# HOW TO UPLOAD FLIGHT INFO AND ITINERARY – VET PREP

ROSS UNIVERSITY
SCHOOL OF VETERINARY MEDICINE

## UPLOADING YOUR FLIGHT INFORMATION AND ITINERARY

To upload your flight itinerary and arrival information, log into the My Ross Vet Community portal using your credentials.

If you have already been assigned a @students.rossu.edu email address, select the 'Student Login' button to log into the portal.

**If you are an incoming student and have not yet been assigned a @students.rossu.edu email address,** select the 'Applicant Login' button to log in to the portal.
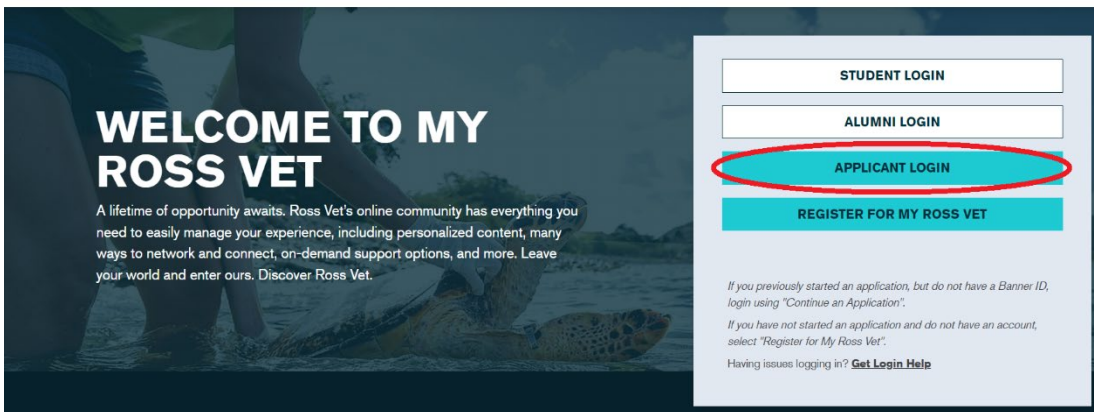


On the next screen, sign in using the email address you used in your Ross Vet application. **Do not sign in using your Banner ID.**

If you applied through VMCAS and have not yet registered for My Ross Vet, select the 'Register here' link below the 'Access Your Application' button. You will be prompted to create an account. When creating your account, be sure to use the email address you used in your VMCAS application.
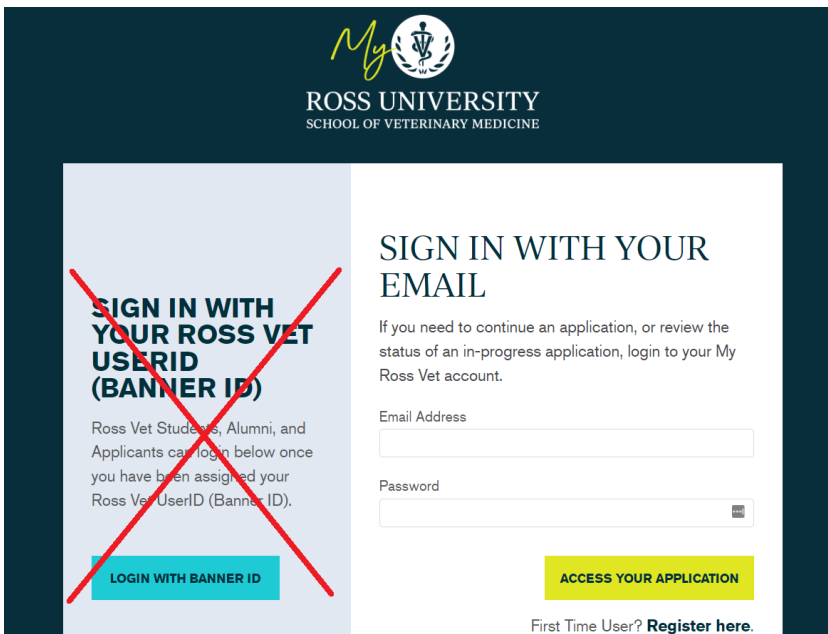


Once you are logged in, you will be taken to the home page of your milestone tracker. On the left-hand side of the milestone tracker, you will see the 'Your Next Steps' menu which outlines the list of outstanding items we need from you.

