# Manage Profile Settings

## Table of Contents

TRAVEL@STATE

## Setting Up Personal Information in Profile Settings

1. Start at the **EBS Homepage**, select **Travel and Expense, SAP Concur.** If you do not have Concur on the portal or cannot login, please contact the Travel at State Project team via email at concurhelp@msu.edu.
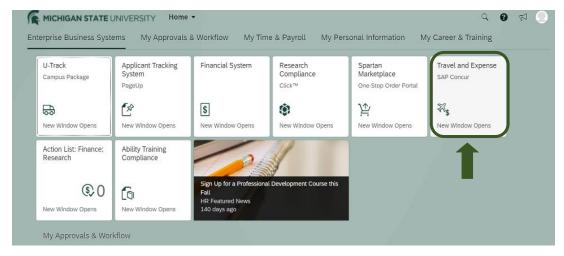
*Exhibit 1*

2. From the **Concur Homepage**, select **Profile >Profile Settings >Personal Information** and complete the following information.
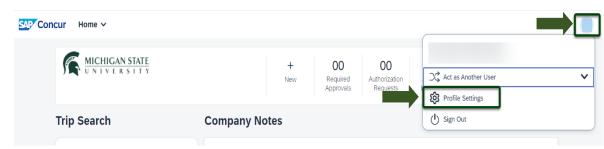
*Exhibit 1*

NOTE: **First and Last Name**, **Company Information**, and **Work Address** will be populated from your University HR record. If any of that information is incorrect, contact Human Resources.
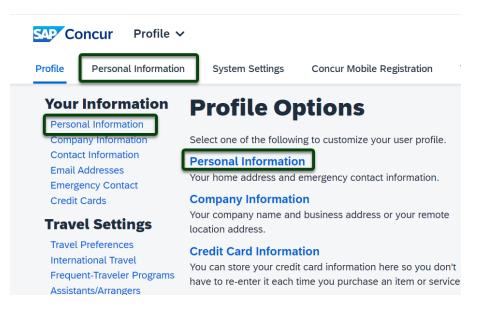
*Exhibit 2*

UI REV 7: 3/24

# Manage Profile Settings

a. **Home Address** – **Required**

**Home Address**

Street**[Required]**

City**[Required]**    State/Province
MI

Postal Code**[Required]** Country/Region**[Required]**
United States of America

Save

*Exhibit 4*

b. **Contact Information** – **Required**: Enter a work or home phone number.

**Contact Information**

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

Home Phone**[Required**]

Pager    Other Phone

Mobile Phone Country/Region    Mobile Phone**[Required**]
United States of America (+1)

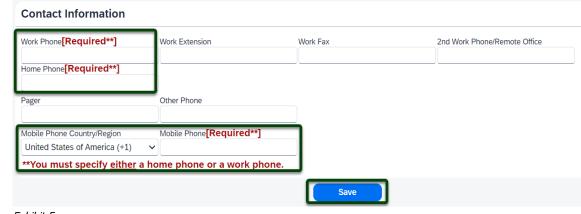**You must specify either a home phone or a work phone.**

Save

*Exhibit 5*

c. **Email Addresses** – **Required**: Select the **Verify** link and a code will be sent your @msu.edu email address. Copy the code from the email message and return to your profile. Paste the code you received into the **Enter Code** box and then select **OK**.
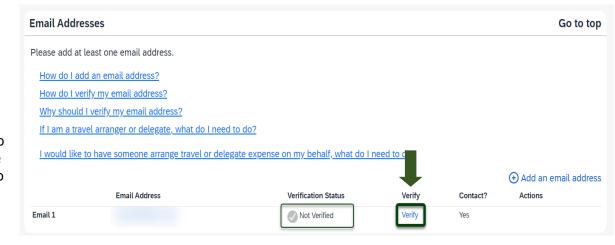
**Email Addresses**    Go to top

Please add at least one email address.

How do I add an email address?

How do I verify my email address?

Why should I verify my email address?

If I am a travel arranger or delegate, what do I need to do?

