Quick Guide: Updating Your Profile

CONCUR | **VANDERBILT UNIVERSITY®**

Updating Your Personal and Travel Information

❶ Click **Profile** in the top-right corner of your Concur screen.

❷ Click **Profile Settings**.

❸ Click **Personal Information** to review and update your profile.

Your Information
- Personal Information ❸
- Company Information
- Contact Information

❶ Profile ▾ 👤

👤 Ann E Employee
❷ Profile Settings | Sign Out

My Profile - Personal Information

Jump To: Personal Information ▾ [Choose]

Disabled fields (gray) cannot be changed. If there are errors in these fields,

Fields marked [Required] and [Required**] (validated and required) must b

⚠ **Important Note**

Your Name and Airport Security: Please make certain that the first, middle, the airport. Due to increased airport security, you may be turned away at the g

Title	First Name	Middle Name[Required]		
	Ann	E	Employee	
		☐ No Middle Name		

> Ensure your Full Name in Concur matches your government-issued photo ID used for travel.
>
> Corrections should be made through your **Personal Information** page in Oracle Cloud – instructions are available <u>here</u>.

Company Information   Go to top

Manager	Employee Position/Title
Sue P Visor	Example - Training

Traveler Type	Vanderbilt Guest
Staff	

[Save]

Work Address   Go to top

> Confirm your **Work Address** (required).

Please confirm the address is correct and in proper format: omitting punctuation, special characters, and using the correct two letter state abbreviation.

Company Name	Assigned Location
Vanderbilt University	Baker Building (Nashville, TN) ▾

Street: 110 21st Avenue South   ☐ Address same as assigned location

City	State/Province/Region
Nashville	TN

Postal Code	Country
37203	United States of America ▾

[Save]

Home Address   Go to top

> Enter your **Home Address** (required).

Please confirm the address is correct and in proper format: omitting punctuation, special characters, and using the correct two letter state abbreviation. This is a required field and must be complete in order to book travel.

Street[Required]
123 Any Street

City[Required]	State/Province/Region
My Town	TN

Postal Code[Required]	Country[Required]
00000	United States of America ▾

[Save]

Contact Information   Go to top

> Enter your **Contact Information**. Either a **Work** or **Home** phone number is required.
>
> A **Mobile** phone number is also required in case of travel alerts.

Work Phone[Required**]	Work Extension	Work Fax	2nd Work Phone/Remote Office
(615)123-4567			

Home Phone[Required**]
(615)456-7890

Mobile Phone[Required**]
United States of America (+1) ▾   (615)456-7890   [Send Test Message] ⓘ

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

[Save]

Email Addresses   Go to top

> Follow the instructions to verify your Vanderbilt **Email Address** with Concur (recommended).
>
> Click **Add an email address** to also include a personal email (optional).

Please add at least one email address.   [+] Add an email address

Email 1	Verification Status		Contact?
ann.e.employee@vanderbilt.edu	✅ Verified	Disable Verification	Yes

Emergency Contact   Go to top

> Enter the name, address and phone number of your **Emergency Contact** (recommended).

Name	Relationship
Charlie Employee	Spouse ▾

Street
123 Any Street   ☑ Address same as employee

City	State/Province/Region	Postal Code
My Town	TN	00000

Country	Phone	Alternate Phone
United States of America ▾	615-765-4321	

[Save]

Travel Preferences — Go to top

Eligible for the following discount travel rates/fare classes

☐ AAA/CAA ☐ Government ☐ Military ☐ Senior/AARP

> Enter any **Air**, **Hotel** and **Car Rental** preferences as desired (optional).

Frequent-Traveler Programs

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

✈	Southwest	Southwest Rapid Rewards	Search this vendor	########	✎ 🗑
✈	US Airways	US Airways Dividend Miles ●	Search this vendor	#### ######	✎ 🗑
🚗	AVIS	Avis Avis Wizard Enroll in Avis Preferred or Link your profile. Click Here ❓	Search this vendor	######	✎ 🗑
🛏	Marriott	Marriott (All) (EM) Marriott Rewards	Search this vendor	########	✎ 🗑

You are automatically connecting to Concur travel partners

[Unenroll]

> Click **Add a Program** to enter any Frequent Traveler Programs into your profile (optional).
>
> *Confirm with the travel vendor that your name and other program account information matches your Concur profile exactly to ensure you receive credit (as appropriate).*

Unused Tickets

Southwest Ticket Credits

[+] Add Ticket Credit

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, subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencie... 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 — [xx/xx/xxxx] — [ ] — [ ]

[Save]

> Enter your **Gender** and **Date of Birth** for TSA Secure Flight (required).
> You may also enter your **Known Traveler Number** for TSA Pre-check/Global Entry – detailed instructions are available <u>here</u>.

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 — [+] Add a Passport

☐ I do not have a passport

International Visas — [+] Add a Visa

[Save]

> Enter passport and visa information for international reservations (optional).

Assistants and Travel Arrangers — Go to top

Assistant(s) or travel arranger(s) can perform travel booking and travel profile updates on your behalf.

Please assign an Expense Delegate(s) to create expense reports and make changes to expense settings on your behalf.

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

| Tent, Ace S | Can book travel? ✅ | ✎ 🗑 |

[Save]

> Click **Add an Assistant** to select another employee to make *travel arrangements* on your behalf (optional) – detailed instructions for assigning **Travel Assistants** <u>here</u>.

Credit Cards — Go to top

You currently have the following credit cards saved with your profile. — [+] Add a Credit Card

| AMEX | 💳 | My Personal Credit Card | xxxx-xxxx-xxxx-#### | Exp: ##/#### | ✈🛏🚗🛏 | ✎ 🗑 |
| MasterCard | 💳 | My Vanderbilt Card | xxxx-xxxx-xxxx-#### | Exp: ##/## | | ✎ 🗑 |

[Save]

> Click **Add a Credit Card** to enter a credit card(s) to be used for travel reservations (required if traveling).
>
> Holders of **One Cards** should enter your One Card here.

Expense Reporting and Reimbursement: Oracle Cloud Expense Module

ORACLE CLOUD

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 page</u> of the <u>SkyVU website</u> to help you begin this process:

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

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**.