

Updating your Profile in Concur for Travelers

Please follow these steps to update your Concur profile.

Login to Concur

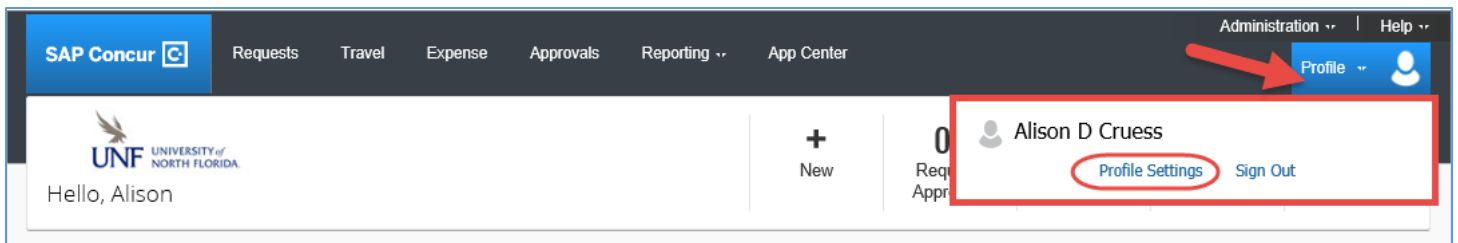
1. Navigate to <http://mywings.unf.edu> and login using your UNF ID and password.
2. Go to the **Staff** tab. Look under **My Applications** and click on the Concur link. It will automatically log you in to Concur.

If you have Login Issues, please contact the following depending on the situation:

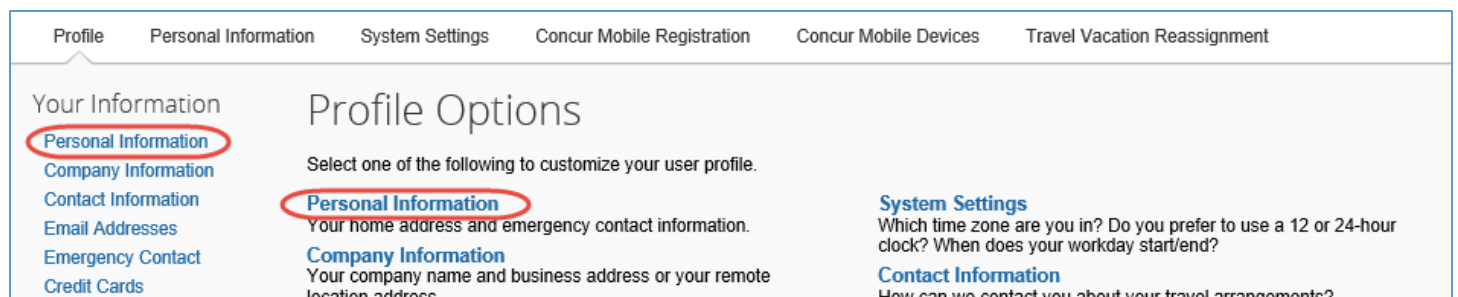
- If you are a first time traveler or believe your approver(s) may not be configured in Concur – **email banner-finance@unf.edu**
- Otherwise, contact the ITS Help Desk at **helpdesk@unf.edu** or call **904-620-4357 (HELP)**

Access Your Concur Profile

1. After logging to Concur, click on **Profile** in the upper right-hand corner. A drop down will appear.



2. Click on **Profile Settings**.



Review and Update your Personal Information

1. Click on **Personal Information** under **Your Information** or under **Profile Options**.
 - a. Some fields will be grayed out, such as your name. If your name is incorrect, contact Human Resources. The areas you will want to update are:
 - i. **Home address** – type in your current home address. Click **Save**.
 - ii. **Contact Information** – Add your work and/or cell number, if you have them. Click **Save**.
 - iii. **Optional: Add a mobile device**. If you plan to use the mobile app, you will need to install Concur from your app store.

1. Click on **Add a new device**. A window will open where you can provide the information about your mobile device. Please see [UNF's User's Guide](#) for more information about installing and using the Concur Mobile app.
2. Click **Save when you are done**.

