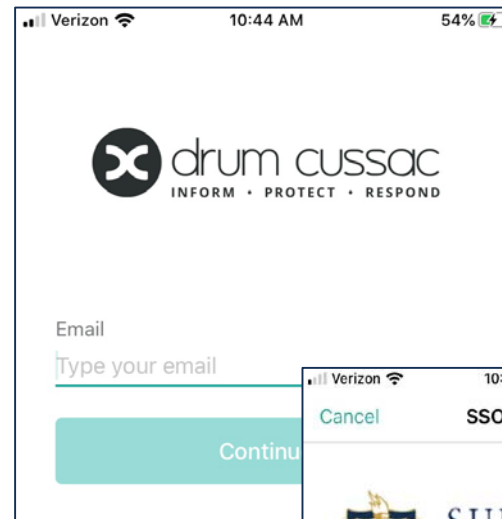


Registering Your International Travel with Drum Cussac




How to Register Via App

- Download the Drum Cussac GlobalRiskManager App
- Sign in using your Suffolk credentials
 1. First enter your full Suffolk **email address**
 2. On the Suffolk SSO page enter your Suffolk **username** and password
 3. Confirm or edit your phone number (Include country code)

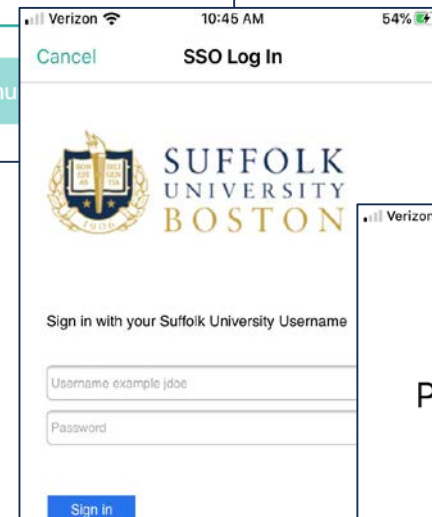


Verizon 10:44 AM 54%

 drum cussac
INFORM • PROTECT • RESPOND


Email
Type your email

Continue



Verizon 10:45 AM 54%

Cancel SSO Log In

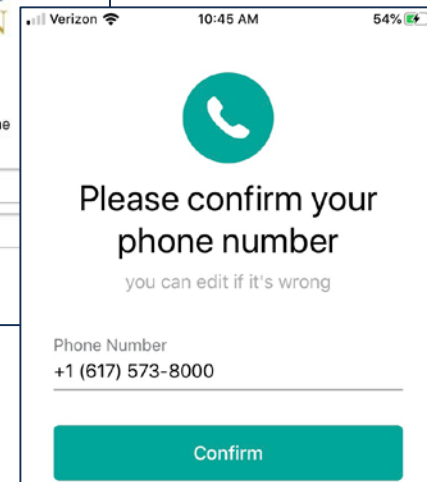
 SUFFOLK
UNIVERSITY
BOSTON

Sign in with your Suffolk University Username


Username example.jdoe

Password

Sign in



Verizon 10:45 AM 54%



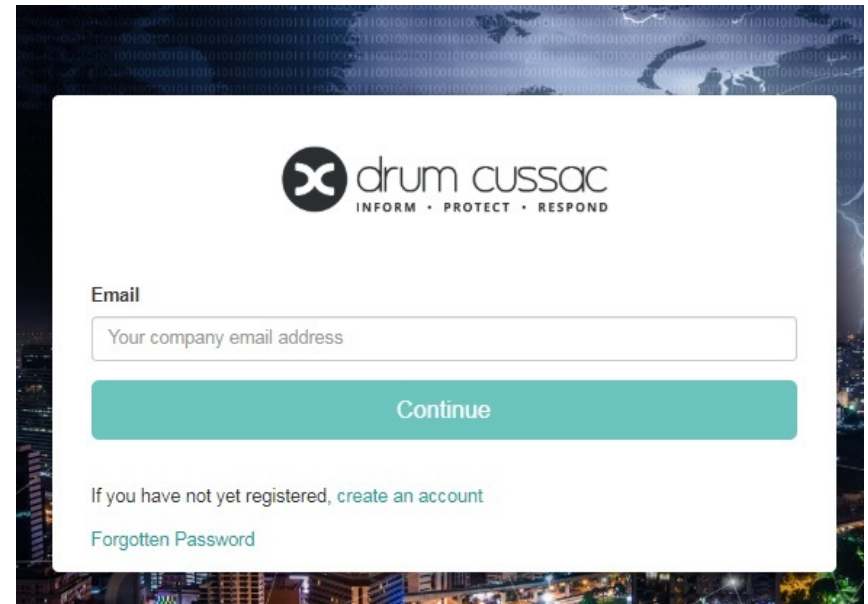
Please confirm your
phone number
you can edit if it's wrong

Phone Number
+1 (617) 573-8000

Confirm

How to Register Via Web

- Go to <https://www.drum-cussac.net> and enter your full **Suffolk email address** as your username. You will then be redirected to Suffolk's single sign on page.
- On the Suffolk SSO page enter your **Suffolk username** and password
- If you register through the web platform, be sure to download the Drum Cussac GlobalRiskManager App and login in using your Suffolk credentials.

