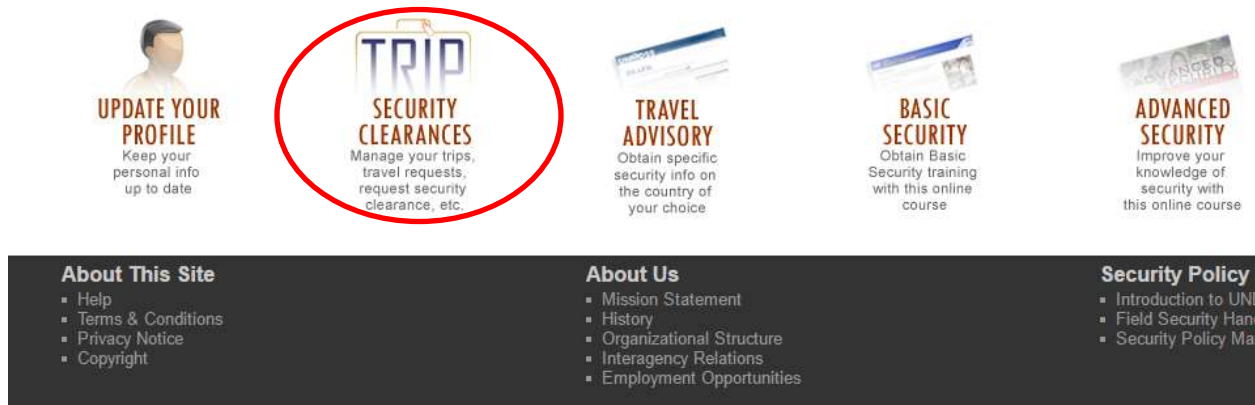


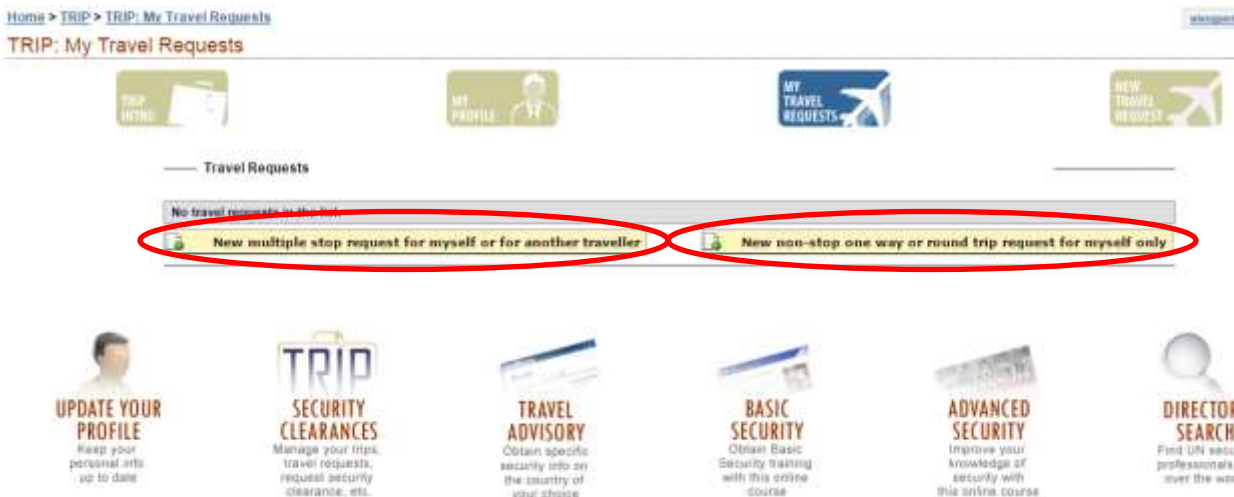
# How to request for Security Clearance (SC) on the DSS Portal website

Last updated on 27 July 2016

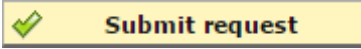
1. Login to the **DSS Portal** at <https://dss.un.org>
2. Make sure your **profile** is up-to-date (if you have any doubt, click on “**Update your profile**”), in particular but not limited to your address, your duty station and your security trainings.
3. Click on “**TRIP Security Clearances**”.



