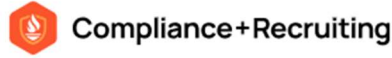


## Complete a Travel Form ARMS

Log in to ARMS - <https://sso.armssoftware.com/arms/my/dashboard> using your Northwestern SSO.



## Welcome back!

Please select your Organization.

### Suggested Organizations

After selecting Continue, you will be forwarded to your school's login page before accessing Teamworks Compliance + Recruiting.

Your selection below will be stored for future use after the initial login.



Suggested Organizations

**NORTHWESTERN UNIVERSITY**

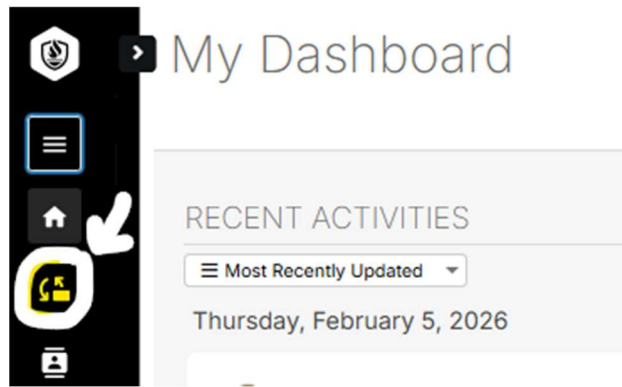
Search for your Organization

Organization Name

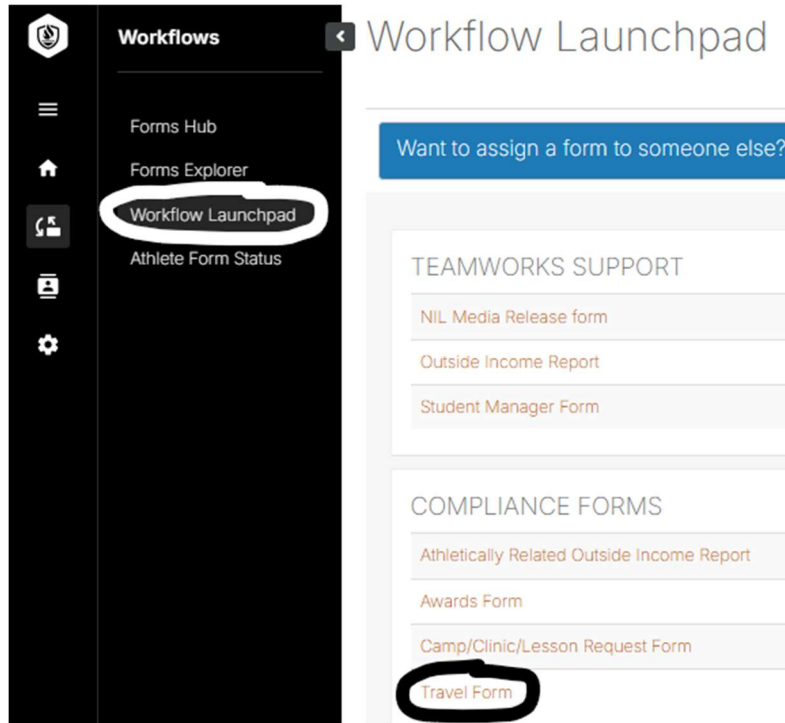
Continue



Click on **Workflows** on the left hand side (box with arrows):



Next, Select **Workflow Launchpad**, and then **Travel Form**



Select your sport/or athletic department, and the academic year. Click Launch Workflow in the bottom right corner.

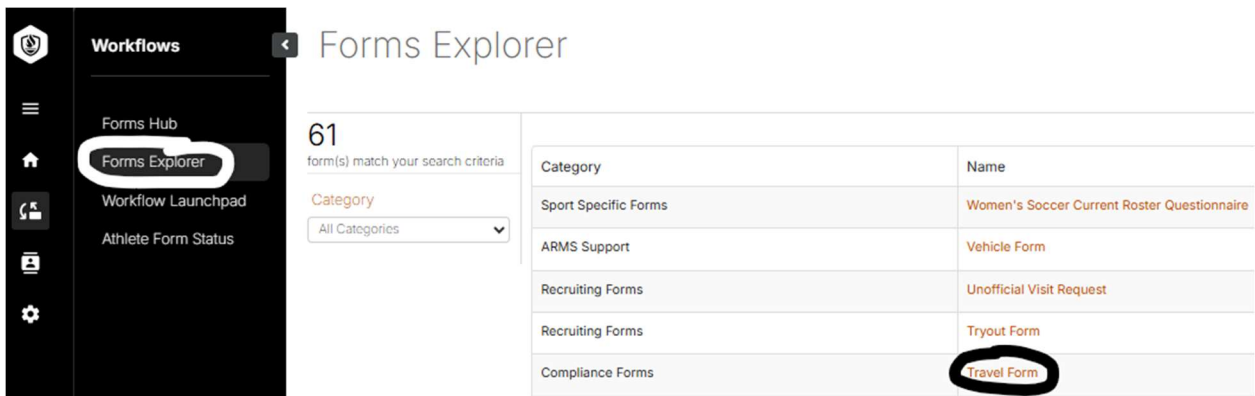
The screenshot shows a 'Launch Workflow' dialog box. At the top, it says 'Launch Workflow' with a close button (x). Below that is a message: 'Please enter the information required to create the selected form.' There are two rows of input fields. The first row has 'Sport' and 'Athletic Department' (with a star icon). The second row has 'Academic Year' and '2025-26' (with a star icon). At the bottom right, there are 'Cancel' and 'Launch Workflow' buttons, with an arrow pointing to the 'Launch Workflow' button.

Complete all required sections of the form and submit once finished.

\*Selecting Travel Method as Air will prompt you later to select how many flight segments are in your trip. Please make sure you include any layovers and have both a departing and returning flight.

\*Selecting “Yes” for the Recruiting Travel dropdown will prompt you later to select how many recruiting events are in your trip. For each event, please make sure to fill out date, recruit and event, site, City/State, and visit type.

\*You can update and resubmit the ARMS travel form if there are any changes to your trip by navigating to the Forms Explorer. Use the dropdowns to find your form, select your form, and click **Reopen** in the bottom left corner. Make sure to resubmit once your changes are complete.



The screenshot shows the 'Forms Explorer' interface. On the left is a dark sidebar with a 'Workflows' header and a menu containing 'Forms Hub', 'Forms Explorer' (circled in white), 'Workflow Launchpad', and 'Athlete Form Status'. The main content area is titled 'Forms Explorer' and shows a search result of 61 forms. A dropdown menu for 'Category' is set to 'All Categories'. A table lists the forms with 'Travel Form' circled in black.

Category	Name
Sport Specific Forms	Women's Soccer Current Roster Questionnaire
ARMS Support	Vehicle Form
Recruiting Forms	Unofficial Visit Request
Recruiting Forms	Tryout Form
Compliance Forms	Travel Form