Getting to know SAP Concur

Concur homepage:

In order to take advantage of everything SAP Concur has to offer, it is very important to visit and update your Profile page.

This will bring you to a page that provides access to sections of your profile. Please take time to explore these selections. For this training, we will focus in the Personal Information tab.
It is very important to complete as much of the Profile as possible to enable the system to prefill information into your reservations when booking travel. Most importantly, verify the way your name is listed on your ID and your contact information in Concur matches exactly. In addition, you can load your frequent traveler programs information, hotel/rental car preferences, passport info, TSA number (if applicable) and a credit card to use for holding hotel reservations. Fill it out once and make updates if anything changes.
SAP Concur can link-up to many helpful Apps. Be sure to review these and sign up for what you need.
To find **Job Aids** for how to complete a Request, Expense, or reserve travel arrangements through the Booking Tool, please visit the Travel Site for ORAU Participant and Fellows at [Forms/Job Aids | ORAU Travel Central](#)