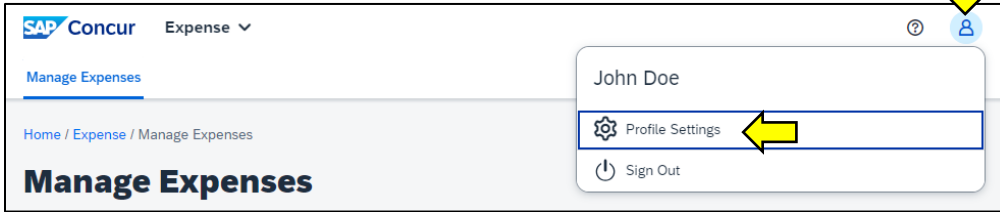
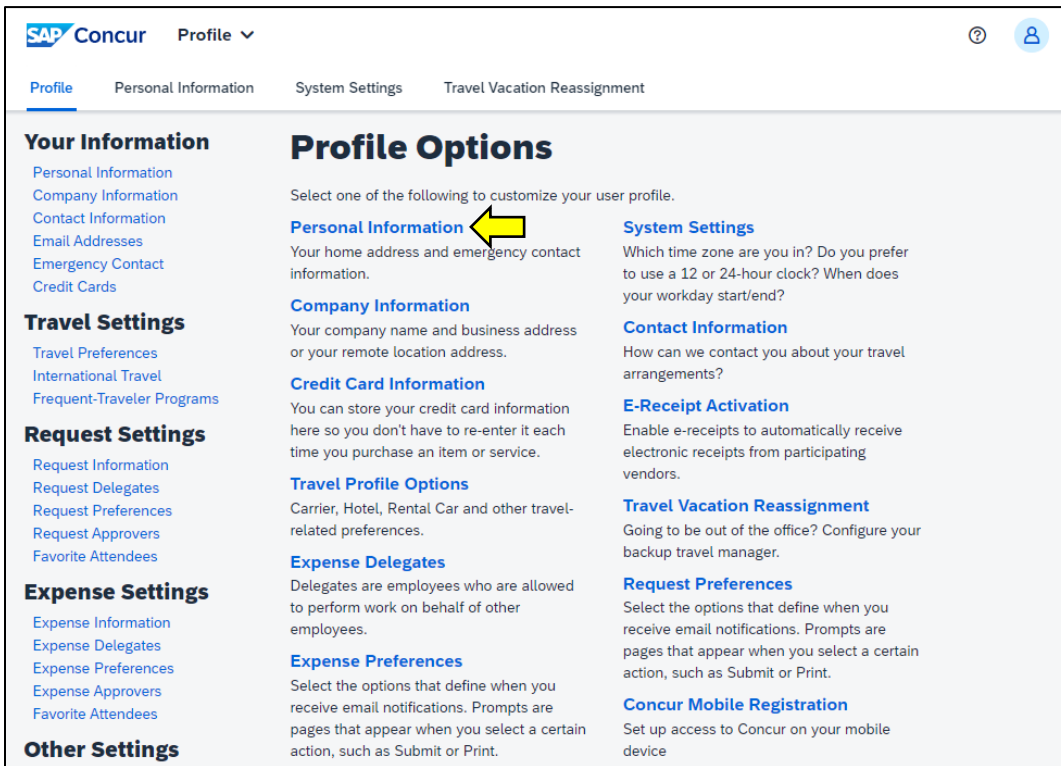


LOG INTO CONCUR – UNTSYSTEM.EDU/CONCUR

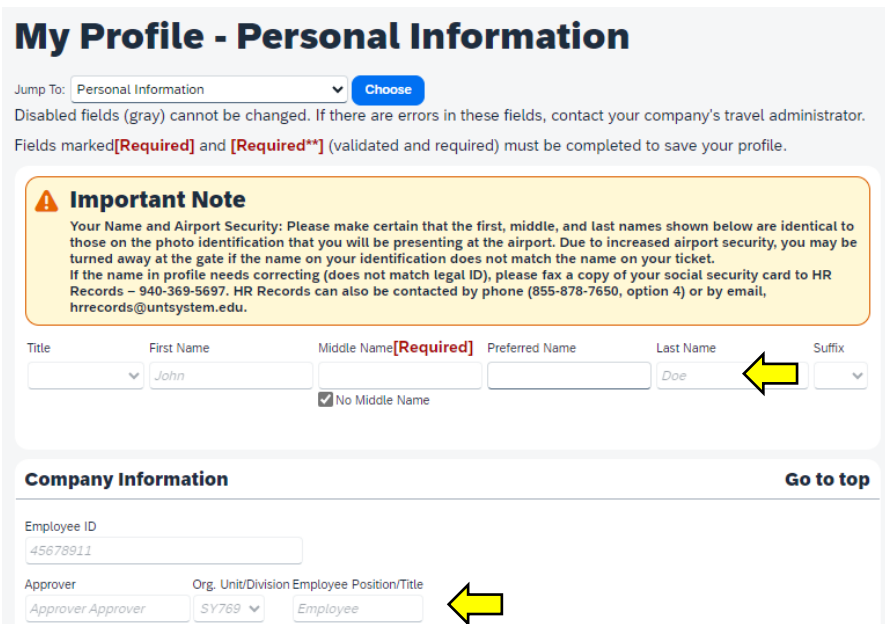
NAVIGATE TO OPEN PROFILE, SELECT PROFILE SETTINGS



SELECT PERSONAL INFORMATION



VALIDATE THAT PERSON INFORMATION IS CORRECT



USING DROP DOWN FOR "ASSIGNED LOCATION" ADD HOME BASE


IF LOCATION ADDRESS IS THE SAME AS THE ASSIGNED LOCATION ADDRESS CHECK BOX


IF NOT TYPE IN THE UNT BUILDING ADDRESS

SAVE CHANGES

**Work Address** [Go to top](#)

When entering your State please do NOT spell out the name - use the two letter state code, i.e. CA, not California, ND, not North Dakota etc...

