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.
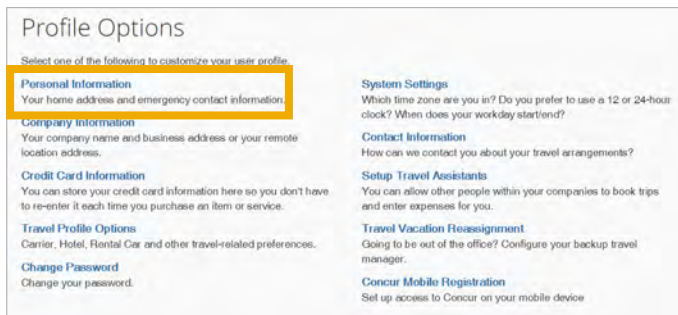
Begin by logging in to the system.

1. Click the **Profile** link.

2. Click the **Profile Settings** link.
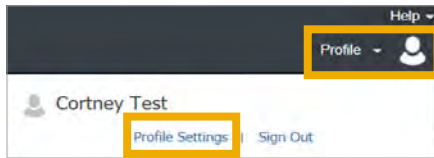
Result: The Profile Options page will appear.

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 her if available.

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