

# Setting Up Your New Concur Login.

Click this Link to get started: [Self Registration](#)

When creating your account, it is recommended that you use your company email address as your Concur Login.

Be sure to enter your first name, middle name and last name as it appears on your government issued photo identification that you will present at the airport.



## Welcome!

Registering for your account is quick and easy. Please fill in the information requested below to continue.

Your account will be created under the DeVry Education Group. It is recommended that you use your your Business E-Mail Address for creating the "Concur Login". Thank You!

Please fill out all fields. \* marked fields are required. Input your Legal Name only. The Phone Contact information is critical for Duty of Care .

### Account Information

Concur Login \*

### Contact Information

**Your Name and Airport Security:** Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

First Name \*

Middle Name \*

Last Name \*

Employee Position/Title

Work Phone \*

Home Phone

### Configuration Settings

Time Zone \*

Date Format \*

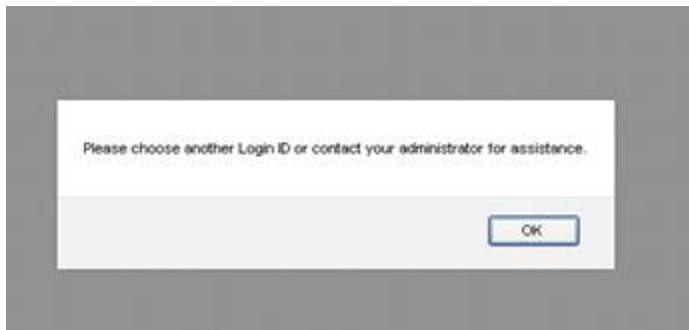
Submit

Reset

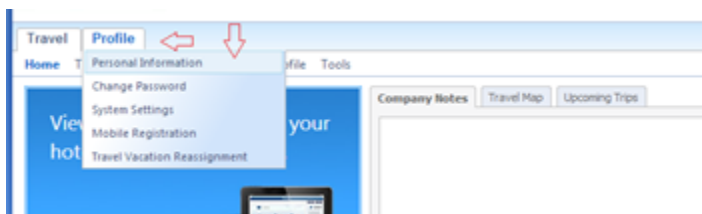
Once you click submit, a message will display that your account was created. You will then receive an email from concursolutions.com that contains a link to the site. Clicking on that link will prompt you to create a new password. Note: *This is a one-time only link that will expire after 24 hours.*



If you are seeing this Error Page, then please contact [onlinesupport@tsiusa.com](mailto:onlinesupport@tsiusa.com) as it is possible that there may be a duplicate user login already present.




Once you click Submit, you will be taken to the Concur home page. Before you begin reserving travel, you must initially review, update and save your profile information. To access your profile information, select “Profile”, then “Personal Information”.



Fields marked [Required] must be completed to save your profile. Verify that the First Name, Middle Name and Last Name fields match the government issued photo identification that you present at the airport. If the First Name or Last Name does not match, contact TSI USA to have this updated.

[Home Address](#) [Work Address](#) [Contact Info](#) [Email Addresses](#) [Emergency Contact](#) [Travel Preferences](#) [Assistants](#) [Credit Cards](#)

Best Travel will display available unused tickets to you as you are searching for your flights. This feature is intended to give you access to additional information that will help you make cost-effective decisions regarding your travel plans. Please note that there may be some unused tickets that are not viewable online. Any credit available from these tickets will be applied after your reservation has been submitted for processing

[Change Picture](#) 

Fields marked **[Required]** must be completed to save your profile.

**Your Name and Airport Security:** Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name	Middle Name <b>[Required]</b>	Nickname	Last Name	Suffix
<input type="text"/>	William	L	<input type="text"/>	Never	<input type="text"/>

No Middle Name

Please be prepared to enter your “D” number, Department number and Institution Number.

**Company Information**

Manager	Employee Position/Title	
<input type="text"/>	Manager Quality Control	
Airline Status: "list all" Ex: United Premier/American Gold	Enter your D Number (including the leading "D") <b>[Required]</b>	Enter your Department Number <b>[Required]</b>
United Premier Delta Platinum	D01471617	617617
Institution Number <b>[Required]</b>		
Advanced Academics 400		

Once you have filled out your profile, click “Save” and you are ready to begin making your travel reservations.

Should you have any questions, please send enquiry to [onlinesupport@tsiusa.com](mailto:onlinesupport@tsiusa.com)