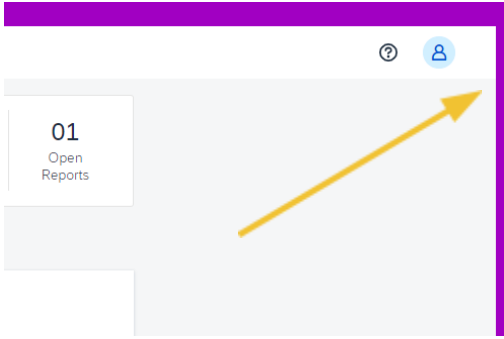
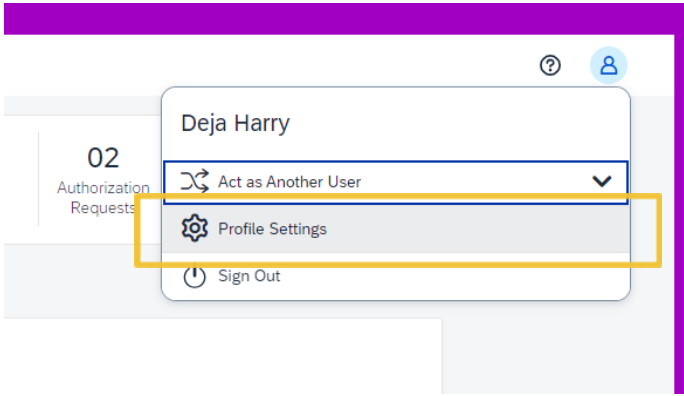
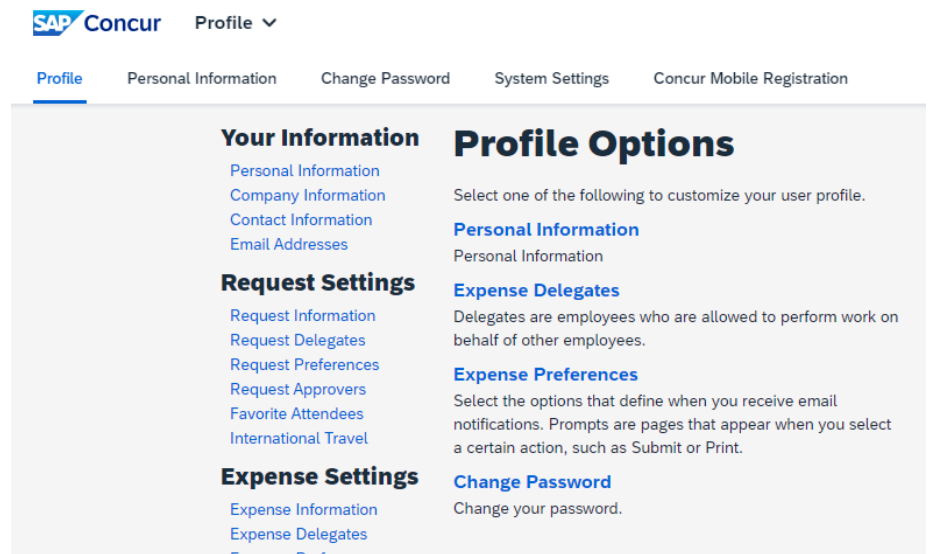


How to Set-up Your Profile in SAP Concur

The first time that you Log-in to SAP Concur, you will need to update your profile to the preferences that will assist in requesting, booking, and expensing your travel.

<p>Step 1:</p> <p>Navigate to the Profile Icon on the top right corner of the Concur Dashboard</p>	
<p>Step 2:</p> <p>Select Profile Settings</p>	
<p>Step 3:</p> <p>Under the Your Information Section, select Personal Information</p>	

Step 4:

Verify your personal information listed for accuracy. Make sure the first, middle, and last name is the same as the one listed on the I.D. you use to travel.

My Profile - Personal Information

Jump To: Personal Information Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

Title	First Name	Middle Name	Preferred Name	Last Name	Suffix
<input type="text"/>	<input type="text" value="Deja"/>	<input type="text" value="Renee"/>	<input type="text"/>	<input type="text" value="Harry"/>	<input type="text"/>

Step 5:

Scroll down to the **Email Addresses** Section. Ensure your email address is accurate and verified.

Email Addresses

Please add at least one email address.

[How do I add an email address?](#)

[How do I verify my email address?](#)

[Why should I verify my email address?](#)

[Travel Arrangers / Delegates](#)

Email Address	Verified
Email 1 dharry@sdsu.edu	<input checked="" type="checkbox"/> Verified

Step 6:

If it is not verified, click **Verify** and enter the code sent to your email into the box.


<input checked="" type="checkbox"/> Not Verified	Verify
<input checked="" type="checkbox"/> Check email for code	Verify Resend Cancel
Enter Code <input type="text"/>	<input type="button" value="OK"/>

Step 7:

You will receive confirmation that your email has been verified.

ist one email address.

Email Verification Status

 Your email address has been verified. You may now send receipts to Concur by emailing receipts@concur.com

Email Address	Verified	Verify	Disable Verification
dharry@sdsu.edu	<input checked="" type="checkbox"/> Verified	<input type="button" value="Verify"/>	<input type="button" value="Disable Verification"/>

Step 7:

Scroll down to the Travel Preferences section to “International Travel: Passports and Visas”.

Here you can add your travel documents for ease of booking.

Travel Preferences [Go to top](#)

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](#)

Step 8:

Select **Save** under the travel section once you have confirmed all details.

Your profile has been successfully updated.

