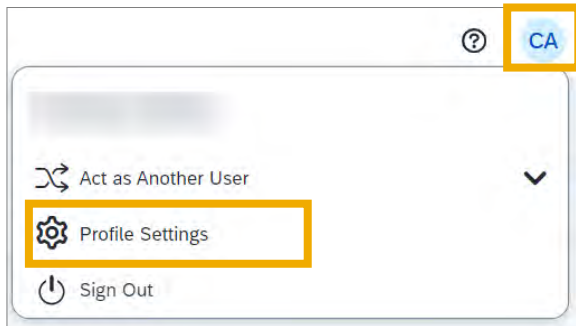


Once you have access to Concur, World Travel you will need to complete basic information for your profile. By default, the system will populate some information based on your information in ConnectCarolina. However, additional profile information should be entered prior to booking travel. Follow these steps to update your profile.

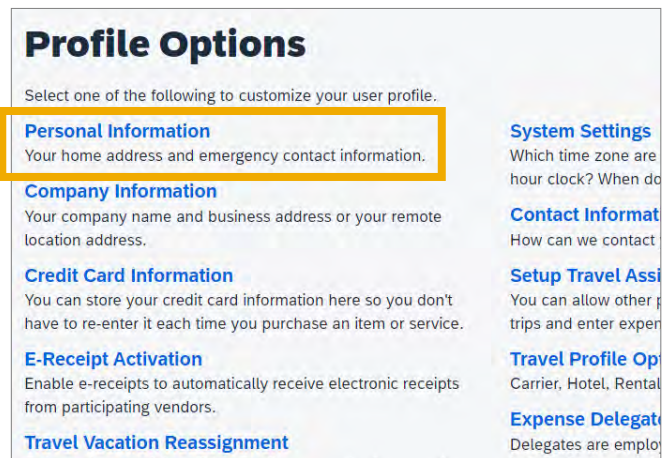
Begin by logging in to the system.

1. Click the **Profile** icon.
2. Click the **Profile Settings** link.



Result: The Profile Options page will appear.

3. Click the **Personal Information** link.



Result: This will open all available profile options. You can click on other section links to automatically jump to sections on the page.

4. Scroll down to view all sections and update any necessary information. You have the options to enter or update:

- **Work Address** - Enter the physical address of your primary work station.
- **Home Address** - Enter the physical address of your home.
- **Contact Information** - Enter your work, home, mobile, and/or other phone numbers.
- **Email Address** - Enter your UNCCH email address and any other personal email address.

Note: All email address should be verified by the system.

- **Emergency Contact** - Enter your contact for emergencies and their information.
- **Travel Preferences** - Enter Air Travel, Hotel (including Accessibility Needs), and Car Rental preferences.
- **International Travel: Passports and Visas** - Enter your Passport and/or Visa information.
- **Assistants and Travel Arrangers** - Select and assign UNCCH employees who you would like to give permission to book travel for you.
- **Credit Cards** - Enter your T&E Card information here if available.

5. Click the **Save** button(s).

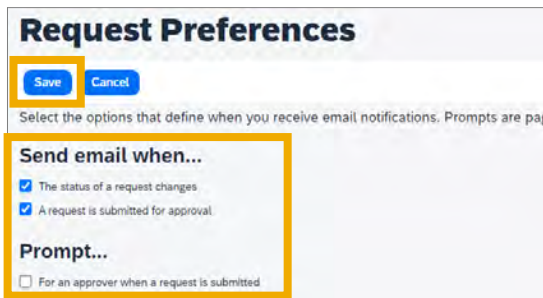
Request Preferences Options

Request preferences allow you to define the email notifications and prompts. After following the steps to Access Profile Settings, follow these steps to view/edit Request Preferences:

1. Select the **Request Preferences** link.

Result: The Request Preferences page will appear.

2. Make any changes to your Request Preferences.



Request Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you receive email notifications.

Send email when...

- The status of a request changes
- A request is submitted for approval

Prompt...

- For an approver when a request is submitted

3. Click the **Save** button.

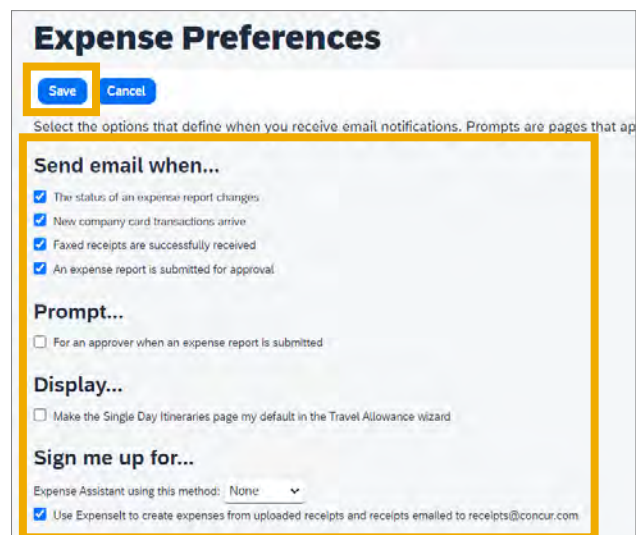
Expense Preferences Options

Expense preferences allow you to define the email notifications, prompts, display and other options. After following the steps to Access Profile Settings, follow these steps to view/edit Expense Preferences:

1. Select the **Expense Preferences** link.

Result: The Expense Preferences page will appear.

2. Make any changes to your Expense Preferences.



Expense Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you receive email notifications.

Send email when...

- The status of an expense report changes
- New company card transactions arrive
- Faxed receipts are successfully received
- An expense report is submitted for approval

Prompt...

- For an approver when an expense report is submitted

Display...

- Make the Single Day Itineraries page my default in the Travel Allowance wizard

Sign me up for...

Expense Assistant using this method: None ▾

- Use ExpenseIt to create expenses from uploaded receipts and receipts emailed to receipts@concur.com