

Fall 2016 Field Programs – MyPassport Online Registration Instructions



Things to Consider Before Registering:

Please use these instructions as a guide to navigate through the Field Program Registration portal within your MyPassport account. Field Program registration will become available starting **Tuesday, May 24thth**.

For questions about Field Program terms and conditions, cancellation and refund policies, please read your [Voyager's Handbook](#).

Paying with Financial Aid

Students who plan to register for field programs using financial aid that has been awarded through the Institute for Shipboard Education must send an email to field@isevoyages.org by May 18, 2016. Approved financial aid recipients will receive specific instructions on Friday, May 20th. If financial aid is not disbursed (received by ISE) by the end of the first shipboard segment (usually 1-month), the full balance of registered Field Programs will be charged to the student's shipboard account and the student is responsible for payment.

If you have any questions regarding programs during the registration process, please consult the instructions below. If you are having log-in issues, please contact techsupport@isevoyages.org. For any additional questions please feel free to let us know at field@isevoyages.org.

*****IMPORTANT NOTE:** Occasionally there are browser-related issues with MyPassport when trying to register for multiple programs at once. If you experience the system timing out when trying to move to the final payment screen in the instructions below, please try registering for no more than four field programs at a time. Once you successfully register for these programs, go back and continue to select and pay for field programs in groups of four until successfully registering for all desired field programs.***

Registering for Field Programs

- 1) Log in to your MyPassport account (<http://mypassport.semesteratsea.org>)
- 2) Click the “Field Program Registration” photo box and then “Register for Field Programs”.

****NOTE** This “Field Program Registration” photo box will not appear on this page until the late AM hours (EST) of Tuesday, May 24th ****

- 3) When the search screen appears select your voyage from the drop-down menu (Fall 2016).
- 4) Leave all fields blank to browse through all field programs offered during the Fall 2016 voyage.

OR

Browse trips by port by selecting the port from the “Port” drop down menu.

OR

Search by course number using the “Trip Code” field to find your specific trip.

- 5) Make your trip selections from the next screen and click “Register”. You will have the option to go back if you would like to add/remove trips before submitting your registration and payment. (up to four at a time)
- 6) Please disregard the “Additional Registration Info” screen that appears next by just leaving the fields blank and hitting “Submit”. This is a new registration system and we are intending to modify this screen for future use.
- 7) Double check your selected trips and the prices associated before proceeding to checkout or returning to alter your selected trips. Once ready to register and confirm your trips, select your method of payment and proceed to the payment screen. Fill out your payment information on the PayPal screen that you are directed to and you will receive a confirmation email shortly after submitting payment.

Congratulations! Your space is now reserved on your selected once-in-a-lifetime opportunities!

Additional Information:

****Has your desired trip sold out?** Please let us know by filling out our [Field Trip Expression of Interest Form](#). If we are able to find space for you, we will notify you via email of the next steps. This form is not binding so if you make alternate plans by the time we contact you, just let us know**

Child pricing in the trip descriptions is for children 3-11 years of age as of the **date of the field program**.

You may go back to “View Registered Field Programs” after logging in at any point to remind yourself of what trips you have registered for.