

Section 1: Getting Started

Step 1: Log on to Concur Travel

1	In the User Name field, enter your user name .
2	In the Password field, enter your password .
3	Click Login .

If you are not sure how to start Concur Travel, check with your company's system administrator.

Section 2: Use My Concur

Step 1: Explore the available options

1	Explore the Trip Search section.
2	Look at the Weather section.
3	Explore the Travel Info section.
4	Locate the Trip List section.
5	View the Trips Awaiting Approval section. <i>This section appears only if you are logged on as an approver.</i>

Section 3: Update Your Profile

Step 1: Change your password

1	At the top of the My Concur page, click Profile .
2	On the Other Settings menu on the left side of the page, click Change Password .
3	In the Old Password field, enter your current password.

4	In the New Password field, enter your new password.
5	In the Re-enter New Password field, enter your new password.
6	In the Password Hint field, enter a hint or reminder for instances when you have forgotten your password.
7	Click Submit .

Step 2: Change your time zone, date format, or language

1	At the top of the My Concur page, click Profile .
2	On the Other Settings menu on the left side of the page, click System Settings .
3	On the System Settings page, update the appropriate information, and then click Save .

Step 3: Update your personal information

1	At the top of the My Concur page, click Profile .
2	Click Personal Information in the middle of the page.
3	On the Personal Information page, update the appropriate information, and then click Save .

Step 4: Set up a Travel Arranger or Assistant

1	At the top of the My Concur page, click Profile .
2	Click Personal Information .
3	Scroll down to the Assistants and Travel Arrangers section.

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4	Click Add an Assistant located to the right of the section.
5	In the Search Criteria field, type the last name of the person you wish to add as an assistant/travel arranger.
6	Click Search .
7	From the Assistant dropdown menu, select the appropriate assistant.
8	Select Can Book Travel for Me .
9	Select Is my primary assistant for travel , if necessary.
10	Click Save .

Section 4: Make a Travel Reservation

Step 1: Make a flight reservation

1	On the Flight tab, select one of these: <ul style="list-style-type: none"> Round Trip One Way Multi-Segment
2	In the Departure City and Arrival City fields, enter the cities for your travel.
3	In the Departure and Return fields, select the appropriate dates and times.
4	If you need a car, select Pick-up/Drop-off car at airport .
5	If you need a hotel, select Find a Hotel . (More information appears; make the appropriate choices.)
6	Select Refundable Only , if appropriate.
7	In the Search Flights By field, select

	either Price or by Schedule .
8	Click Search .
9	Select the appropriate flight, but do not click Reserve .
10	After you find the appropriate flight, click View Seatmap next to the flight.
11	Click any green (unoccupied) seat (move the mouse pointer over a seat to see the number). Click Select Seat , and then click Close .
12	Click Reserve .
Step 2: Select a car	
1	If you specified that you need a car on the Flight tab, you will see car results for the car search.
2	Select the appropriate rental car, and then click Reserve .
Step 3: Select a hotel	
<i>If you selected the Find a Hotel option on the Flight tab, the hotel results are displayed after you choose your rental car.</i>	
1	To filter by hotel chain, click Hotel Chain , and then select the chains you want to view.
2	To filter by hotel amenities, click Hotel Amenities , and then select the appropriate amenity options.
3	In the upper-right corner of the page, click Map of Hotels to view a map of the selected location and the nearby hotels.
4	Click Info for a specific hotel to find more detailed information for the hotel.

5	Three rates appear by default. To see more, click View more hotel rates .
6	When ready to reserve your room, click Reserve for the appropriate rate and hotel.
7	Click Next .
Step 4: Complete the Booking	
1	Enter your trip information in the Trip Name and Trip Description fields.
2	Click Next to finalize your reservation.
3	To complete the booking, click Purchase Ticket .

Section 5: Cancel or Change an Airline, Car Rental, or Hotel Reservation

Flight changes are available for e-tickets that include a single carrier.

If the trip is already ticketed but has not occurred, you can change the time of the flight if an even exchange is available or the ticket is refundable. Your change options will be with the same airline and routing.

Contact the appropriate Website or vendor directly if you did not book your trip using Concur Cliqbook Travel.

1	In the Upcoming Trips section of My Concur, click the name of the trip.
2	Click Change Trip .

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3	On the itinerary, click the appropriate link to: <ul style="list-style-type: none"> Email your itinerary Change seat Change the flight day or time for travel (you cannot change the airline) Add, change, or cancel parking Add, change, or cancel a taxi Add, change, or cancel car rental Add, change, or cancel hotel Add, change, or cancel dining
4	To cancel your entire trip, click Cancel .