I would like to have someone arrange travel or delegate expense on my behalf, what do I need to d

⊕ Add an email address

| | Email Address | Verification Status | Verify | Contact? | Actions |
|---|---|---|---|---|---|
| Email 1 | | ✓ Not Verified | Verify | Yes | |

*Exhibit 6*

⊕ Add an email address

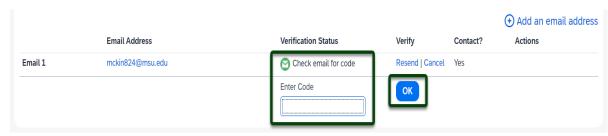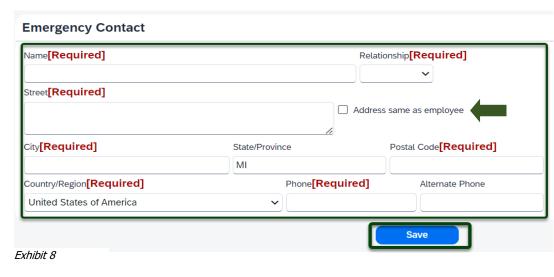| | Email Address | Verification Status | Verify | Contact? | Actions |
|---|---|---|---|---|---|
| Email 1 | mckin824@msu.edu | ✉ Check email for code  Enter Code | Resend \| Cancel  OK | Yes | |

*Exhibit 7*

NOTE: You must verify any departmental email you typically use. Your "@msu.edu" email address has already populated your profile. Verifying your email address allows you to email your receipts to receipts@concur.com and forward travel plans to plans@concur.com. Up to 2 additional email addresses can be added by selecting **+Add an Email Address** and Concur will send verification codes to those email addresses.

UI REV 7: 3/24

**TRAVEL@STATE**

g. **Emergency Contact – Required**: If your emergency contact's address is different from your own, unselect **Address Same as Employee**.

**Emergency Contact**

Name**[Required]**

Relationship**[Required]**

Street**[Required]**

☐ Address same as employee

City**[Required]**

State/Province
MI

Postal Code**[Required]**

Country/Region**[Required]**
United States of America

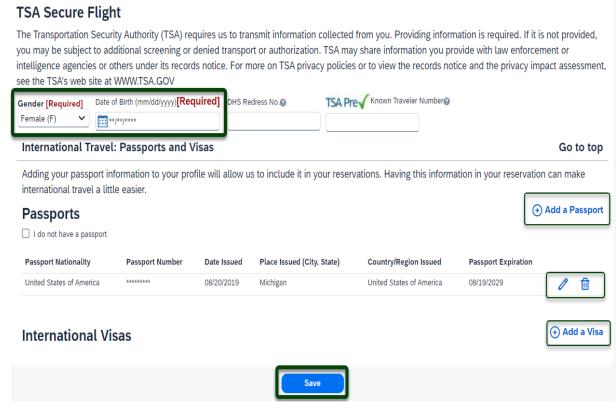Phone**[Required]**

Alternate Phone

**Save**

*Exhibit 8*

h. **Travel Preferences**: If you participate in Frequent Traveler Programs, select **Add a Program** and enter number.

i. **TSA Secure Flight – Required**: Enter gender and date of birth and if you have TSA Pre-check, enter the number.

**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]**
Female (F)

Date of Birth (mm/dd/yyyy)**[Required]**
**/**/****

DHS Redress No.

TSA Pre✓ Known Traveler Number

**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.

j. **International Travel: Passports and Visas**: Enter passport/visa information and select **Save**. Entering passport and visa information in Profile allows it to be available when booking travel.

**Passports**

⊕ Add a Passport

☐ I do not have a passport

| Passport Nationality | Passport Number | Date Issued | Place Issued (City, State) | Country/Region Issued | Passport Expiration | |
|---|---|---|---|---|---|---|
| United States of America | ********* | 08/20/2019 | Michigan | United States of America | 08/19/2029 | ✏️ 🗑️ |

**International Visas**

⊕ Add a Visa

**Save**

*Exhibit 9*

**TRAVEL@STATE**

## Activating E-Receipts

1. Start at the Concur Homepage, select **the circle with your initials** >**Profile Settings**.
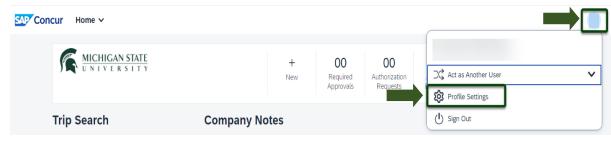


*Exhibit 3*

2. On the left side navigation bar, locate Other Settings from the list and select **E-Receipt Activation**.



*Exhibit 4*

3. Select **Enable** >**I Agree** to the E-Receipt Activation Agreement. You will receive a confirmation that E-Receipts have been activated.



*Exhibit 12*