A screenshot of the Drum Cussac login interface. The background is a dark, abstract image with binary code and a globe. The login form is white and centered. At the top, the Drum Cussac logo is displayed, consisting of a stylized 'X' in a circle followed by the text 'drum cussac' and the tagline 'INFORM • PROTECT • RESPOND' below it. Below the logo, the word 'Email' is written in a small font. Underneath, there is a text input field with the placeholder text 'Your company email address'. Below the input field is a large, teal-colored button with the word 'Continue' in white text. At the bottom of the form, there are two links: 'If you have not yet registered, [create an account](#)' and '[Forgotten Password](#)'.

Uploading Travel Itinerary

- **Students:** Your program administrator will upload your travel program dates to Drum Cussac. You can add additional travel later.
- Choose one of two methods to upload a travel itinerary:
 - In the Drum Cussac web platform use the “Trip Create” tool
 - OR
 - Send your travel reservations via email to Drum Cussac
- Detailed instructions for each method are available on the International Travel section of the Risk Management website

Trip Create

- Go to <https://www.drum-cussac.net>
- Login using your Suffolk credentials
- Click on the **Trips** tab on the left, and then click on **Create** at the top right

The screenshot shows the 'Trips' management interface. The left sidebar has a dark background with white text and icons. The 'Trips' tab is highlighted with a teal background and a red circle. The main content area has a light gray background. At the top right, there is a user profile 'Demo 506' and a 'Create' button circled in red. Below the header, there is a search bar with the text 'Search PNRs, people, airports, countries...'. To the right of the search bar are filters for 'From' (set to '2 weeks ago') and 'To' (set to '2 weeks in future'), and a 'Country Risk' slider. Below the search bar is a 'Reference' dropdown menu and a 'VIP' checkbox. A table with the following data is displayed:

Travellers	Countries	Start Time (UTC)	End Time (UTC)	PNR
Demo 506	United States	9 Oct 2019, 15:00	10 Oct 2019, 01:00	ABCDEFG123

Below the table, it says '1 trip'.

Trip Create

drum cussac
INSURE • PROTECT • ASSISTANCE

Map
Alerts
Trips
Travel Advice

Itinerary Capture Form

i Welcome to the Itinerary Capture Form; this form is where you can enter your travel itinerary into your company's Travel Tracking Platform. You will then be provided with real time alerts and travel advice for your proposed destination(s). Before continuing please make sure that you have all relevant and confirmed travel itinerary information, required to enter your trip. If the information entered on the form needs to be edited at any point before or during your trip, please contact our support team at platformsupport@drum-cussac.com who will help edit your trip details.

Clear Form

Booking Reference / Passenger Name Record (PNR) **?**
e.g. X1YZ23

Traveller

Name Demo 506	Email Address demo506@suffolk.edu	Phone Number ? Phone Number
-------------------------	---	--

Trip Segments (0)

+Add Flight +Add Hotel

Create Trip Cancel

**If you can't find your PNR then you will need to create one.
For a trip with multiple reservations, just use the first PNR**

Be sure to enter the phone number you will be using during travel, and include the country code at the start of the number.

- Complete the Itinerary Capture Form by entering your flight and/or hotel reservation info
- Include country code with your phone number (+1 617 573 8000)
- Include each leg or trip segment on the same form
- Click Create Trip to submit

Trip Create

- If the information entered on the form needs to be edited at any point before or during your trip, please contact the support team at platformsupport@drum-cussac.com

Submit Travel Via Email

- Travelers can book travel and email their travel confirmation to Drum Cussac at:
suffolk@trips.drum-cussac.net
- The email must come from the person traveling and must be from an @suffolk.edu or @su.suffolk.edu domain otherwise it will be rejected.
- If you have made several different bookings, you must send each confirmation independently. Do not attach all the confirmations to a single email.
- Trip submissions will generate an acknowledgement email from Drum Cussac.

Submit Travel Via Email

Top tips for successful trip submission

- Email content should be the original email provided by the travel supplier. Don't send emails with a lot of forwards or email conversations.
- Photos/scan or screenprints of bookings/itineraries will not be successfully processed. Send the original PDF or email from the travel supplier.
- Include only one trip booking/itinerary per email. Multiple bookings are not supported on a single email.
- Only attach one file to the email (eg. Booking.PDF).

Your Trips

- View all of your travel itineraries on the Trips tab of the web platform

The screenshot shows the 'Trips' section of the Drum Cussac web platform. The header includes the logo and navigation icons. The left sidebar has 'Map', 'Alerts', 'Trips' (selected), and 'Travel Advice'. The main content area features a search bar, date filters ('From' and 'To'), a 'Country Risk' slider, and a 'Reference' dropdown. Below these filters is a table of travel itineraries.

Travellers	Countries	Start Time (UTC)	End Time (UTC)	PNR
Demo 506	United States Spain	5 Jan 2020, 15:00	16 May 2020, 16:00	SUDEMO37
Demo 506	New Zealand United States	7 Nov 2019, 11:00	3 Dec 2019, 14:00	SUDEMO32

Questions

- Contact the Office of Risk Management at riskmanagement@suffolk.edu for additional support.