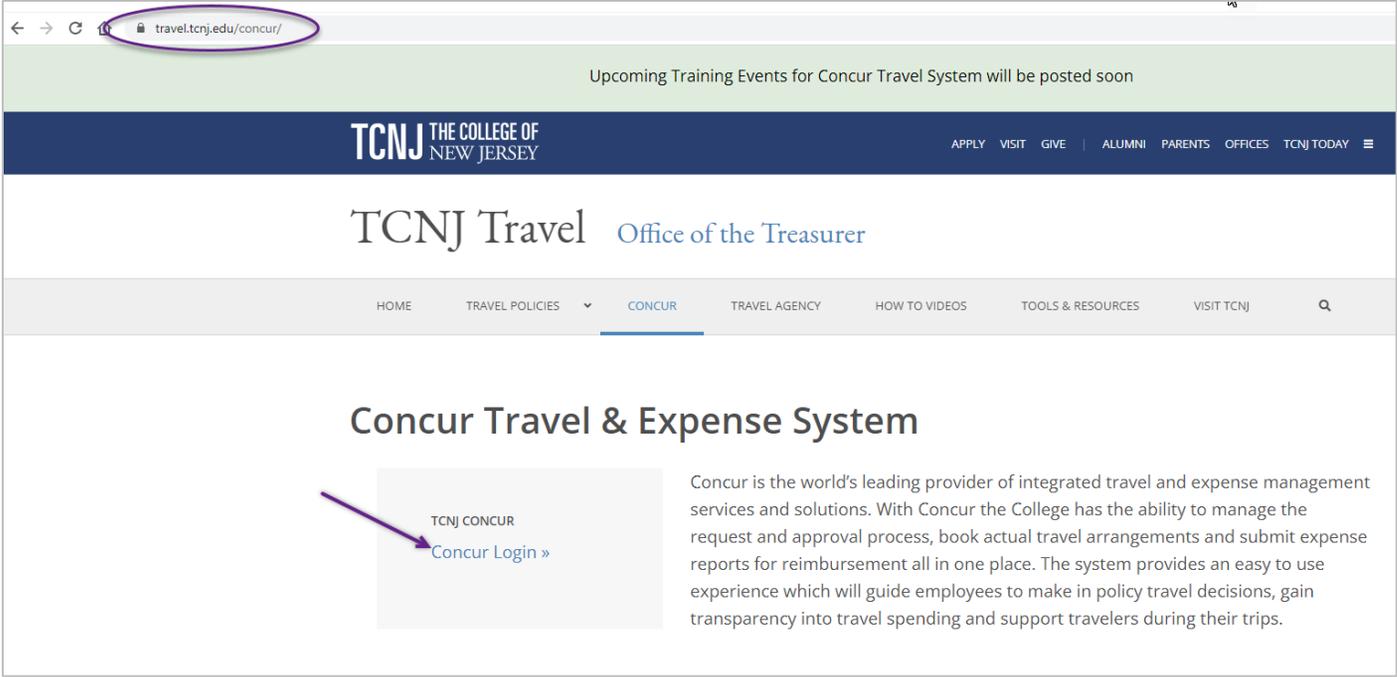
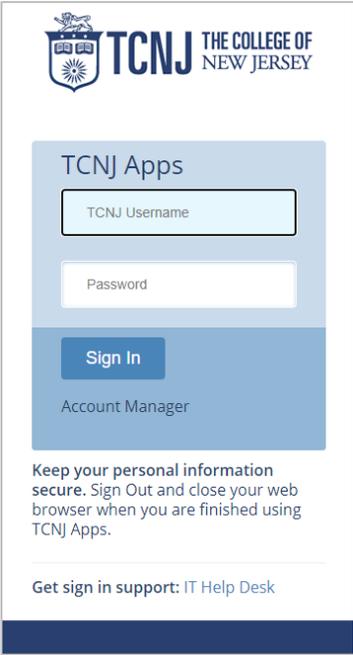


