

# Updating Profile

To facilitate travel bookings, It is important to update the following four items in your travel profile:

1. Middle Initial
2. Home or Work Phone
3. Gender
4. Birth Date

To update your profile, Click on the Profile Settings

The screenshot shows the SAP Concur interface for The College of New Jersey. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', and 'App Center'. A 'Profile' dropdown menu is circled in red in the top right corner. The main dashboard shows a welcome message 'Hello, Traveler1', a summary of travel statistics (New, Authorization Requests, Available Expenses, Open, Cash), and sections for 'TRIP SEARCH', 'ALERTS', 'COMPANY NOTES', and 'MY TASKS'. A red callout box with the text 'Click Profile Settings' is overlaid on the right side of the dashboard.

Select Personal Information:

**Profile Options**

Select one of the following to customize your user profile.

- Personal Information**  
Your home address and emergency contact information.
- Company Information**  
Your company name and business address or your remote location address.
- Credit Card Information**  
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- Travel Profile Options**  
Carrier, Hotel, Rental Car and other travel-related preferences.
- Expense Delegates**  
Delegates are employees who are allowed to perform work on behalf of other employees.
- Expense Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- System Settings**  
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
- Contact Information**  
How can we contact you about your travel arrangements?
- E-Receipt Activation**  
Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Travel Vacation Reassignment**  
Going to be out of the office? Configure your backup travel manager.
- Request Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Concur Mobile Registration**  
Set up access to Concur on your mobile device

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Then complete the required information in your profile settings.

My Profile - Personal Information

Jump To:

Disabled fields (gray) cannot be changed. If there are errors in these fields, please contact the Travel Service Center.

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

**Important Note**  
Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name	Middle Name	Nickname	Last Name	Suffix
<input type="text"/>	<input type="text" value="Traveler1"/>	<input type="text" value="test1"/>	<input type="text"/>	<input type="text" value="Test"/>	<input type="text"/>

You can also delegates from your Profile Settings.

For additional information on adding Delegates, please refer to the comprehensive user- guide.

Expense Delegates

Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.  
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Book Travel	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails
No records found.								