

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.

My Profile

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

Expense Settings

- Expense Information

Change Password

A password must be at least 6 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%*#@#). It cannot contain spaces. **All fields are required.**

Note: Passwords are case sensitive.

This will change your password for all Concur products.

Old Password	New Password	Re-enter New Password
<input type="text"/>	<input type="text"/>	<input type="text"/>

Password Hint (we will email this to you if you forget your 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, currency, 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.

The screenshot displays the 'System Settings' page within the 'My Profile' section of the My Concur application. The page is organized into several sections:

- Regional Settings and Language:** Includes dropdowns for Default Language (English United States), Number Format (1,000.00), Placement of Currency Symbol (Before the amount), Negative Number Format (-100), Negative Currency Format (-100), and units (mile/km). It also features Date Format (mm/dd/yyyy), Time Format (h:mm AM/PM), and a Time zone (local time) dropdown set to (UTC-0500) Eastern Time (US & Canada).
- Calendar Settings:** Includes Start week on (Sunday), Start Day View At (8:00 AM), End Day View At (8:00 PM), and Default View (month).
- Other Preferences:** Includes Home Page and Rows per page (25).
- Other Settings:** Includes a checkbox for Run in Concur Accessibility Mode.
- Email Notifications:** A list of checkboxes for various email alerts, all of which are checked.

At the bottom of the page, there are buttons for Save, Reset, and Cancel.

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.

The screenshot shows the 'My Profile' page in My Concur. At the top, there are navigation tabs for 'My Concur', 'Travel', 'Expense', and 'Profile'. Below these are links for 'Personal Information', 'Change Password', 'System Settings', 'Mobile Registration', and 'Travel Vacation Reassignment'. The main content area is titled 'My Profile' and includes a sub-menu with links for 'Home Address', 'Work Address', 'Contact Info', 'Email Addresses', 'Emergency Contact', 'Travel Preferences', 'Assistants', and 'Credit Cards'. The page is divided into three main sections: 'Your Information', 'Travel Settings', and 'Expense Settings'. The 'Your Information' section contains fields for 'Title', 'First Name', 'Middle Name', 'Nickname', 'Last Name', and 'Suffix'. The 'Travel Settings' section includes a warning about airport security and a 'Change Picture' button. The 'Expense Settings' section includes fields for 'Employee ID', 'Manager', 'Employee Position/Title', and 'Org. Unit/Division'.

Section 3: Update Your Travel Profile (Continued)

Step 4: Set Up a Travel Arranger or Assistant

How to...

1. 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.

2. 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.

The screenshot displays a web application interface with a main form and a modal dialog box.

Main Form Fields:

- Passport Nationality: United States of America
- Passport Expiration (mm/dd/yyyy): 12/27/2011
- Document Type: Passport
- Passport Number: [Empty]
- Passport Date Issued (mm/dd/yyyy): [Empty]

Assistants and Travel Arrangers Section:

- Refuse Self Assigning Assistants:
- Your Assistants and Travel Arranger: [Empty list box]

'Add an Assistant' Dialog Box:

- Title: Add an Assistant - Mozilla Firefox
- URL: https://www.concursolutions.com/profile/Assis
- Header: Add an Assistant
- Text: Please select the individuals within your organization that you would like to give permission to perform travel functions for you.
- Search Criteria: Chase
- Search What: Name, E-Mail, Log-in
- Search Button: Search
- Assistant: Chase, Grant Edward (grantc@concur.com)
- Options:
 - Can book travel for me
 - Is my primary assistant for travel*
- Footnote: *Individuals/Groups with no work phone number in their profile cannot be designated as primary assistant for travel.
- Buttons: Save, Cancel
- Status: Done