

TRAVEL APPLICATION

General

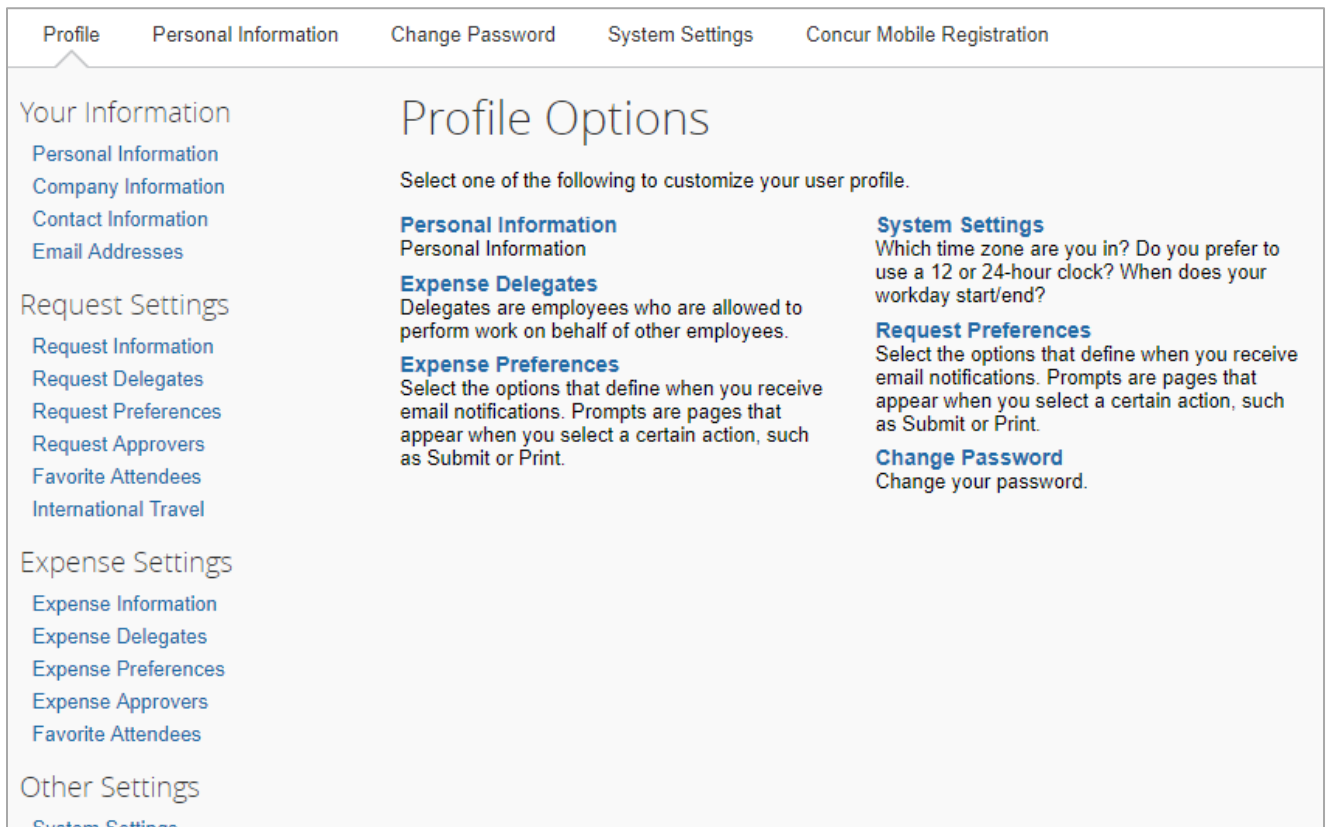
HELPFUL HINTS

- Passwords cannot be changed from profile settings. Concur is a single sign-on application through Firefly.

PROCEDURE

From your profile, you can update information such as personal information, contact information, and emergency contacts. You can set your request and expense preferences, add your expense delegates, view the approvers for your expense reports, and add favorite attendees for your use in expense reports.

1. To access your expense profile from the Concur home page, click profile, and then click profile settings.



You will find the most common profile tasks on the profile options page. You can also use the menus on the left to select a setting to update.