Quick Guide: Updating Your Profile

Updating Your Personal and Travel Information

1. Click Profile in the top-right corner of your Concur screen.
2. Click Profile Settings.
3. Click Personal Information to review and update your profile.

Ensure your Full Name in Concur matches your government-issued photo ID used for travel. Corrections should be made through your Personal Information page in Oracle Cloud – instructions are available here.

My Profile - Personal Information

Confirm your Work Address (required).

Enter your Home Address (required).

Enter your Contact Information. Either a Work or Home phone number is required. A Mobile phone number is also required in case of travel alerts.

Follow the instructions to verify your Vanderbilt Email Address with Concur (recommended). Click Add an email address to also include a personal email (optional).

Enter the name, address and phone number of your Emergency Contact (recommended).

Important Note
Your Name and Airport Security: Please make certain that the first, middle, and last names on your government-issued photo ID used for travel match your First Name, Middle Name, and Last Name fields in Concur.

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Enter your **Gender** and **Date of Birth** for TSA Secure Flight (required).

You may also enter your **Known Traveler Number** for TSA Pre-check/Global Entry – detailed instructions are available here.

Enter any **Air**, **Hotel** and **Car Rental** preferences as desired (optional).

Click **Add a Program** to enter any **Frequent Traveler Programs** into your profile (optional).

Confirm with the travel vendor that your name and other program account information matches your Concur profile exactly to ensure you receive credit (as appropriate).

Enter your **Gender** and **Date of Birth** for TSA Secure Flight (required).

You may also enter your **Known Traveler Number** for TSA Pre-check/Global Entry – detailed instructions are available here.

Enter passport and visa information for international reservations (optional).

Click **Add an Assistant** to select another employee to make travel arrangements on your behalf (optional) – detailed instructions for assigning Travel Assistants here.

Click **Add a Credit Card** to enter a credit card(s) to be used for travel reservations (required if traveling).

Holders of **One Cards** should enter your One Card here.

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**Expense Reporting and Reimbursement: Oracle Cloud Expense Module**

You will report your out-of-pocket and One Card (if applicable) expenses and request reimbursements via the Oracle Cloud **Expenses** module.

The following guides are available on the Resources for Employees/Line Managers page of the SkyVU website to help you begin this process:

- Creating and Submitting an Oracle Cloud Expense Report;
- Selecting an Expense Delegate; and

More training is available in the Learning Exchange – search SkyVU Learning Program: Training for Vanderbilt Employees in the blue Find a Course box and select Enroll.