

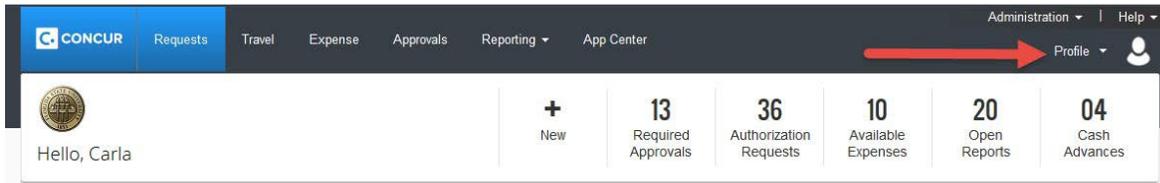


Updating Your Profile

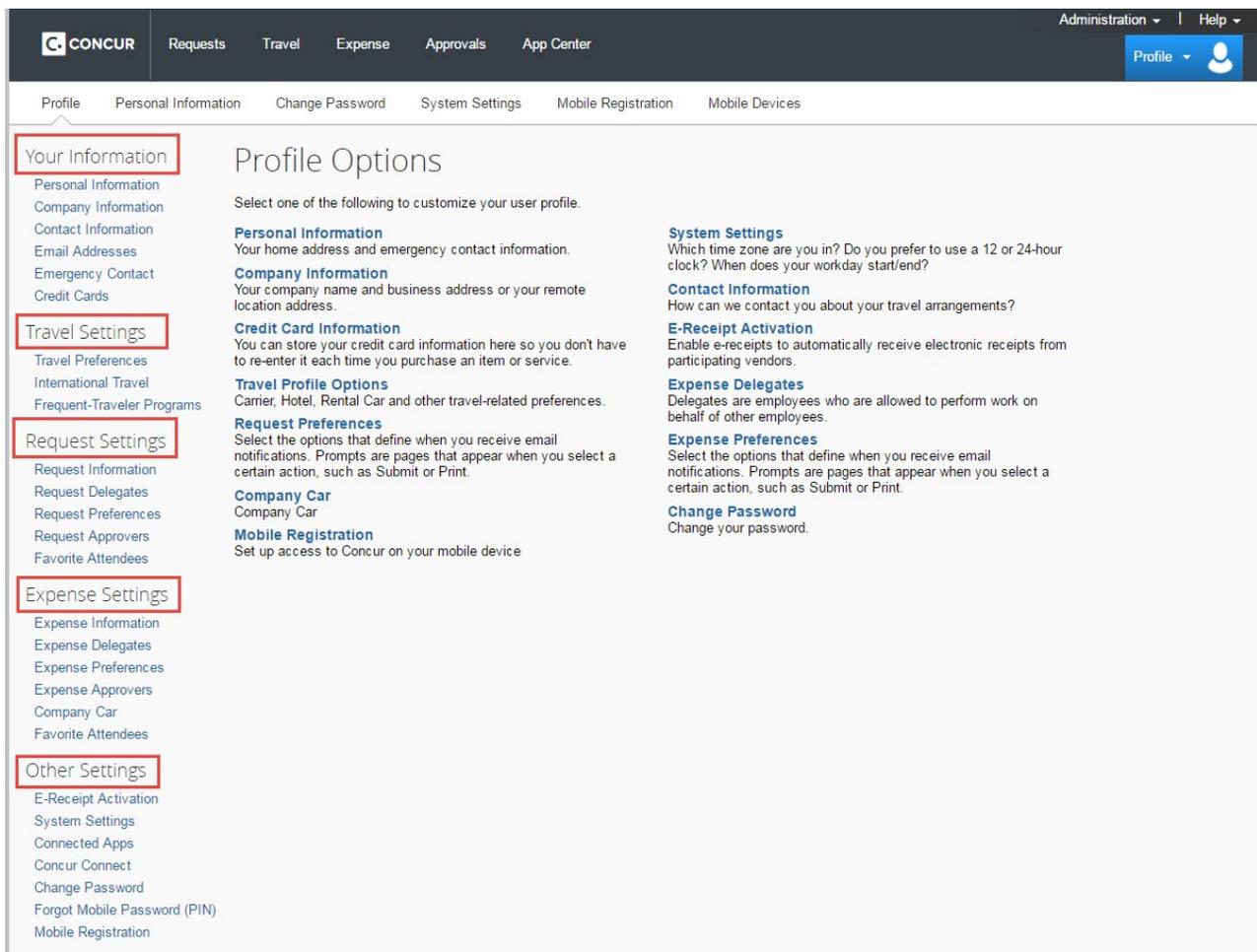
Purpose: Verifying and updating your information in the profile is the first thing all new users should do when they log into Concur.

Accessing the Profile

1. From the Concur homepage click **Profile**, then **Profile Settings**



2. There are five categories of settings: **Your Information**, **Travel**, **Request**, **Expense**, and **Other Settings**. This guide focuses on **Your Information** and **Travel Settings**. Additional guides are available for the remaining profile settings.





Your Information

Personal Information

Name: The complete name should match your government issued photo ID, such as a driver’s license or passport, which you will present to airport security. If first/last name are different than what is on user’s photo ID, please contact travel@fsu.edu.

