

# Step-by-Step Guide Updating Your Profile in the Concur Travel & Expense System

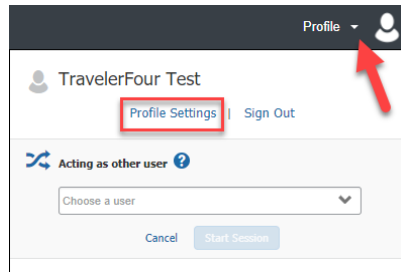
## Update Your Concur Profile

Updating your profile is a one-time setup that should be done upon your first login into the system. You can return to your profile at anytime to make edits as needed.

**Log into Concur UA Concur Travel Portal:** <http://www.alaska.edu/concur>

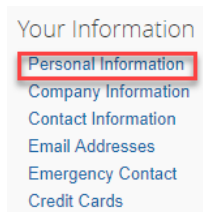
*UA username and password (SSO) credentials are used to log in.*

1. At the top right of the My Concur homepage, click the **Profile Settings** drop down arrow.



2. Click **Profile Settings**

3. Click **Personal Information**



***IMPORTANT:*** Fields marked **[Required]** must be completed before you can save your profile.

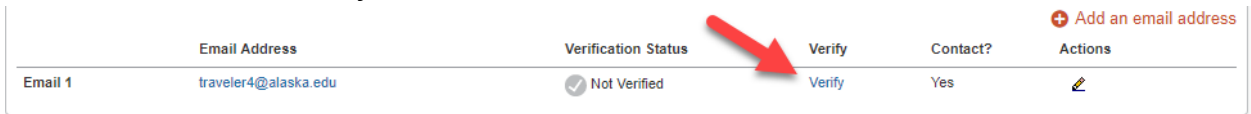
4. **Verify Your Name For Airport Security:** Verify that your name is correct, include your middle name and suffix. This should match the government-issued photo ID – such as driver’s license or passport – you will present to airport security.

**Note:** The Concur Travel Profile name is populated with the employee primary (legal) name as designated in the HR/Payroll System. In order for an employee to update this field, they will need to submit a [Name Change Form](#) to their department PPA.

5. **Company Information:** Verify this is your Employee ID
6. **Work Address** and **Home Address** are not required fields.
7. **Contact Information:** Requires at minimum a Work and/or Home Phone

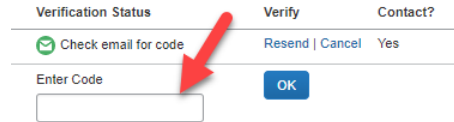
# Step-by-Step Guide Updating Your Profile in the Concur Travel & Expense System

8. **Email Addresses:** UA email will populate, you will need to verify. *\*Vanity emails will need to be entered and verified.*



Email Address	Verification Status	Verify	Contact?	Actions
Email 1 traveler4@alaska.edu	Not Verified	Verify	Yes	

A verification code will be emailed and is required to be entered into Concur, and then choose OK



Verification Status	Verify	Contact?
Check email for code	Resend   Cancel	Yes

Enter Code

- Verified and active e-mail address(s) listed in this section will associate information forwarded from the verified email address to your Concur account and sent trip itineraries when trips are booked outside of Concur Travel.
  - i. **With your verified email address, you can:**
    - Forward travel plans to [plans@concur.com](mailto:plans@concur.com) to have reservations added to your trips and into your Available Expenses.
    - Forward your receipt images to [receipts@concur.com](mailto:receipts@concur.com) to have your receipts uploaded into your Available Receipts.

9. **Emergency Contact** is not a required field

10. **Travel Preferences:** is not required field, however it is strongly encouraged

11. **TSA Secure Flight:** Gender and date of birth are needed to transmit required TSA information

12. **International Travel:** Passport and Visa information is required, but can be used by CTM.

13. **Credit Cards:** It is encouraged to add your UA Travel Card to this section. The information will be used by the Travel booking tool to hold hotel and car rental reservations.

14. **Save**