Section 3: Update Your Travel Profile

Before you use Travel for the first time, update your profile. You must save your profile before you first attempt to book a trip in Travel.

If you are a travel arranger, select the profile that you want to edit from the **You are Administering Travel For** dropdown menu (at the top of the Profile page).

Step 1: Change Your Password

Your company decides if you can change your password. If allowed, you will change your password on the Profile tab.

How to...

1. On the **My Concur** page, select **Profile** from the menu at the top of the page.

On the **Profile** submenu, click **Change Password**.

In the **Old Password** field, enter your current (temporary) password.

In the **New Password** field, enter your new password.

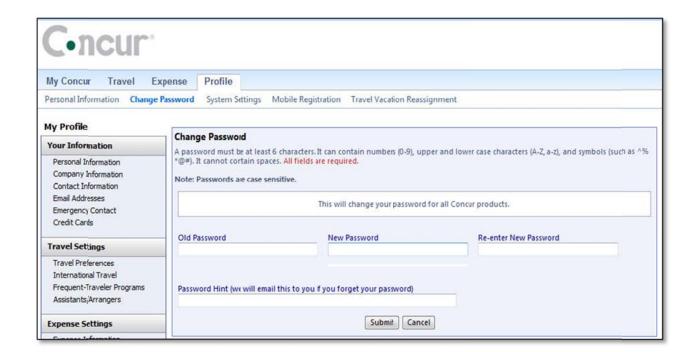
Verify your new password by re-entering it in the **Re-enter Password** field.

Enter a word or phrase in the **Password Hint** field to act as a reminder if you forget your password, and then click **Save**.

Additional Information

If your company uses Single Sign On, you access Travel via your company's intranet. If that is the case, you will not see this option on the Profile menu nor will you be able to change your password.

To change your password, you need to know your old or temporary password.



Section 3: Update Your Travel Profile (Continued)

Step 2: Change your Time Zone, Date Format, or Language

How to...

1. On the **My Concur** page, click **Profile** on the menu at the top of the page.

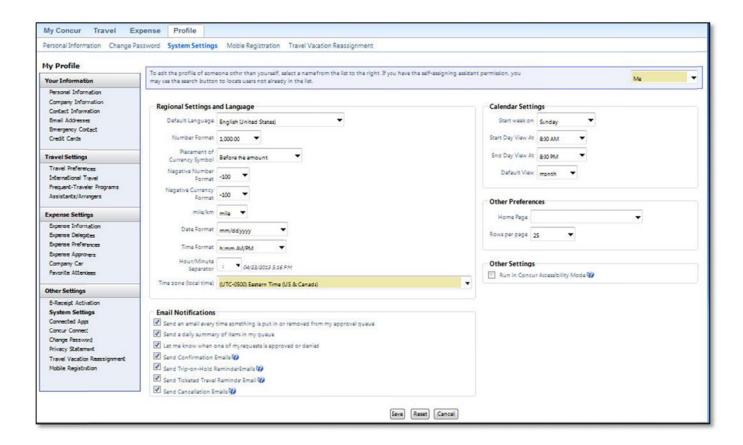
On the Profile submenu, click System Settings.

On the **System Settings** page, update the appropriate information, and then click **Save**.

Additional Information

You can change the system and regional settings (number, currently, date, and time format).

The submenu is listed horizontally under the **Profile** tab. You can also hover over the **Profile** tab to view a dropdown version of the submenu.



Section 3: Update Your Travel Profile (Continued)

Step 3: Update Your Personal Information

How to...

1. On the **My Concur** page, click **Profile** on the menu at the top of the page.

On the **Profile** submenu, click **Personal Information**.

2. On the **My Profile** page, update the appropriate information, and then click **Save**.

Additional Information

The submenu is listed horizontally under the **Profile** tab. You can also hover over the **Profile** tab to view a dropdown version of the submenu.

Complete these sections of your travel profile:

Name & Airport Security

Home Address

Work Address

Contact Information

Emergency contact

Travel Preferences

Credit Cards

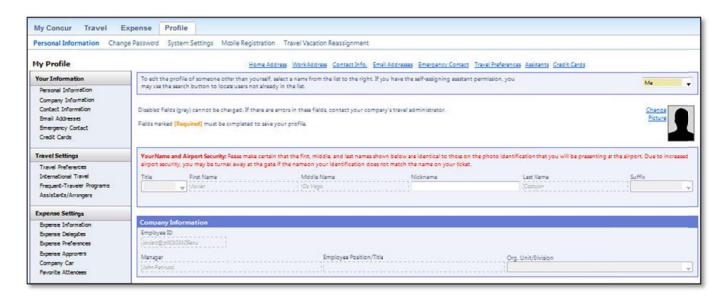
You must complete all fields marked **Required** (in orange) to save your profile.

Verify that the first and last name fields match the ID used at the airport.

If you cannot edit these fields, contact your travel agency or travel manager to make changes.

The country you select in the work address fields will determine the default map that appears on the **Concur Travel Map** tab.

There are several **Save** buttons on the profile page. You only need to save once as every **Save** button saves the entire profile.



Section 3: Update Your Travel Profile (Continued)

Step 4: Set Up a Travel Arranger or Assistant

How to...

 On the My Concur page, click Profile on the menu at the top of the page.

On the **Profile** dropdown menu, select **Personal Information**.

Click **Assistants** at the top of the page.

Click Add an Assistant to search for your assistant's last name.

In the **Search Criteria** field, enter the assistant's name.

Click Search.

Click the **Assistant** dropdown arrow.

Select the appropriate name from the dropdown list.

Select Can book travel for me.

Select Is my primary assistant for travel. Click Save.

Additional Information

Use **Assistants & Travel Arrangers** to give other Travel users the ability to view and modify your profile or book travel and trips for you.

The primary assistant's name and work phone number become part of the traveler's GDS profile, if configured.

Important: Your assistant must have an existing Travel account before you can add him or her to your profile.

Hint: When searching, use the following format: *LastName*, *FirstName* (no spaces).

For example: Smith, June

The **Assistant** dropdown list shows any individuals that match your search criteria.

Use this option if you want to have this assistant included on any agency-generated emails about your trips. This will only occur if your Travel Management Company has configured your site to

How to...

Additional Information

send information to your GDS profile.

