

CONCUR Quick Guide: Updating Your Profile

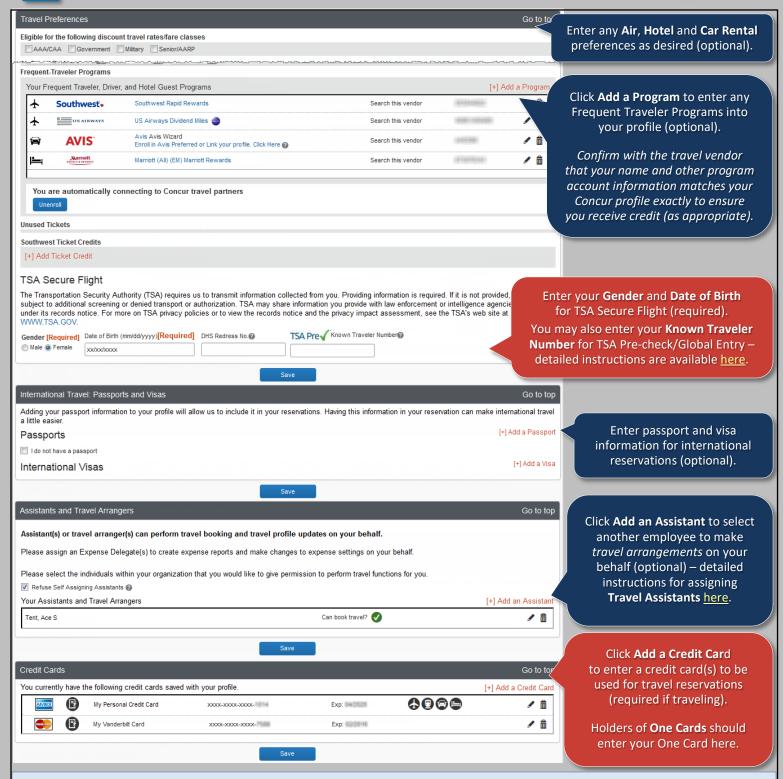


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Updating Your Personal	My Profile - Personal Information	
and Travel Information	Jump To: Personal Information ▼ Choose	Ensure your Full Name in Concur matches your
_	Disabled fields (gray) cannot be changed. If there are errors in these fields,	government-issued photo ID used for travel.
Olick Profile in the top-right	Fields marked[Required] and [Required**] (validated and required) must b	60.00
corner of your Concur screen.	A	Corrections should be made through your
2 Click Profile Settings.	Important Note Your Name and Airport Security: Please make certain that the first, middle,	Personal Information page in Oracle Cloud –
3 Click Personal Information to	the airport. Due to increased airport security, you may be turned away at the g	instructions are available <u>here</u> .
review and update your profile.	Title First Name Middle Name[Require	
Your Information	▼ Ann E	Employee 🔻
1	No Middle Name	
Personal Information (3)	Company Information	Go to top
Company Information		
Contact Information	Manager Employee Position/Title Sue P Visor Example - Training	
Profile - Q	Traveler Type Vanderbilt Guest	
Ann E Employee	Staff	
Ann E Employee		Save
Profile Settings Sign Out		Suve
	Work Address	Go to top
	Please confirm the address is correct and in proper format: omitting punctual	tion, special characters, and using the correct two letter state abbreviation.
	Company Name Assigned Location	
Confirm your Work Address	Vanderbilt University Baker Building (Nashville, TN)	<u> </u>
(required).	Street Address same as assigned lo	ocation
	City State/Province/Region	
	Nashville TN	
	Postal Code	
		Save
	Home Address	Go to top
		tion, special characters, and using the correct two letter state abbreviation. This is a
Entennes Milleres Address	required field and must be complete in order to book travel. Street[Required]	
Enter your Home Address (required).	123 Any Street	
(required).	City[Required] State/Province/Region	
	My Town TN Postal Code[Required] Country[Required]	
	00000 United States of America	
		S.W.
		Save
Enter your Contact Information .	Contact Information	Go to top
Either a Work or Home phone	Work Phone[Required**] Work Extension Work Fa	x 2nd Work Phone/Remote Office
number is required.	(615)123-4567 Home Phone[Required**]	
	(615)456-7890	
A Mobile phone number is also	Mobile Phone [Required**] United States of America (+1) ▼ (615)456-7890	Send Test Message
required in case of travel alerts.	**You must specify either a home phone or a work phone.	
	rou must specify <u>etuter</u> a nome phone of a work phone.	
		Save
Follow the instructions to verify	Email Addresses	Go to top
your Vanderbilt Email Address	Please add at least one email address.	
with Concur (recommended).	Email 1 Verification Status	[+] Add an email address Contact?
Click Add an email address to	ann.e.employee@vanderbilt.edu Verified	Disable Verification Yes
also include a personal email		
(optional).	Emergency Contact	Go to top
	Name Relation	
	Charlie Employee Spous	e 🔻
Enter the name, address and	Street 23 Any Street	
phone number of your	W Address s	ame as employee
Emergency Contact		00000
(recommended).	Country Phone	Alternate Phone
	United States of America	
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Expense Reporting and Reimbursement: Oracle Cloud Expense Module



You will report your out-of-pocket and One Card (if applicable) expenses and request reimbursements via the Oracle Cloud **Expenses** module.

The following guides are available on the <u>Resources for Employees/Line Managers</u> page of the <u>SkyVU website</u> to help you begin this process:

- Creating and Submitting an Oracle Cloud Expense Report;
- Selecting an Expense Delegate; and
- Getting Started Guide: Oracle Fusion Expenses Mobile App.

More training is available in the <u>Learning Exchange</u> – search **SkyVU Learning Program: Training for Vanderbilt Employees** in the blue **Find a Course** box and select **Enroll**.

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