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## STEP 1: SELECT THE 'SUBMIT ARRIVAL INFORMATION' BUTTON

**Please note:** Make sure you are in the '3. Accept' tab located at the top of the screen.

You will see guidelines for completing the next steps prior to the start of the semester. To input your flight arrival information, you will see the option to select the 'Submit Arrival Information' button at the bottom of the page.



## STEP 2: SUBMIT ARRIVAL INFORMATION

Select the 'Submit Arrival Information' button. You will be prompted to input your flight arrival date, time, airline, and flight number. At this time, you will also have the option to provide details of your return flight, including return flight date, time, airline, and flight number.

Please note that while uploading your return flight information is optional, you must book a return flight reservation to leave no earlier than the end of your first semester to obtain your St. Kitts visa.

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Once you have input your arrival flight information, select the 'Submit' button to save your information. Please note that only the most recent submission information will be stored.
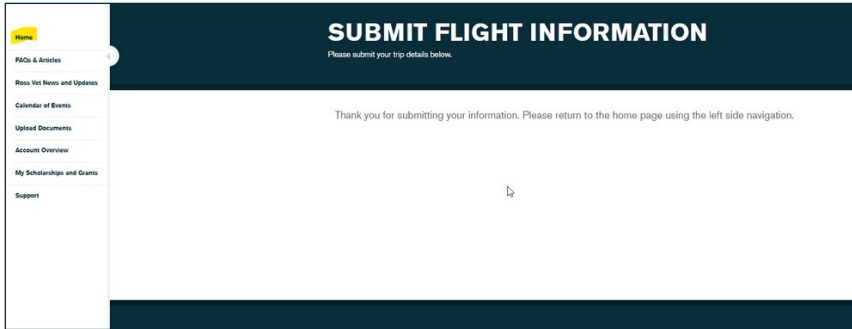


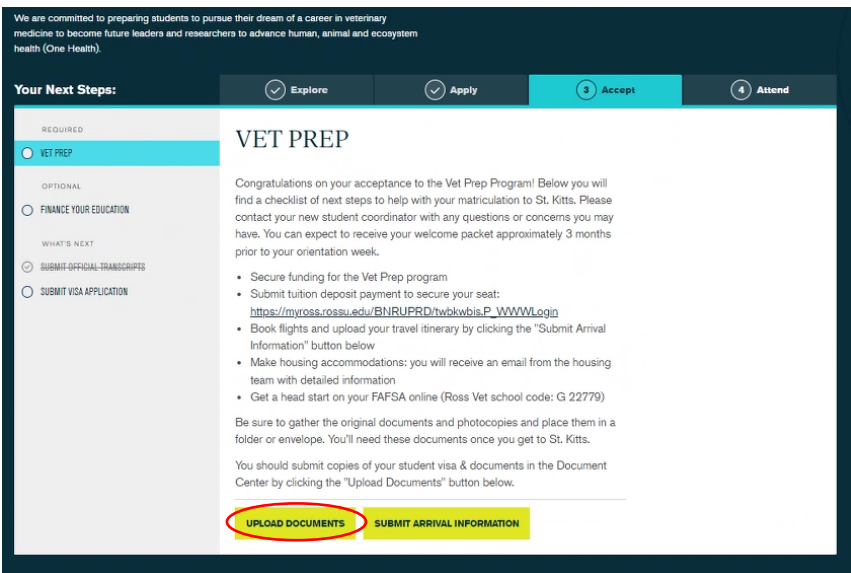After submitting your information, you will be prompted to return to the home page using the 'Home' button on the left side navigation.

## STEP 3: UPLOAD FLIGHT ITINERARY

To upload a copy of your itinerary, return to the 'Vet Prep' home page from the left side milestone tracker menu. Select the "Upload Documents" button.



You will be taken to the document center where you will have the option to upload a copy of your itinerary using the 'Upload a Document' feature.