Process Name: Updating User Preferences

STEP	DETAIL
1	<p>Sign in to Concur</p> <ul style="list-style-type: none"> - Navigate to travel.tcnj.edu - Click Concur from the menu - Click Concur Login  <p>Upcoming Training Events for Concur Travel System will be posted soon</p> <p>TCNJ THE COLLEGE OF NEW JERSEY</p> <p>APPLY VISIT GIVE ALUMNI PARENTS OFFICES TCNJ TODAY ☰</p> <p>TCNJ Travel Office of the Treasurer</p> <p>HOME TRAVEL POLICIES ▾ <u>CONCUR</u> TRAVEL AGENCY HOW TO VIDEOS TOOLS & RESOURCES VISIT TCNJ 🔍</p> <h2>Concur Travel & Expense System</h2> <p>TCNJ CONCUR Concur Login »</p> <p>Concur is the world's leading provider of integrated travel and expense management services and solutions. With Concur the College has the ability to manage the request and approval process, book actual travel arrangements and submit expense reports for reimbursement all in one place. The system provides an easy to use experience which will guide employees to make in policy travel decisions, gain transparency into travel spending and support travelers during their trips.</p>

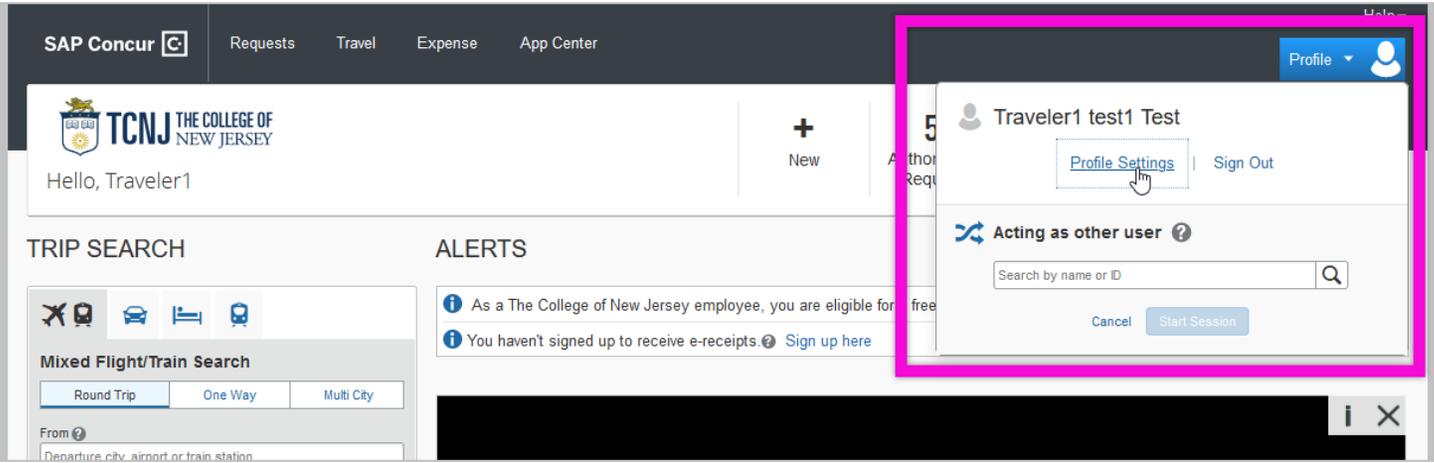
2

Enter your TCNJ login information

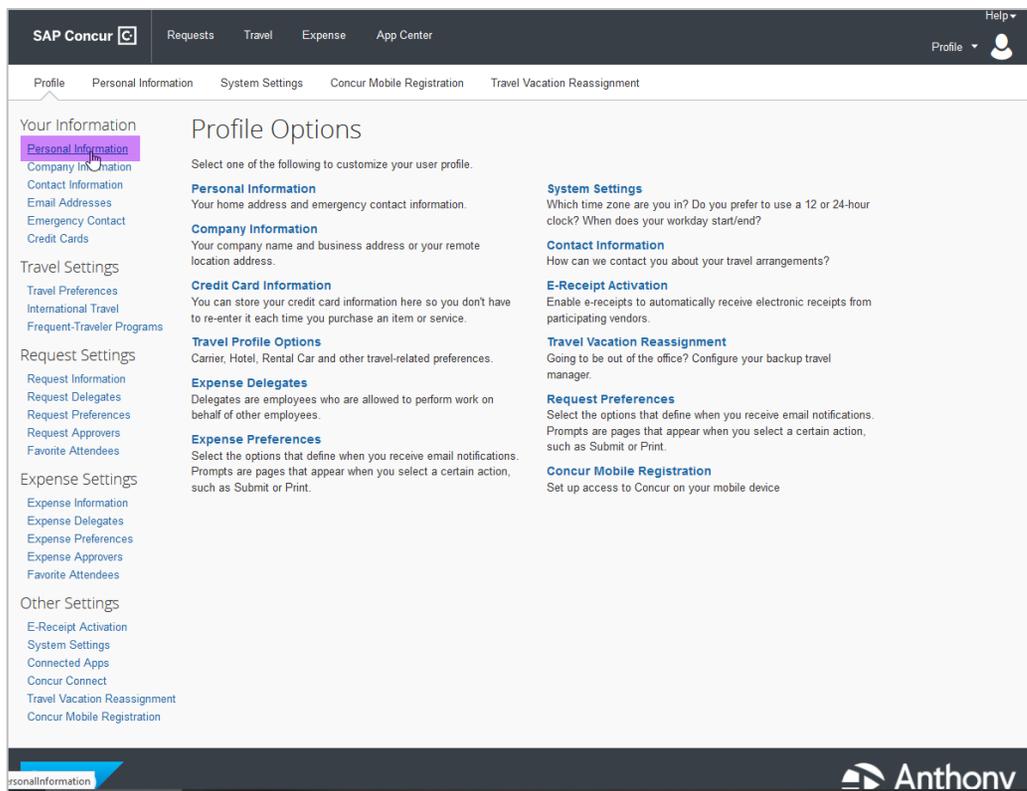


3

Click **Profile** from the black bar
Click **Profile Settings**



Update Personal Preferences



4

Complete 5 Required Fields

1. Middle Name
2. Home Address
3. Home Phone (use Mobile)
4. Gender
5. Date of Birth

Note: You can add Emergency Contacts, Frequent Flyer/Hotel Rewards number, Passport information & TSA Pre-check In information for our contracted travel agent to access.

Click **Save** after all information is entered.

Middle Name

Requests Travel Expense App Center Profile

System Settings Concur Mobile Registration Travel Vacation Reassignment

My Profile - Personal Information

Jump To: Personal Information Choose

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"/>

Company Information Go to top

Home Address & Mobile number

Save

Home Address Go to top

Street

City State/Province

Postal Code Country/Region

Save

Contact Information Go to top

Work Phone **[Required**]** Work Extension Work Fax 2nd Work Phone/Remote Office

Home Phone **[Required**]**

Pager Other Phone

Mobile Phone Country/Region Mobile Phone

****You must specify either a home phone or a work phone.**

Save

TSA Check-In (incl. Gender & Birthdate)

Southwest Ticket Credits

[+ Add Ticket Credit](#)

TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.

Gender [Required] **Date of Birth (mm/dd/yyyy) [Required]** DHS Redress No. [?](#) **TSA Pre**  **Known Traveler Number** [?](#)

Male Female

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](#)

Travel Programs/Preferences

Travel Preferences
Go to top

i
Activate your complimentary Triptit Pro subscription to stay one step ahead while traveling.
Get Triptit Pro
i X

Eligible for the following discount travel rates/fare classes

AAA/CAA
 Government
 Military
 Senior/AARP

Air Travel Preferences ?

Seat	Seat Section	Special Meals	Ticket Delivery
<input type="text" value="Don't Care"/>	<input type="text" value="Don't Care"/>	<input type="text" value="Regular Meal"/>	<input type="text" value="E-ticket when possible"/>

Hotel Preferences

Room Type	Smoking Preference	Message to Hotel Vendor ?
<input type="text" value="Don't Care"/>	<input type="text" value="Non-smoking"/>	<input type="checkbox"/> Foam pillows <input type="checkbox"/> Rollaway bed <input type="checkbox"/> Crib <input type="text" value=""/>

I prefer hotel that has:

a gym
 a pool
 a restaurant
 room service
 Early Check-in

Accessibility Needs

Wheelchair access
 Blind accessible

Car Rental Preferences

Car Type	Smoking Preference	Car Transmission
<input type="text" value="Any Car Class"/>	<input type="text" value="Don't Care"/>	<input type="text" value="Automatic"/>

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs + Add a Program

No programs defined

Travel Partner Integrations

When you allow travel partner integrations, we'll be able to add plans and receipts for the business travel you book to your SAP Concur account. Bookings must be made on participating and connected sites for the integration to work. This will help you spend less time managing and expensing your trips.

Connecting accounts allows integrations between your SAP Concur account and the accounts of participating travel partners stored in your profile. You can add account connections by selecting **Add an Account**. Important [terms and conditions](#) apply. SAP Concur must share information with travel partners as part of connecting your accounts. Select **Enroll** below if you would like to allow these integrations. By enrolling, you agree to these terms and acknowledge that you have reviewed the information on [e-receipts and data sharing](#).

Enroll
No Thanks