Company Name: UNIVERSITY OF NORTH  
Assigned Location: UNT Health Science Center (Fort Worth, TX) 

Street: 3500 Camp Bowie Blvd  Address same as assigned location 

City: Fort Worth State/Province: TX


Postal Code: 76107 Country/Region: United States of America

CONFIRM HOME ADDRESS (ADDRESS DEFAULTS TO ADDRESS ON FILE WITH HR)

MAKE ANY NECESSARY CHANGES

**Home Address** [Go to top](#)

When entering your State please do NOT spell out the name - use the two letter state code, i.e. CA, not California, ND, not North Dakota etc...

Street: 209 West Oak 

City: Denton State/Province: TX


Postal Code: 76201 Country/Region: United States of America

CONFIRM CONTACT INFORMATION (DEFAULTS TO NUMBERS ON FILE WITH HR)

MAKE ANY NECESSARY CHANGES


**Contact Information** [Go to top](#)

When entering phone information please do NOT enter special characters - run the number together, i.e. 0001112222.

Work Phone [Required\*\*]: 9403695500  Work Extension: Work Fax:

2nd Work Phone/Remote Office: 9403695500 Home Phone [Required\*\*]:

Pager: Other Phone:

Mobile Phone Country/Region: United States of America (+1) Mobile Phone [Required\*\*]: 9405650000 

**\*\*You must specify either a home phone or a work phone.**

VERIFY EMAIL ADDRESS

VERIFY EMAIL ADDRESS IS CORRECT (EMAIL ADDRESS DEFAULTS TO UNT EMAIL ADDRESS ON FILE WITH HR)

**Email Addresses** Go to top

Please add at least one email address.

[How do I add an email address?](#)  
[How do I verify my email address?](#)  
[Why should I verify my email address?](#)  
[If I am a travel arranger or delegate, what do I need to do?](#)  
[I would like to have someone arrange travel or delegate expense on my behalf, what do I need to do?](#)

[+ Add an email address](#)

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 employeeetest@untsystem.edu	Not Verified	Verify	Yes	

SELECT VERIFY / ENSURE EMAIL WAS RECEIVED / SELECT OK


**Email Addresses** Go to top

Please add at least one email address.

[How do I add an email address?](#)  
[How do I verify my email address?](#)  
[Why should I verify my email address?](#)  
[If I am a travel arranger or delegate, what do I need to do?](#)  
[I would like to have someone arrange travel or delegate expense on my behalf, what do I need to do?](#)

[+ Add an email address](#)

**Verification Email Sent**

 An email has been sent to this email address. Copy the Verification Code from the email and paste it into the "Enter Code" box below.

[OK](#)

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 employeeetest@untsystem.edu	Check email for code	Resend   Cancel	Yes	

Enter Code  [OK](#)

CHECK EMAIL FOR CODE, COPY CODE AND PASTE INTO CONCUR FIELD FOR "ENTER CODE", SELECT OK

**Email Addresses** Go to top

Please add at least one email address.

[How do I add an email address?](#)  
[How do I verify my email address?](#)  
[Why should I verify my email address?](#)  
[If I am a travel arranger or delegate, what do I need to do?](#)  
[I would like to have someone arrange travel or delegate expense on my behalf, what do I need to do?](#)

[+ Add an email address](#)


Email Address	Verification Status	Verify	Contact?	Actions
Email 1 employeeetest@untsystem.edu	Check email for code	Resend   Cancel	Yes	

Enter Code  [OK](#)

COMPLETE EMERGENCY CONTACT INFORMATION (SOME INFORMATION MAY DEFAULT FROM HR)

### Emergency Contact Go to top

When entering your Emergency Contact you must enter First Name, Last Name, Phone Number. When entering phone information please do NOT enter special characters - run the number together, i.e. 0001112222. When entering an address your State please do NOT spell out the name - use the two letter state code, i.e. CA, not California, ND, not North Dakota etc...

Name:  Relationship:  

Street:   Address same as employee

City:  State/Province:  Postal Code:

Country/Region:  Phone:  Alternate Phone:

COMPLETE TRAVEL PREFERENCES INCLUDING ANY FREQUENT-TRAVELER PROGRAMS AND TSA PRECHECK NUMBER

### Travel Preferences Go to top

**Eligible for the following discount travel rates/fare classes**

AAA/CAA  Government  Military  Senior/AARP

**Air Travel Preferences**

Seat:  Seat Section:  Special Meals:  Ticket Delivery:

Preferred Departure Airport:  Other Air Travel Preferences:

Medical Alerts:

**Hotel Preferences**

Room Type:  Smoking Preference:   Foam pillows  Rollaway bed  Crib

**I prefer hotel that has:**

a gym  a pool  a restaurant  room service  Early Check-in

**Accessibility Needs**

Wheelchair access  Blind accessible

**Car Rental Preferences**

Car Type:  Smoking Preference:  Car Transmission:   In-car GPS system

Message to Car Rental Vendor:

**Frequent-Traveler Programs**

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

No programs defined

SELECT ANY SAVE BUTTON