

Step-by-Step Guide

Updating Your Profile in the Concur Travel & Expense System

Why update your Concur Profile?

Your Profile within the Concur Travel & Expense System stores your personal information, some of which is required by the federal Transportation Security Administration (TSA) to fly. Your Concur Profile information will be referenced when you book a trip through Concur Travel or through Christopherson Business Travel (CBT).

Who can update your Concur Profile?

Ultimately, you are in charge of your Concur Profile. The **required** information can be updated by yourself, your delegate, or your travel arranger. Some of the **optional** information can only be updated by yourself or your travel arranger – not by your delegate.

Accessing Your Concur Profile

1. Begin by accessing Concur via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **Concur Travel & Expense System** link.
2. Select your **Profile** menu in the upper right corner of your screen and click **Profile Settings**.
3. Click **Personal Information** (left-side menu).

Updating Your Concur Profile: **Required** Information

Four pieces of information are required to use Concur Travel – the remainder is at your discretion to complete. The first time you update your Concur Profile, you must ensure all four required pieces of information are complete **before** you save. You can then update and save each section separately as needed.

The four required pieces of information are:

1. **Your Name:** Verify that your name is correct, including your Middle Name and Suffix. This should match the government-issued photo ID – such as a driver's license or passport – you will present to airport security.
2. **Company Information:** Verify that your Employee ID and Manager appear correct. The individual listed as Manager will receive emails when your trips

Important Note
Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name [Required]	Middle Name [Required]	Nickname	Last Name [Required]	Suffix
	Heather	Nicole		Hoyer	
		<input type="checkbox"/> No Middle Name			

Company Information Go to top

Employee ID			
158767			
Manager	Org. Unit/Division	Employee Position/Title	
Normandy Roden			
Campus Location	Department		
5	50027		

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are booked. These fields are populated from HRMS and cannot be updated in Concur. Contact your Payroll Liaison to make changes in HRMS.

3. Contact Information:

Enter either a Work Phone or Home Phone. (Both are noted as required, but only one must be provided.)

Contact Information

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Work Phone^[Required**]

303-837-2130

Work Extension

Work Fax

2nd Work Phone/Remote Office

Home Phone^[Required**]

Pager

Other Phone

Mobile Phone

▼

Send Test Message

?

****You must specify either a home phone or a work phone.**

Now is a great time to verify your email address(s). This will



help with processing expense reports. Refer to the Step-by-Step Guide [Attaching Documents Using the Available Receipts Area](#) for details. (Each e-mail address listed in this section will be sent emails of trip itineraries when trips are booked.)

4. **TSA Secure Flight:** Select your gender and enter your date of birth.

Once all four required pieces of information are complete, click **Save** at the bottom of this section to save changes to the required information.

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 
<input type="radio"/> Male <input checked="" type="radio"/> Female	<input type="text" value="xx/xx/xxxx"/>	<input type="text"/>	<input type="text"/>

Save

Updating Your Concur Profile: Optional Information

Completion of the rest of your Concur Profile is optional, but is recommended to streamline the travel booking process.

Use the **Travel Preferences** section to identify:

- Your air travel preferences such as seat (aisle or window), row (front or back of plane), and departure airport
- Your hotel preferences such as room type (king or queen bed), accessibility, and amenities
- Your car rental preferences such as car type (economy or mid-size) and car transmission (automatic or manual)

Travel Preferences

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Eligible for the following discount travel rates/fare classes

☐ AAA/GAA
 ☐ Government
 ☐ Military
 ☐ Senior/AARP

Air Travel Preferences

Seat

Special Meals
 Ticket Delivery

Aisle
 Regular Meal
 E-ticket when possible

Preferred Departure Airport
 Other Air Travel Preferences
 Medical Alerts

Hotel Preferences

Room Type
 Smoking Preference
 Message to Vendor

Don't Care
 Non-smoking
 Foam pillows
 Rollaway bed
 Cribs

I prefer hotel that has:

☐ a gym
 ☐ a pool
 ☐ a restaurant
 ☐ room service
 ☐ Early Check-in

Accessibility Needs

☒ Wheelchair access
 ☐ Blind accessible

Car Rental Preferences

Car Type
 Smoking Preference
 Car Transmission

Any Car Class
 Don't Care
 Automatic
 In-car GPS system
 Ski rack

Message to Vendor

Frequent Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs

[+] Add a Program

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You can also enter your travel-related loyalty programs and favorite hotels. (You must first book a hotel through Concur before you can add it as a favorite hotel.)

Use the **International Travel** section to identify your international travel information. Even though Concur can only be used to book domestic travel, this section is used by Christopherson Business Travel to obtain your passport and visa information when needed.

International Travel: Passports and Visas

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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

International Visas

[+] Add a Visa

Use the **Assistants and Travel Arrangers** section to identify your travel arrangers. Refer to the Step-by-Step Guide [Identifying Travel Arrangers](#) for further information.

Assistants and Travel Arrangers

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Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

☐ Refuse Self Assigning Assistants ?

Your Assistants and Travel Arrangers

[+] Add an Assistant

Damiano-Nittoli, Leslie M. (Primary Travel Asst.)	Can book travel? <input checked="" type="checkbox"/>	