Updating your Concur Profile

1. Login to Concur
   - From CougarTravel or Concursolutions.com
   - Use your Collin.edu email address for username
   - Select Forgot Password if you do not have or have forgotten your password
2. Click on Profile (Upper right-hand corner)
3. Click on Profile Settings
4. Click on Personal Information

Begin verifying and updating your profile.

1. Check the spelling of your name. Does it match you driver's license?
   - If your name is spelled incorrectly or does not match, then email Coleen Schwyzer at CSchwyzer@collin.edu so it can be corrected.
2. Company Information
   - Verify the manger listed. Is it the correct person? If not, then email Coleen Schwyzer at CSchwyzer@collin.edu for changes.
3. Work Address
   - Is the address correct? If not, then change to your campus address.
4. Home address
   - Please change the address to your **campus** address. This way it will feed into Concur for mileage. No commute will need to be deducted.
5. Contact Information
   - Complete / verify required boxes.
6. Email addresses
   - Add Collin.edu address
   - You can add any personal email address that might be used when requesting / reserving travel. When receipts are emailed to this address, they can be forwarded to Concur and go right into your profile. They will be there when the expense report is ready to complete. You can email your receipts to Concur @receipts@concur.com or your flight itinerary to plans@concur.com.
      1. The email address will need to be verified.
7. Emergency Contact
   - Complete the section
8. Travel Preferences
   - Check any boxes that you receive discounts.
   - You can complete any air, hotel, or rental car preferences.
   - Add any frequent-traveler programs you are eligible so you can still receive points for college travel.
9. TSA Secure Flight
   - Complete this section – Two fields are required.
   - Passport information may be added.
   - International Visas may be added.
10. Credit Cards
    - Add your PCard to this section. This is needed so everything charged on the PCard for travel will feed into Concur. **Your billing address is your campus address**. Everything will go right into your profile and will be available for the expense report.
11. Click Save

12. Your profile has been updated.

Add the following two apps on your phone. These will make your travel reports organized and ready for the expense report.

1. SAP Concur
   - ➢ This app allows you to take pictures of all your receipts. These will **all** feed into Concur for you. You will not need to scan them anymore using this app.
2. Tripit
   - ➢ This app keeps you up to date on your itinerary. It will keep you current on flight times, gate changes, and hotel information.