Completing the faculty-led emergency & liability forms for TTUHSC-OGH

- Access the forms at the following link: https://app4.ttuhsc.edu/facultystaffelform/
- Sign in using your eRaider ID and password
- Select the *Faculty-Led Program for Students* option
- Basic information about the traveler will populate
- Select your trip from the drop down box. If it is not listed, select *None of the below*
- Complete forms A-F as directed below

  - Form A:
    - Select *Form A*
    - Provide any *Traveler Information* that does not populate
    - Select if a dependent will travel with you
    - Provide *Trip Information* to calculate number of days abroad
    - Select the number of countries you will travel to and provide country information
    - Upload your flight itinerary
    - Provide FOP, estimated cost, purpose of travel, justification/benefit, & name of faculty leading the trip abroad
      - Be sure to designate if travel will include work in a clinical setting
    - Read the section regarding insurance and print a copy of the insurance card to take with you abroad
    - Electronically sign form by selecting *I Agree* radial button
    - Select *Save Traveler Information Sheet*
    - Generate a **Foreign Travel/Pre-approval Form** if needed by selecting *Foreign Travel/Pre-approval Form*
    - Select *Return to Packet Status* to complete additional forms

  - Form B:
    - If **no** dependents will be traveling with you, **skip** *Form B*
    - If a dependent will be traveling with you, select *Form B*
    - If dependents have traveled abroad with you before and are listed in the table, select the *Select* option and update information as needed
      - Be sure to include if the dependent needs insurance and if the dependent will be included on this trip. **This must be done for every dependent listed in the table so that OGH will know which dependents will be traveling abroad for this trip.**
      - **There are three sections to update:**
        - **Add/Edit Dependent Information**
        - **Waivers and Department of State Registration**
        - **Dependent Health/Emergency Treatment Authorization**

- Update all sections as needed, saving each section and providing digital signature as prompted
- Select *Save Completed Dependent Record* when all updates have been completed

- If you need to add a dependent who has never traveled abroad with you and who is not listed in the table, select *Add A Dependent*
    - Provide dependent's information
        - Be sure to include if the dependent needs insurance and if the dependent will be included on this trip
            - Contact OGH for cost and payment information if you will purchase international health/medical evacuation insurance for the dependent
    - Select *Create Dependent Info*
    - Scroll to next section and complete *Waivers and Department of State Registration* information
        - Provide dependent information
        - Upload copy of dependent's passport
        - Select *Save Changes to Dependent Waivers/Department of State Registration & Continue*
    - Scroll to next section and complete *Dependent Health/Emergency Treatment Authorization* information
        - If dependent is over age 18, print and complete hardcopy of form and return to OGH
        - If dependent is age 18 or under, complete information online
            - Select if dependent has *Medication/Drug Allergy*
                - If yes, provide additional information
            - Select if dependent has *Food/Environmental Allergy*
                - If yes, provide additional information
            - Select if dependent has *Current Medication*
                - If yes, provide additional information
            - Select if dependent has *Additional Concerns*
                - If yes, provide additional information
            - Read *Health And Emergency Agreement* and initial
            - Electronically sign form by selecting *I Agree* radial button
    - Select *Save Dependent Emergency Treatment Authorization*
    - To print or save of copy for your records, select *View Dependent Record*
    - Select *Return to Packet Status* to complete additional forms

- Form C
    - Provide information for ICE contact 1 & 2
        - For any field you will not be completing, please type NA or none
    - Electronically sign form by selecting *I Agree* radial button
    - Select *Save Release & In Case of Emergency*

- Select *Return to Packet Status* to complete additional forms

- o Form D
  - Read Section 1 and select yes or no
  - Complete Section 2 by providing traveler & trip information
  - Include address abroad
  - Upload a copy of your passport
  - Electronically sign form by selecting *I Agree* radial button
  - Select *Save Waivers/Registration*
  - Select *Return to Packet Status* to complete additional forms

- o Form E
  - Provide any traveler information that doesn't populate
  - Select if you have *Medication/Drug Allergy*
    - If yes, provide additional information
  - Select if you have *Food/Environmental Allergy*
    - If yes, provide additional information
  - Select if you have *Current Medication*
    - If yes, provide additional information
  - Select if you have *Additional Concerns*
    - If yes, provide additional information
  - Read *Health And Emergency Agreement* and initial
  - Electronically sign form by selecting *I Agree* radial button
  - Select *Save Emergency Treatment Authorization*
  - Select *Return to Packet Status* to complete additional forms

- o Form F
  - Complete Form F if you qualify for funding through OGH
  - Provide any traveler information that doesn't populate
  - Provide *Trip Information*
  - Provide *Contact Person* information
  - Read the section about HSC OP 79.06 and initial
  - Electronically sign form by selecting *I Agree* radial button
  - Select *Save Request for Funding Information*
  - Select *Return to Packet Status* to complete additional forms

FINAL STEP!
- If you wish to print or save a copy of the forms for your records, select *View Traveler Information Sheet* and print or save
- If you need to route a *Foreign Travel/Pre-approval Form* for foreign travel approval, select *Foreign Travel/Pre-approval Form* and print
- After completing all forms, select *Select To Complete Forms*
  - o If submission is successful, Packet Complete Date will update
  - o If submission is NOT successful, error message will appear