4. Depending on your travel, click on the relevant yellow button:
  - 4.1 If your travel is a non-stop one way or a round trip for yourself alone, click on the second button (“**New non-stop one way or round trip request for myself only**”);
  - 4.2 If your travel has multiple stops and is for yourself or for another traveler, click on the first button (“**New multiple stop requests for myself or for another traveler**”).







**Note:** If a security clearance request was automatically filed via Umoja, you will find it in “Not Submitted” status in TRIP and you should simply edit it instead of creating a new travel request.

5. If you selected **“New non-stop one way or round trip for myself only”**, then fill in the information below:
  - 5.1 Tick check box according to your request such as “One way trip” or “Round trip” or “Unofficial travel”
  - 5.2 Fill in “Purpose”, “Remarks” fields
  - 5.3 Fill in “Travelling from”, “Travelling to”, “Travelling by”, “Flight No.”, “Details” and “Remarks” fields
  - 5.4 Fill in “Name of hotel or contact person”, “Country”, “Address”, “Phone number”, “Phone remarks”, “Email”, “City”, “Accommodation remarks”, “Phone type”
  - 5.5 Click on the “Submit request” button 


[Home](#) > [TRIP](#) > [TRIP: My Travel Requests](#) > [Travel details simple form](#)  
**Travel details simple form**

Travel Segment for One-Way or Roundtrip Request

 This form is only for travel of either one-way or roundtrip for you ( **Ms. Worachat Wiengperm** ) as the traveller.  
 If your trip contains more than one travel segment, please go back to the main TRIP page and select "Create request for multiple stops".

**One way trip**   
 **Round trip**   
 **Unofficial travel** 



**Purpose**   
**Remarks**



**Traveling from:** Thailand  
 Bangkok City  
 00 : 00


**Traveling to:** Thailand  
 Bangkok City  
 00 : 00

**Traveling by:** Aircraft, airplane  
**Flight No.:**   
**Details:**   
**Remarks:**

 If the departure - arrival city is not in the list, chose nearest city. To add a new city in the list, please click on this  icon.

**Name of hotel OR contact person:**   
**Country:** Thailand  
**Address:**   
**Phone number:**   
**Phone remarks:**

**Email:**   
**City:** Bangkok City  
**Accommodation remarks:**   
**Phone type:** - Select phone -

 **Submit request**

**Accommodation details are mandatory for all travel requests submitted in the TRIP system, with the exception of requests with a duration of one day or less or when the traveller returns to the Duty Station. Please be sure that your TRIP profile has an up-to-date Duty Station information.**

Note:

- Should you need to follow up on the approval of a Security Clearance Request (SCR) you raised, click on “Travel Advisory” on the DSS Portal Home page and select the country of destination to find the names and contact details of the country security team as well as the latest travel security information.
- For more information about TRIP and in particular One-Way or Roundtrip requests, please click on the

