Effective May 1, 2013, UT System rolled out the use of Concur for online booking of business travel. The University of Texas at Dallas faculty and staff can utilize one simple tool to book their flights, car rentals, and hotel stays.

**Advantages of Booking through Concur:**
- Ease of booking all travel necessities in one platform
- Access to exclusive web fares due to a direct connection to Southwest Airlines
- Ability to direct bill airfare and rental car
- Ability to delegate travel arrangers to book travel on your behalf
- Lower cost to the University

In order to book travel through Concur, employees must first register to create a profile. Please follow the simple steps below to get your Concur profile set-up. You will only have to register and set-up your Concur profile once.

**How to Register for a Concur Profile:**
Visit this link and enter your netID for your Concur login, your first name, last name, and work phone. Your name should be typed exactly as it appears on your government ID.

**Welcome to Concur!**
Registering for your account is quick and easy. Please fill in the information requested below to continue.
Your account will be created under the UT Dallas account. If this is incorrect, please contact your administrator for the correct registration URL.

Please fill out all fields. Phone numbers are required for travel agents to contact you in an emergency.
Once you click submit, you will receive an e-mail at the address provided for your concur login confirming your registration.

Thank you for registering with Concur.

Please review the results of creating your Concur account below.

**Account created**

A Concur account has been created for you. Only default account permissions are available.

**Your login name is:** hrb130130@utdallas.edu

You will receive a second email with instructions for logging in (re)setting your password.

Once the Travel Management office confirms your registration, you will receive a second email with instructions on how to reset your password.

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From: DoNotReply@concursolutions.com [mailto:DoNotReply@concursolutions.com]
Sent: Wednesday, May 01, 2013 8:49 AM
To: Berk Hayley
Subject: Password Reset Request

Hello Hayley Berk,

To reset the password associated with Login ID hrb130130@utdallas.edu, please click on the following link:

https://www.concursolutions.com/v.asp?x=1&d=1&u=45898927&t=13050113&h=SjpN5JNBaThIiI3njzeDiw0Dc%3D

This is a one-time only link that will expire in 24 hours.

Note: If the link above is split into multiple lines, you’ll need to copy/paste the entire link into the Address field of your browser. If you are experiencing difficulty with this link and require assistance, please contact your program administrator at your company.

Kind Regards,
Customer Support
Concur Technologies, Inc.
You will then be prompted to change your password. Once finished, click Submit.

You will be taken to the Concur homepage upon confirmation of your password change. Click on the Profile tab to enter your profile information.
In order to be eligible to book travel, you will be required to provide the following:

- Middle Name
- Work Phone or Home Phone
- Gender
- Date of Birth

It is optional, but recommended, to provide the following if you are a traveler:

- Work Address
- Home Address
- Mobile Phone
- Emergency Contact
- Any Travel Preferences
- Frequent Traveler Programs
- DHS Redress No. or TSA Pre✓ Known Traveler Number (if applicable)
- Passports or Visas
- Assistants or Designees who can arrange travel on your behalf
- Personal Credit Card (for hotels or non-direct bill car rentals)
**ADD ANY FREQUENT TRAVELER PROGRAMS HERE FOR AIR, CAR, AND HOTEL**

No programs defined
Travel Arrangers and Assistants are employees that you can designate to book travel on your behalf. The person designated as your arranger must have a Concur profile completed in order to be assigned to your profile.
Type the name of your assistant in the pop-up box. You can designate multiple assistants to book travel on your behalf, but only one person can be designated as your primary assistant. Primary assistants receive a copy of all travel booked to your profile, regardless if they book it for you or not.

Once your profile is complete, click “Save”. You can now navigate back to the Travel tab and proceed with booking travel.

If you encounter any problems in the profile registration process, please contact the Travel Management office at:

travel@utdallas.edu
972-883-2300

A Concur Administrator should be able to assist with any issues or questions.