. If they do not, you can still request them but will receive a notice that one of you must contact us to switch cabin types in order for us to honor the request.

September 22, 2014