- First and Last name will be populated from your University OMNI HR record.
- Verify or add Middle Name and, if applicable, Suffix to match your government issued ID. If user needs to modify and is unable, contact travel@fsu.edu
- Ensure information is correct. User cannot modify again after saving.
- Click **Save**.

Company Information: Automatically populates

Work & Home Address: Optionally, you may enter work and home address.

Contact Information: **Required**

- Enter a work and home phone number; these can be cellular or land lines
- Optionally, you may enter a mobile phone.

Email Addresses: **Required**

Email Address	Verify	Contact?	Actions
Email 1 lmasimore@fsu.edu	Not Verified Verify	Yes	



Verify your email address

- Your '@fsu.edu' email account will automatically be uploaded into the Concur Travel & Expense system, but you must verify your email address within Concur by clicking the Verify link. By verifying your email address, Concur can associate your email address with your Concur account.
- Once you verify your email address, you will be able to forward any electronic receipts to receipts@concur.com . They will then be displayed in the Available Receipts in the Expense portion of the application. It also enables itinerary information to be emailed to plans@concur.com.
- Additional work and personal email addresses can be added by clicking Add an Email Address. Enter the email address and select whether you want travel notifications to be sent to that email. Click OK.
- To verify the email address, click the Verify link.
 - Check your email for a verification message from Concur.
 - Copy the code from the email message into the Enter Code box next to the email address.
 - Click OK

Emergency Contact Information:

Optional, but when traveling, if there should be an emergency, World Travel Services will have access to the Emergency Contact information.

The screenshot shows a web form titled "Emergency Contact" with a "Go to top" link in the top right corner. The form contains the following fields and options:

- Name:** A text input field.
- Relationship:** A dropdown menu.
- Street:** A large text input field with a dashed border.
- Address same as employee:** A checked checkbox.
- City:** A text input field.
- State/Province/Region:** A text input field.
- Postal Code:** A text input field.
- Country:** A dropdown menu with "United States of America" selected.
- Phone:** A text input field.
- Alternate Phone:** A text input field.
- Save:** A blue button at the bottom center.

Travel Preferences:

Optional, but recommended for frequent travelers

- If you participate in Frequent Traveler Rewards programs, click **Add a Program**
 - Enter air, car rental, and hotel Frequent Traveler program information
 - Click "I Agree" to the terms and conditions TSA Secure Flight



TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.

Gender [Required] Date of Birth (mm/dd/yyyy)[Required] DHS Redress No. ? **TSA Pre✓ Known Traveler Number?**

Male Female

Save

- Enter your gender and date of birth
- If you have a TSA Pre-check number, it can be entered

International Travel: Passports and Visas

Recommended for International travelers

International Travel: Passports and Visas Go to top

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

Passports

I do not have a passport

Add a Passport

Passport Date of Birth (mm/dd/yyyy) Passport Nationality Passport Number Passport Date Issued (mm/dd/yyyy)

Passport Expiration (mm/dd/yyyy) Passport Place Issued (City, State) Passport Place Issued (Country)

International Visas

Add a Visa

Visa Nationality	Visa Type	Visa Number	Visa Expiration
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

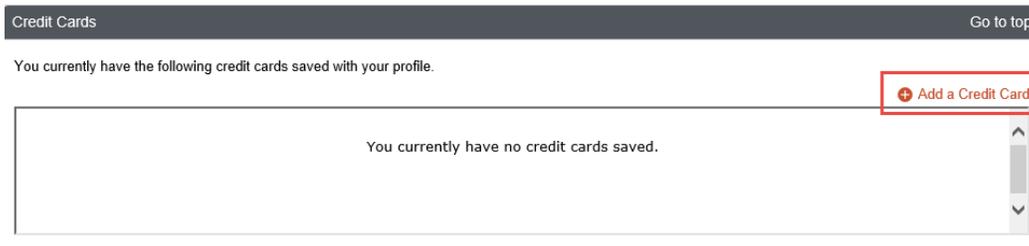
For international travel, entering Passport or International Visa information ahead of time will allow it to be available when using Concur/World Travel to book travel.

Note: User's date of birth will be masked after editing it. If unsure that DOB is correct, users may re-edit the date.

- Click **International Travel**
- Enter Passport or International Visa Information
- Click **Save**

Credit Cards: Recommended

- FSU recommends the FSU travel card. If you do not have an FSU travel card, please work with your department travel representative or the University Travel department on determining if one would suit your needs.
- Once you obtain a t-card, click **Add a Credit Card**. A window should open (check for popups) to fill in the fields.



- Fill in the required fields:
 - Display Name: A name to distinguish the t-card from any personal cards (i.e. FSU T-Card)
 - Your name as it appears on this card: Must match card exactly
 - Card Type: VISA
 - Credit Card Number: Must match card exactly
 - Expiration Date: Must match card exactly
 - **Use this card as the default for:** Plane Tickets, Rail Tickets, Car Rentals, Hotel Reservations.
 - Billing Address:
 - Street: 5607A Univ. Center
 - City: Tallahassee
 - State: Florida
 - Zip/Postal Code: 32306-2394
 - Country: United States of America

- If desired or required, a personal credit card can be entered into the profile and will be available for purchasing plane tickets, or hotel and car rental reservations.