Concur Mobile Devices

Register and manage your mobile devices here.

Alison's iphone

+1 904

Primary Mobile Phone

Use for Safety and Business Text Message Alerts

Edit Device »

Device Name

Device Type

Unknown

Mobile Phone Number

United State

Primary Mobile Phone

I agree to receive recurring risk, safety and other business-related autodialed text messages to this number from my Providing Entity of the Risk Messaging Service

Message and data rates may apply

Frequency of text messages varies

Terms and Conditions and Privacy policy

Opt-out by replying STOP, or request more information by replying HELP. Agreement to receive an autodialed text is not a condition of purchasing a good or service.

If you opt-out, you may continue to receive emergency texts from your Providing Entity.

OK Cancel

- iv. **Add additional email addresses**. By default, your UNF email address (the version that uses your N Number) has been added for you. You will also need to add your friendly email alias (the one you may have selected as a new employee or that you use on your business cards). Contact the ITS Help Desk if you do not know your friendly email alias.

NOTE: Having your email addresses **verified** will enable you to email receipts to RECEIPTS@Concur.com. When this is done, you will be able to see your Expenses in Concur (under Concur Expense). These receipts will not appear in the mobile app. Verifying an email address is explained below.

1. Click **Add an email address**. Enter the email address and check the box on whether you want the address used for **Travel Notifications**. (We recommend you select **Yes**.)
2. You will then need to verify the email address. Click **Verify** and an email will be sent to the email address you entered. This sometimes can take 15-45 minutes. Once you receive the email, copy the long **code** and paste it in the verify field of Concur and click **OK**. Click **Save** when you are done.

Email Addresses Go to top

Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

[+ Add an email address](#)

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 n00007620@unf.edu	Not Verified	Verify	Yes	

Enter email address

Contact for Travel Notifications?
 Yes No OK | Cancel

Verification Email Sent

An email has been sent to this email address. Copy the Verification Code from the email and paste it into the "Enter Code" box below.

[OK](#)

Email Addresses Go to top

Please add at least one email address.

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- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

[+ Add an email address](#)

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 n00007620@unf.edu	Check email for code	Resend Cancel	Yes	
Email 2 aylee72@hotmail.com	Not Verified	Verify	Yes	

Enter Code

[OK](#)

- v. **Emergency Contact** – In the section called Emergency Contacts, enter the name and information of someone who can be reached in an emergency while you are traveling. Click **Save**.

Emergency Contact Go to top

Name Relationship

Street Address same as employee

City State/Province/Region Postal Code

Country Phone Alternate Phone

[Save](#)

- vi. **Travel Preferences** – Fill out these fields according to the programs you are associated with, preferences for travel, hotels, car rentals and add any Frequent Traveler Programs you use.

Travel Preferences
Go to top

Eligible for the following discount travel rates/fare classes

AAA/CAA
 Government
 Military
 Senior/AARP

Air Travel Preferences

Seat:
 Seat Section:
 Special Meals:
 Ticket Delivery:

Preferred Departure Airport:
 Other Air Travel Preferences:
 Medical Alerts:

Hotel Preferences

Room Type:
 Smoking Preference:
 Message to Hotel Vendor:

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:
 In-car GPS system

Message to Car Rental Vendor:

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs + Add a Program

✈️	DELTA	Delta SkyMiles	Search this vendor	*****88	

You are enrolled in My Travel Network and you are automatically connecting to Concur travel partners.

[Unenroll](#)

- vii. **TSA Secure and International Travel:** Complete this section if you have TSA clearance or will be traveling internationally, or want to add your passport or visa. Click **Save** when you are done.

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

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

Passport Nationality	Passport Number	Date Issued	Place Issued (City, State)	Country Issued	Passport Expiration
United States of America	*****		Jacksonville, FL	United States of America	04/20/2027

[+ Add a Visa](#)

[Save](#)

- viii. **Assistants and Travel Arrangers:** Check the names listed here to make sure they are correct. You can add or remove assistants and determine whether they can book travel on your behalf and if you have more than one, you can identify which one will be primary. Click **Save** when you are done.

