WorldAware Solutions
Saint Leo University

Operate Globally with Confidence
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Description of Services

WorldAware Solutions combines tactical and technical expertise to offer a comprehensive safe travel solution that sits alongside, and works in conjunction with, Saint Leo University’s insurance products. WorldAware’s mission is to provide travel risk analysis, training and awareness, risk managed travel and incident response to protect Saint Leo University travelers.

Benefits of WorldAware Solutions include:

- Web-based tools to help enforce Saint Leo University’s Safe Travel Policy
- Risk Assessments for trips to Risk Level 4 and 5 countries
- Security, Medical, Transportation, and Environmental Alerts sent to travelers in affected areas
- 24/7/365 access to iJET’s Response Operation Center
- Management of travel related incidents

In order to ensure travelers are in compliance with Saint Leo University’s Safe Travel Policy, they must complete the process outlined in this guide.

Travel Registration

Step 1. Access the Portal Page

Per Saint Leo University’s Safe Travel Policy, travelers are required to visit the FICURMA Travel Portal Page to review the policy and access important links prior to travel. The link to the page is as follows:

https://forms.riskconsole.com/PerfectForms/PresentationServer/(S(fkv0e3aqjsgvm1cl1rga12lw))/Form.aspx/Play/SmAggAAj?f=SmAggAAj

Step 2. Create a Traveler Profile (Skip to Step 3 if profile already exists)

To create a Traveler Profile, select the Create a Profile link under Saint Leo University.
Travelers will be asked to provide personal information, security phrases, travel experience, and other pertinent details while completing their Traveler Profile. Examples are provided below:

<table>
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<th>Traveler Personal Details</th>
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<tr>
<td><strong>Client Name</strong></td>
</tr>
<tr>
<td><strong>AWOCC Emergency Telephone Number</strong></td>
</tr>
<tr>
<td><strong>First Name</strong></td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
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**Background Questions**

- **Would you like to answer background questions?**
  - Yes
  - No

  Please provide a **Duration Phrase**. A duration phrase is a phrase or sentence that you might use to indicate that you are concerned about your safety or being held against your will. An example might be requesting to remember to feed a pet that has passed away, or requesting that someone inform a non-excellent relative that you are OK. It should be easy to remember, and something that you are unlikely to use by accident.

  **Duration Phrase 1** |

  Please provide a **Proof of Life Question**. A Proof of Life question is a question to which only you would know the answer. It may make your identification easier in certain circumstances. It should not be a closed question (i.e. have a yes or no answer) and should not be easy to guess or ascertain the answer from Internet research (i.e. not mother’s maiden name). Examples might include the name of a memorable pet or teacher, a location where you met your partner or an obscure detail from your past.

  **Proof of Life Question 1** |

  How would you describe yourself - are you an experienced international traveler or an infrequent business traveler?

  **Describe Yourself** |

  Have you spent time camping, or did you grow up in a rural community?

  **Camping or Rural Background** |

  Do you have any experience either in law enforcement, the military, or any other uniformed organization?

  **Law Enforcement Experience**
If travelers are unsure if they already have a Traveler Profile or they are questioning if a new profile was properly generated, they are encouraged to contact worldaware@ijet.com or call +1 312-470-3068 (Saint Leo University’s unique phone number) before attempting to create another profile.

*Travelers should not create a profile if they are unsure if they already have one in the system*

**Step 3. Visit the WorldAware Country Risk Information site**

The WorldAware Country Risk Information (CRI) site contains pertinent travel information specific to each country. Travelers can navigate to the CRI site through the Portal Page by selecting **WA Country Risk** under Links. Once on the site, travelers must enter FICURMA in the Company Name field.

**Step 4. Submit trip information**

Once the traveler has confirmation of a Traveler Profile creation, they must enter their trip details by selecting **Submit a Trip** under Saint Leo University.
*Travelers should not submit their trip more than once using the Portal Page. If they are unsure if the trip was submitted, they are encouraged to reach out to WorldAware*

**Group Travel**

Saint Leo University monitors group travel through the designated Group Leader to streamline the Traveler Profile/trip creation process. For travelers who have been named as a Group Leader, they must follow the above Travel Registration steps and provide a roster of all travelers who plan on attending the trip.

Group Leaders can attached the traveler roster to their trip record by accessing the TMS after the trip record is created via the Portal Page. The completed trip record can be found under the All Trip Details and/or Upcoming Trips sections of the Traveler Console tab in the TMS.

**Contact Information**

If assistance is needed while traveling or with any of the WorldAware technical platforms, individuals can contact Worldaware via use of Saint Leo University’s unique phone number or by email. The phone number and email address are monitored 24/7/365 days per year.

WorldAware Phone: +1 312-470-3068
WorldAware Email: worldaware@ijet.com

For questions regarding Saint Leo University’s Safe Travel Policy, travelers may contact the university’s Risk Manager, Martin Martinez.

Phone: +1 352-588-7540
Email: Martin.Martinez02@saintleo.edu