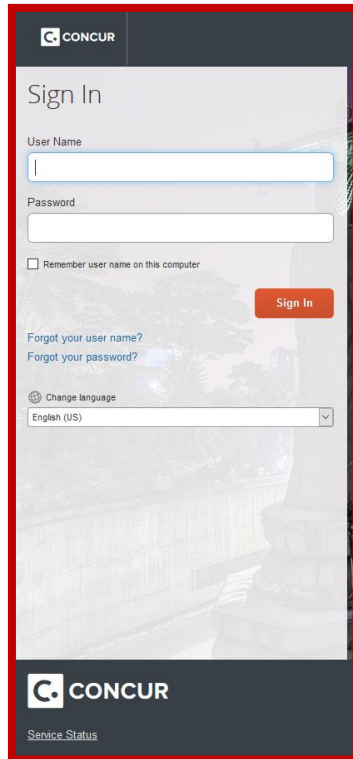


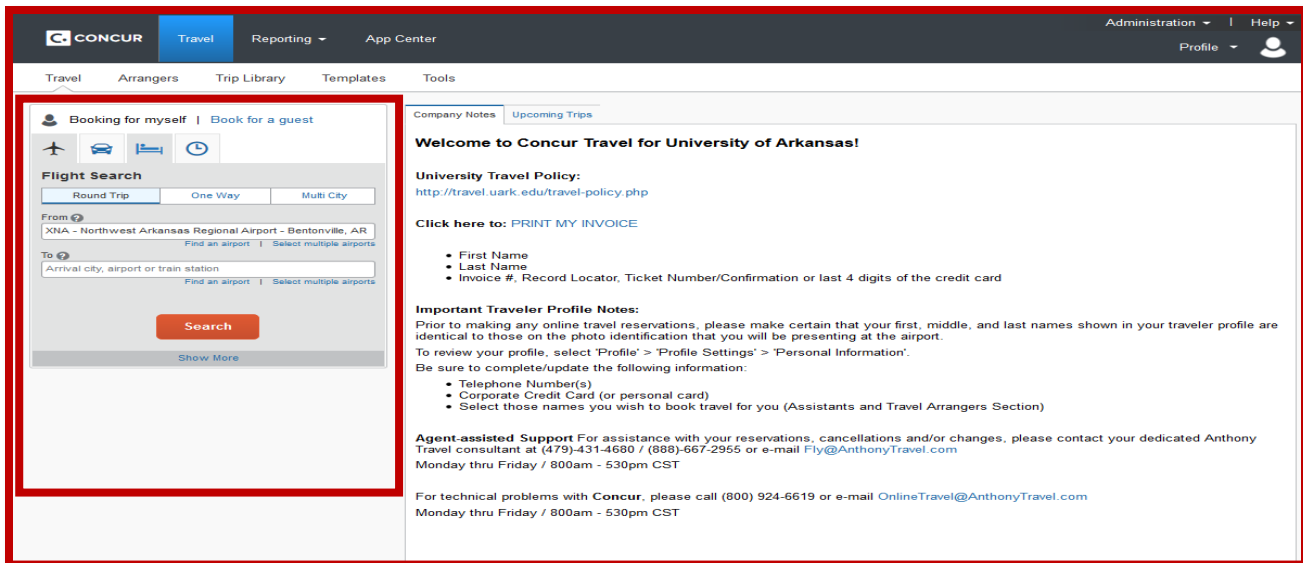
# Concur Booking Tool: Updating a Traveler's Profile if you are the Travel Arranger

**Note: You must be setup as a Travel Arranger for an employee before you can book a trip on their behalf**

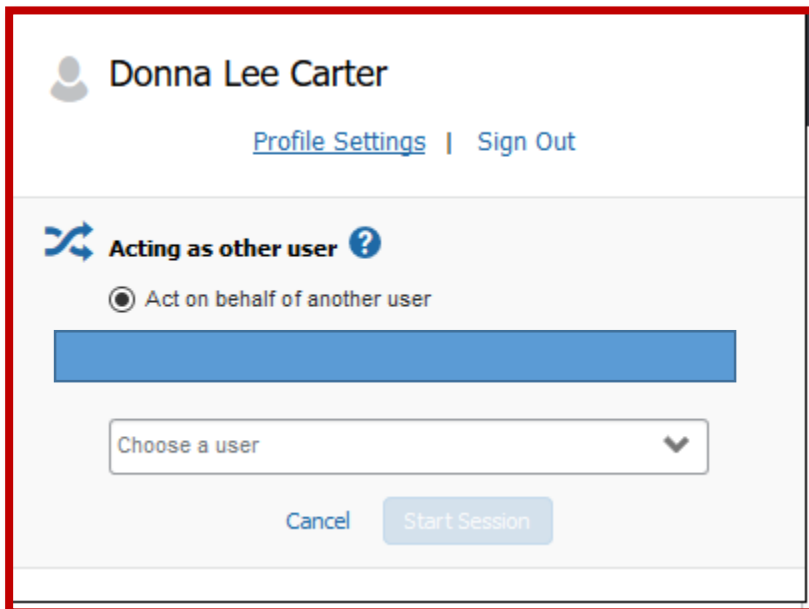
You can access the booking tool by either going directly to [www.concursolutions.com](http://www.concursolutions.com) or by going the Travel Office website: <http://travel.uark.edu/travel-agencies.php>

