

# PROFILE SETUP

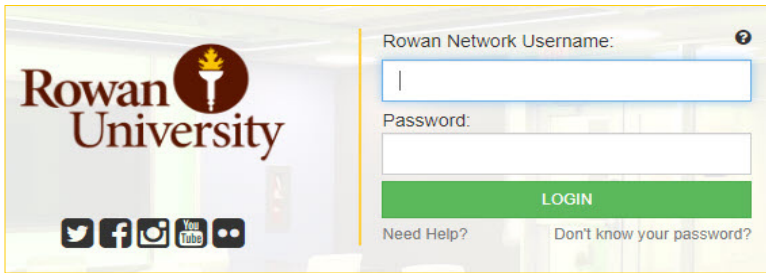
MAY 2020

CONCUR

Complete your Concur Profile in its entirety prior to traveling on official university business or completing day travel. This information will guarantee your travel requests and expense reports are properly routed for a more efficient experience. Concur provides customizable options to meet all your travel needs, take a few minutes to complete your profile.

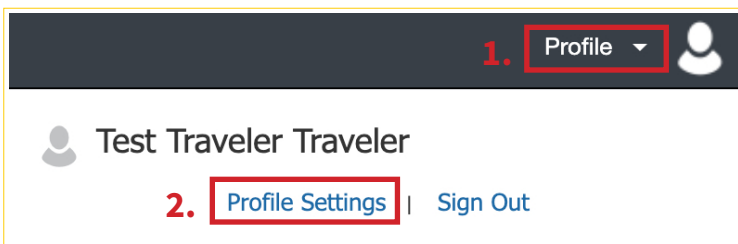
## LOG IN

1. Visit **go.rowan.edu/ConcurTravel**.
2. Enter your **Rowan Network Username** and **Password**.
3. Select **LOGIN** (complete Duo, if prompted).



## NAVIGATE TO PROFILE

1. From the Concur home page, select **Profile** on the top right corner of the screen.
2. Select **Profile Settings**.



3. Begin setting up your profile, by selecting **Personal Information** on the left menu of the profile page.

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

## REQUIRED FIELDS

To successfully complete your profile, complete the following:

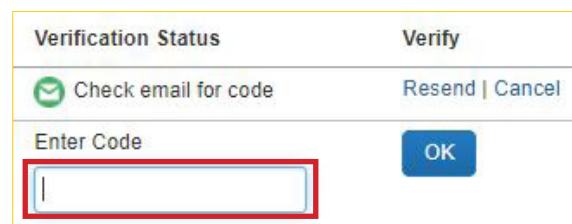
- ✓ Work & Home Addresses
- ✓ Contact Information
- ✓ Verify your email
- ✓ Verify Request Information
- ✓ Request & Expense Approvers
- ✓ Activate E-Receipts
- ✓ Activate Triplt

## VERIFY YOUR EMAIL

By verifying your email address, Concur can associate your email address with your Concur account. Once your email is verified, you or your expense delegates can email receipts to receipts@expenseit.com, they will be uploaded to Concur and available in your receipts gallery.

	Email Address	Verification Status	Verify
Email 1	testtraveler@rowan.edu	Not Verified	Verify

1. Your Rowan email will be listed under email address, select the **Verify** link.
2. Check your email for a verification code from Concur.
3. Copy the verification code from the email and paste it into the "Enter Code" field next to the email address.



4. Select **OK**.
5. A new window will appear stating your email address has been verified. Select **OK**.

## REQUEST APPROVERS

1. Select **Request Approvers** on the left menu of the profile page.
2. The request approvers' page will populate. Your requests will be sent to these approvers once you submit them.
3. The Default approver for your Requests is your **Department Head**. Search for your Department Head by their name, email address, Rowan network username or Banner ID. When their name populates, select it.
4. The Default approver 2 for your Requests is your **Division Head**. Search for your Division Head by their name, email address, Rowan network username or Banner ID. When their name populates, select it.
5. Select **Save**.

## EXPENSE APPROVERS

1. Select **Expense Approvers** on the left menu.
2. The default approver for your expense is your **Department Head**. Search for your Department Head by their name, email address, Rowan network username or Banner ID. When their name populates, select it.
3. Select **Save**.

## ACTIVATE E-RECEIPTS

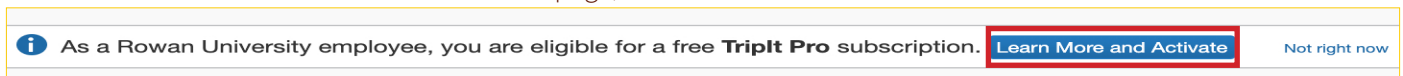
By activating E-receipts, any participating vendor with Concur can electronically load a receipt directly into your Concur account and then you can attach it to an expense report.

1. From the profile settings page, select **E-receipt Activation** on the left menu under Other Settings.
2. Select the **here** link. The E-receipt Activation and User Agreement appears.
3. Read the User Agreement. If you agree, select **I Agree**.

## ACTIVATE TRIPIT

Triplt shows all your trip information in one place. Once you book your travel in Concur your information will automatically be sent to Triplt. If you book travel with a third party, just email your itinerary to plans@concur.com. Triplt instantly organizes your travel information and creates a schedule showing you where to be and when.

1. Under the alerts sections on the Concur home page, select **Learn More and Activate**.



2. A new window will appear. Enter the required information, select **Create Triplt Account**.
3. A thank you message will appear stating that you must verify your email. Click **Continue**. You will be brought back to the Concur home page.
4. Sign into your Rowan email account. You will see an email from Support at Triplt. Select **Verify Email**.
5. You will be brought to triplt.com, answer the activation questions. Select **Finish**.
6. When you return to Concur, a new window will appear stating your accounts are linked. Select **Continue** or select **Triplt Mobile** to learn about the mobile app.