“[TRIP INTRO](#)” icon 

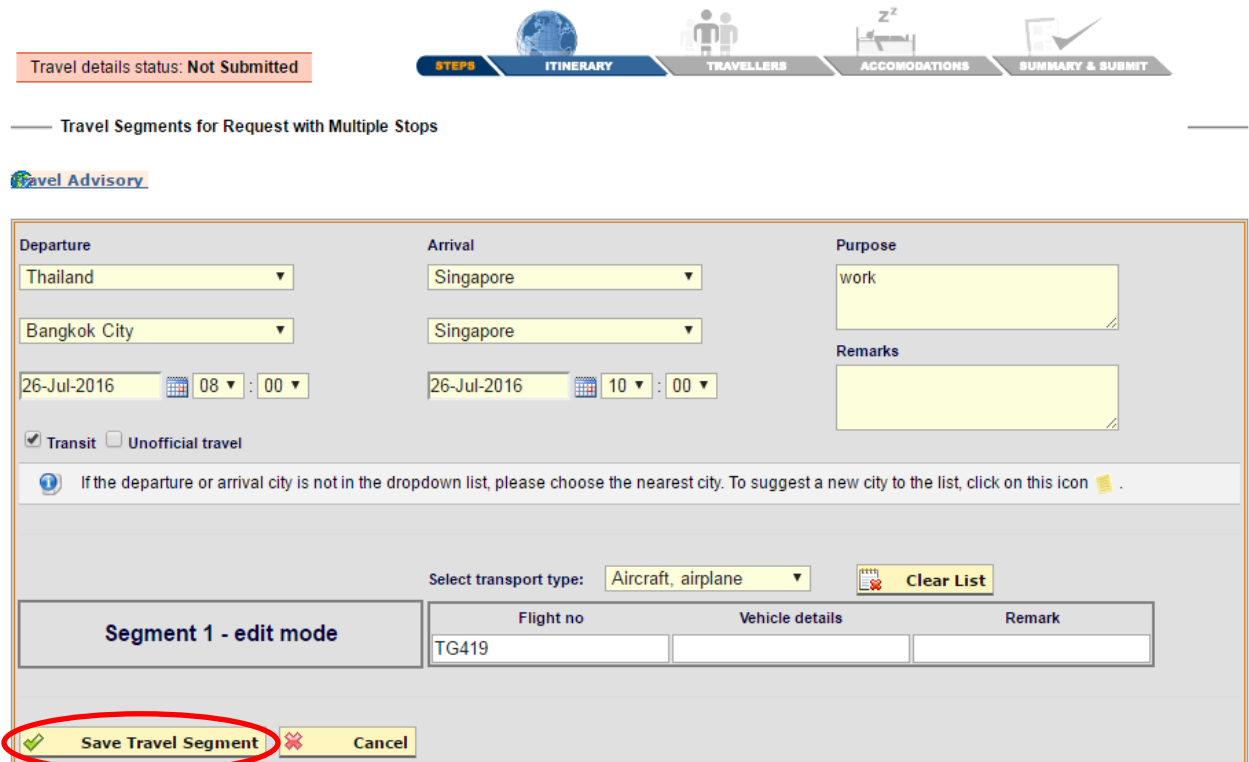
which you can find just after clicking on “TRIP Security Clearances”.

If you selected **“New multiple stop requests for myself or for another traveler”**, proceed with the following steps:

- 6. click on the **“Add travel segment”** button 



- 7. Now you are in the **“ITINERARY”** tab
  - 7.1 Fill in **“Departure”** detail such as **“Departure Country”**, **“City”**, **“Departure date and time”** and tick **“Transit”** or **“Unofficial travel”** if any
  - 7.2 Fill in **“Arrival”** detail such as **“Arrival Country”**, **“City”**, **“Arrival date and time”**
  - 7.3 Fill in **“Purpose”** and **“Remarks”**
  - 7.4 Select **“Transport type”**
  - 7.5 Fill in **“Flight no.”**, **“Vehicle details”** and **“Remark”**
  - 7.6 Click **“Save Travel Segment”** 



- 8. Click **“Add travel segment”** to add another leg of the travel itinerary.

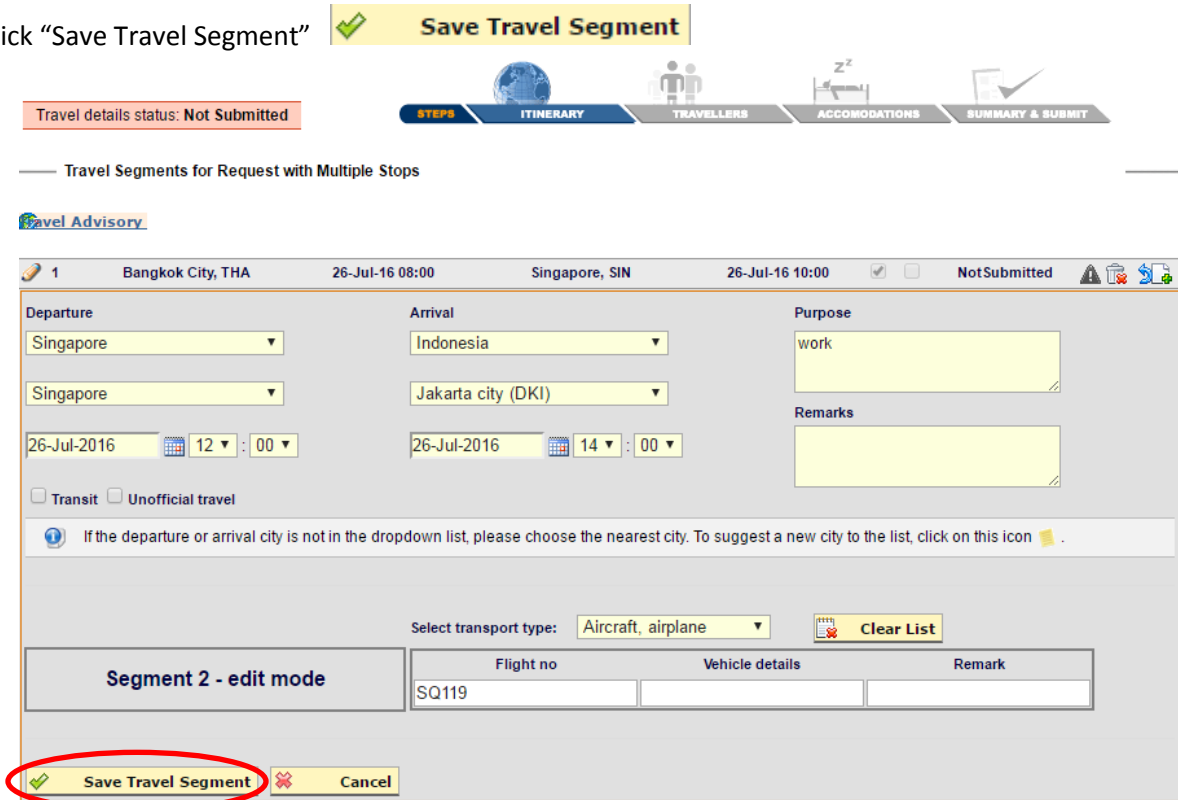
Note:

