

Smart Traveler Enrollment Program (STEP)

To complete this process, you will need a mobile device and the fact sheet for your OCS program.

Step 1: To fill out the STEP, go to <https://mytravel.state.gov/s/step>.

You will need to sign in or create an account through login.gov. For two-factor authentication, you will need your phone for an authentication app or SMS/phone call to finish setting up your account. Once logged in, you'll be prompted to fill out some personal information.

Next, you'll see two options: "subscribe to travel messages only" and "enroll your time abroad and subscribe to travel messages." For security and safety, you will need to **enroll your time abroad**. This is necessary for you to receive emergency communications abroad and provide a point of contact to US embassies in case of emergency.

Step 2: You'll need to provide personal information again.

Step 3: For your emergency contact, you will need to add the Carleton OCS emergency contact number, **+1 507-301-5039**.

Step 4: This is the most time-consuming part of the process, it requires you to use your program's fact sheet to find the information needed. For each location (especially different countries) that you will spend more than a few days in, you'll need to create a **separate travel plan**, using the dates and locations from the fact sheet.

For each location, be sure to add a point of contact – this will typically be an organization that Carleton is partnering with at the program location, and they will have an emergency number listed that you should input. If there isn't a partner listed on the fact sheet, you should just input the Carleton OCS emergency number, **+1 507-301-5039**, again. Next, you want to click to subscribe to travel messages for the current location – if there are multiple US embassies listed, you can figure out which embassies are closest to your location, or just select all of them. Lastly, input the end date of your time in this location and click "next."

After doing this, you'll see a screen with an "add travel plans" prompt that you can click to repeat this process for each country or location that your program encompasses.

Once you click "next" after entering all of your travel plans, you should see a confirmation screen and receive an email from Consular Affairs letting you know that you're now subscribed to travel messages.

About the service

Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals to enroll their trip abroad so the Department of State can accurately and quickly contact them in case of emergency.

Benefits

- Get real time updates about health, weather, safety, and security in the country.
- Plan ahead using information from the local U.S. embassy.
- Help the embassy or consulate contact you if there's an emergency like a natural disaster, civil unrest, or a family emergency.

Time to complete: 20 minutes