Assistants and Travel Arrangers Go to top

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

Cartolano, Maria E. (Primary Travel Asst.)	Can book travel? <input checked="" type="checkbox"/>	+ Add an Assistant
--	--	------------------------------------

[Save](#)

Edit an Assistant

Maria is currently allowed to perform those functions that are checked for you. To change these settings, check/uncheck as appropriate.

Assistant

Can book travel for me

Is my primary assistant for travel

[Save Changes](#) [Cancel](#)

- ix. **Credit Cards** – Enter your UNF p-card by clicking on **Add a credit card**. If you will use Concur for personal travel, you can also add a personal credit card. Click **Save** when you are done.

Credit Cards Go to top

You currently have the following credit cards saved with your profile.

	Cruess P-Card	****	Exp:		+ Add a Credit Card
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[Save](#)

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

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

1. You will need to review and adjust the permissions for your delegates. You can get to this section by clicking on **Request Delegates** or **Expense Delegates**. If you do not see these, click on **Profile**.
2. Review the names listed and the settings for each. Please consider the following when assigning permissions to your delegates. After making changes, click **Save** when you are done.
 - a. **Can Prepare:** Delegates can prepare expense reports on your behalf and notify you when complete. You are still required to submit the report yourself.
 - b. **Can Submit Reports:** Delegates can submit Expense Reports. **It is important to check this box if your delegate codes your p-card.**
 - c. **Can Submit Requests:** **Do not check this box. Florida statute states that the traveler must submit their Travel Request (a delegate can create the request but the traveler must review and approve it.).**
 - d. **Can View Receipts:** Delegates can view uploaded receipts. This will be set by default if you select the **Can Prepare** Option.
 - e. **Receives Emails:** Delegate will receive the same Concur emails as you. **This is recommended for your primary delegate.**
 - f. **Can Approve:** Delegates can approve expense reports.
 - g. **Can Approve Temporary:** Set a time limit that a delegate can approve on your behalf. This is a great feature to use when you are on vacation or out of the office for several days.
 - h. **Can Preview for Approver:** Delegate can view expense reports in your approval queue but cannot approve the reports.
 - i. **Receives Approval emails:** Delegates will be copied on approval related emails.

Request Delegates

Delegates Delegate

Delegates are employees who are allowed to perform work on behalf of other employees.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Cartolano, Maria n00818758@unf.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Geake, Tracy n0008629@unf.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smyth, Vincent n00174953@unf.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check this box if your delegate codes your p-card.

Do not check this box. Florida statute states the traveler must approve their own Requests.

3. To **add a delegate**, click the **Add** button. Type their name in the box that appears, select their name and then click **Add** next to their name. Check the appropriate boxes next to their name giving them the permissions they will need. Click **Save when you are done**.

Request Delegates

Delegates Delegate For

1 Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or login id

Smyth, Vincent **2** **3** Add Cancel

Smyth, Vincent
n00174953@unf.edu
User ID: N00174953
Logon ID: n00174953@unf.edu

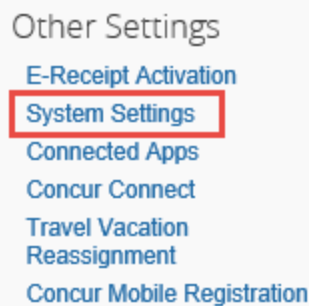
<input type="checkbox"/>	Cartolano, Maria n00818758@unf.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Geake, Tracy n00008629@unf.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>


4. To remove a delegate, check the box next to their name and click the **Delete** button. Click **Save when you are done**.

Email Notifications





You may want to review the email notification settings in Concur, especially if you feel you are getting too many or too few email notifications.

1. Under your profile, click on System Settings (under Other Settings).



2. Under Email Notifications, you can check or uncheck the boxes next to each type of email notification. If you see a  next to a setting, click on it to learn more about it.
3. Click **Save** when you are finished making changes.

Email Notifications

- Send an email every time something is put in or removed from my approval queue
- Send a daily summary of items in my queue
- Let me know when one of my requests is approved or denied
- Send Confirmation Emails 
- Send Trip-on-Hold Reminder Emails 
- Send Ticketed Travel Reminder Email 
- Send Cancellation Emails 

[Save](#) [Reset](#) [Cancel](#)