- The travel segments should be connected in sequence such that the Arrival City from the previous segment should be the Departure City in the next segment. The idea here is to include the entire travel itinerary.
- If the Arrival City in the last segment is different from the indicated Duty Station in the profile of one of the travelers, accommodation details must be provided in the last segment for the particular traveler.



9. Fill in the information:

- 9.1 Fill in "Departure" detail such as "Departure Country", "City", "Departure date and time" and, if applicable, tick "Transit" and/or "Unofficial travel".
- 9.2 Fill in "Arrival" detail such as "Arrival Country", "City", "Arrival date and time".
- 9.3 Fill in "Purpose" and "Remarks".
- 9.4 Select "Transport type".
- 9.5 Fill in "Flight no.", "Vehicle details" and "Remark".
- 9.6 Click "Save Travel Segment"



10. When you have added all travel segments, click on the “Next step” button:

Travel details status: Not Submitted

STEPS ITINERARY TRAVELLERS ACCOMODATIONS SUMMARY & SUBMIT

Travel Segments for Request with Multiple Stops

Travel Advisory

	Departure	Departure Date	Arrival	Arrival Date	TR	UT	Status	
1	Bangkok City, THA	26-Jul-16 08:00	Singapore, SIN	26-Jul-16 10:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NotSubmitted	
2	Singapore, SIN	26-Jul-16 12:00	Jakarta city (DKI), IDN	26-Jul-16 14:00	<input type="checkbox"/>	<input type="checkbox"/>	NotSubmitted	

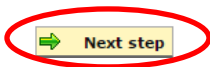
**Add travel segment**

Place your cursor/mouse over text or icons for additional info

Symbol legend: Edit travel segment Show segment status  
 Delete travel segment Add travel segment

TR Transit  UT Unofficial travel

2 travel segment(s)



11. On the “TRAVELLERS” tab, use the available buttons/links to list all the individuals travelling:

Travel details status: Not Submitted

STEPS ITINERARY TRAVELLERS ACCOMODATIONS SUMMARY & SUBMIT

Travellers

No travellers in the list.

Add Ms. Worachat Wiengperm as traveller

Search for traveller with existing profile

Create New Staff

Create New Dependant

Note: If the traveler does not have a profile yet, you can create a profile for him/her by clicking on the link “Create New Staff”.

12. Once done, fill in the accommodation details, summary, and finally submit the request.

Note:

- Should you need to follow up on the approval of a Security Clearance Request (SCR) you raised, click on “Travel Advisory” on the DSS Portal Home page and select the country of destination to find the names and contact details of the country security team as well as the latest travel security information.
- For more information about TRIP and in particular Multiple Stops requests, please click on the “TRIP INTRO”



icon which you can find just after clicking on “TRIP Security Clearances”.