A screenshot of the Concur Sign In page. The page has a dark header with the Concur logo and the word "CONCUR". Below the header, the title "Sign In" is displayed. There are two input fields: "User Name" and "Password". Below the password field is a checkbox labeled "Remember user name on this computer". To the right of the input fields is a red "Sign In" button. Below the button are two links: "Forgot your user name?" and "Forgot your password?". At the bottom of the form area is a "Change language" dropdown menu currently set to "English (US)". The background of the page is a blurred image of a building. At the bottom of the page, there is another Concur logo and the text "Service Status".

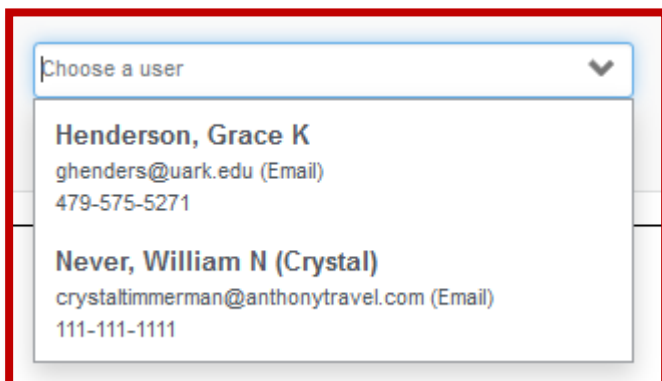
1. Once you have logged in you will be on the main Travel Booking home page:



2. Under your Profile link when you select this link you will see the following:

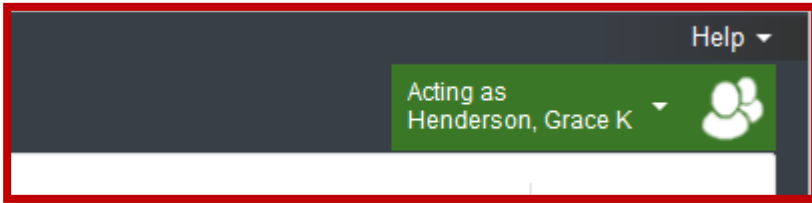


3. Select the Choose a user drop down to display the employee's for which you have been setup to be the Travel Arranger:



**Please Note:** *If your traveler is NOT listed that means you have not been setup as their Travel Arranger. (You can contact the Travel Office for further assistance)*

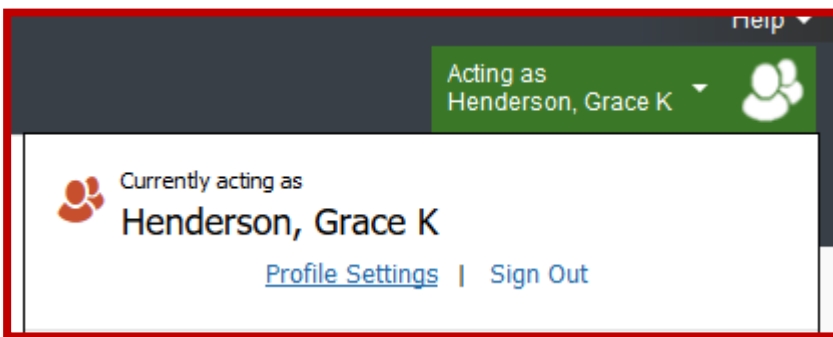
4. Select your traveler's name from the drop down list and once selected press the **Start Session** button and you will see the following in the upper right corner( *this is letting you know that you are acting on behalf of this employee*):



You will also see your traveler's name in the upper left under the University of Arkansas logo:



5. At this point you will select the drop down arrow in the top right corner and you will see the following:



6. Select the Profile Settings link and the profile for your traveler will be available for editing:

7. At this point you should be reviewing the name to ensure that it is correct and the legal name on the driver's license or passport. Finish completing all required information and save the profile.