Directions to Update Profile on "Concur," the Corporate Travel Planners platform

1) Go to: https://osutravel.osu.edu

2) Click on the "Book Travel Online" icon

3) Log in using your OSU username and password. Adhere to the directions displayed in the initial pop-up window to get to your "Personal Information" page, and fill in any fields marked **[Required]** or **[Required**]**

Login Warning

⚠️ **Attention: If you are experiencing issues while making a booking, please contact Online Assistance, call 877-727-5188.**

Before making a reservation, please verify ALL profile details are accurate and saved.

- **Locate Profile in upper right hand corner**

- **Select Profile Settings**

- **Under Profile Options - Select Personal Information**

- **Be sure to Save profile details**

This online booking site is intended for university business use only.
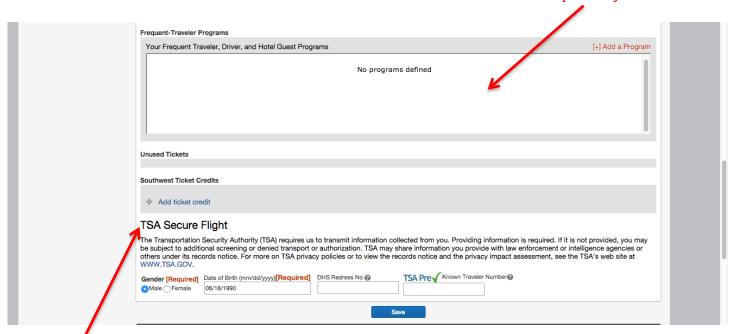
You will be required to provide a T# at time of purchase.

OK

a) At the top of the page, ***please make certain that your first, middle, and last name are identical to the photo identification you will present at the airport.*** Please contact me if you are unable to make modifications.
    - *For international travel, it is critical that your middle name matches your passport*; this may require that you spell out your middle name(s).
    - Note that we may have to change this back and forth if, for example, your Driver's License says "Brian J. Javor" and your passport says "Brian John Javor."
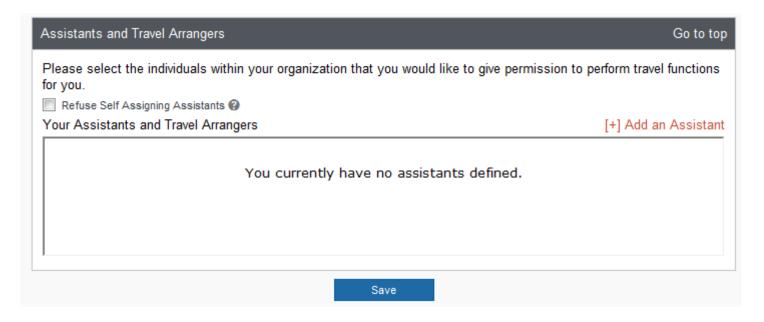
Travel Settings

Travel Preferences
International Travel
Frequent-Traveler Programs
Assistants/Arrangers

Other Settings

E-Receipt Activation

⚠ **Important Note**

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	Nickname	Last Name	Suffix
	Brian	John		Javor	

b) You may consider filling in additional information on your profile. Accumulate personal Frequent Flyer miles

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs   [+] Add a Program

No programs defined

Unused Tickets

Southwest Ticket Credits

✦ Add ticket credit

TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.

Gender [Required]   Date of Birth (mm/dd/yyyy)**[Required]**   DHS Redress No.❓   TSA Pre✓ Known Traveler Number❓
●Male ○Female   06/18/1990

Save

Add ticket credits from previous university travel

4) Add me as your primary travel arranger by clicking on [+] Add an Assistant under Assistants and Travel Arrangers. Find "Javor, Brian J." in the system and check off "Can book travel for me" ***AND "Is my primary assistant for travel."*** Hit save, then add "Attias-Goldstein, Michelle D." and check off "Can book travel for me."

Assistants and Travel Arrangers	Go to top

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

☐ Refuse Self Assigning Assistants ❓

Your Assistants and Travel Arrangers   [+] Add an Assistant

You currently have no assistants defined.

Save

5) ***Don't forget to hit "Save"!***

Fin.