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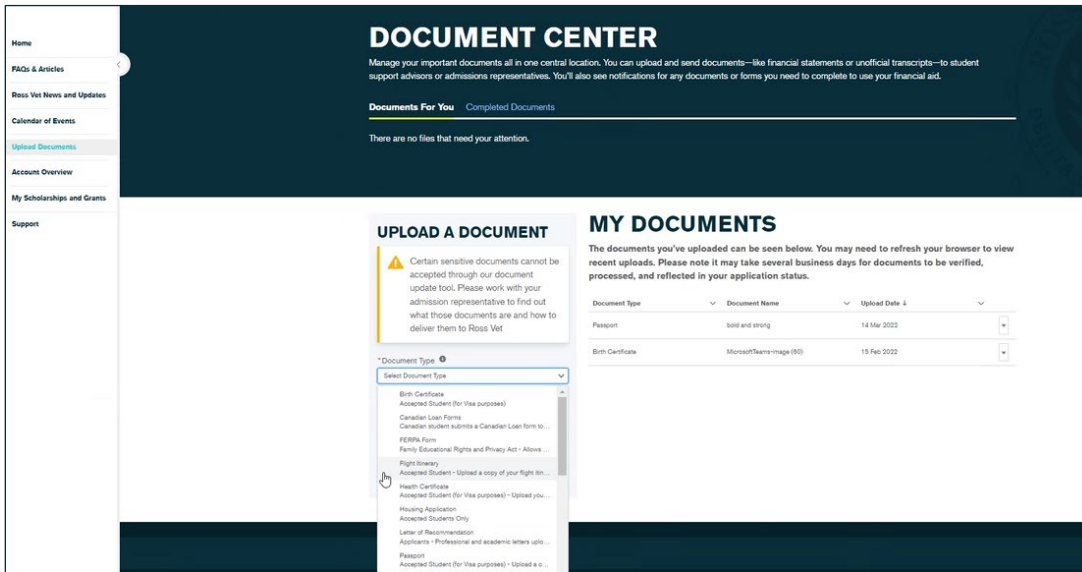


Under the 'Document Type' section, you will have the option to select the document type from a dropdown list. Scroll until you see 'Flight Itinerary' and select that option. Below, you may add any additional notes to the document (optional.)

Once you have selected the document type and have added in any notes you may either select the 'Upload Files' button or drag and drop a document into the 'Or drop files' area of the screen.

While your file is uploading, a pop-up window will appear to show you the status of your upload. Once you see a green check mark next to your file, select the 'Done' button. The pop-up window will disappear and you will be returned to the Document Center screen.
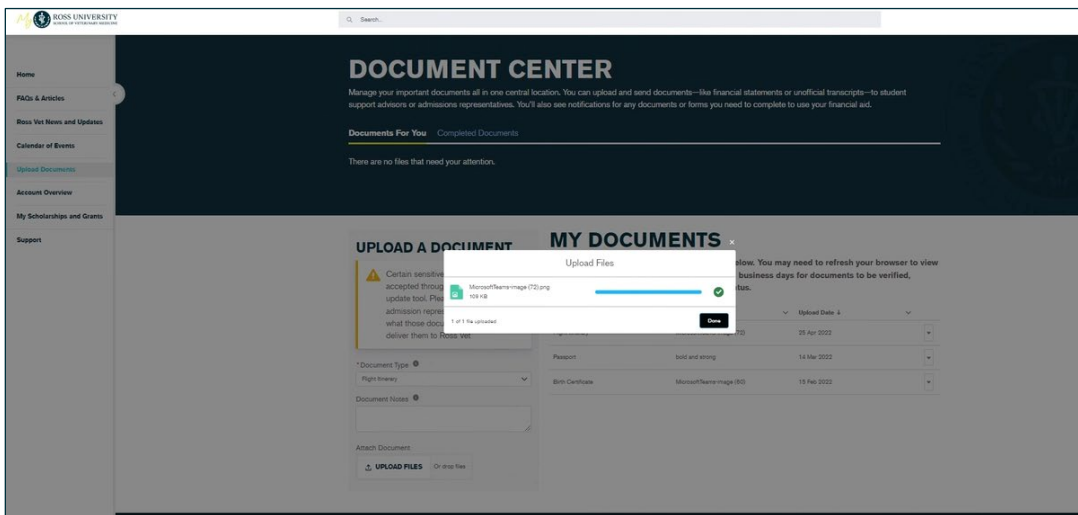


Once your itinerary has been uploaded, it will populate on the right-hand side of the screen under the 'My Documents' section of the Document Center. Please note that if you do not see the document after uploading it, refreshing your screen should resolve the issue.