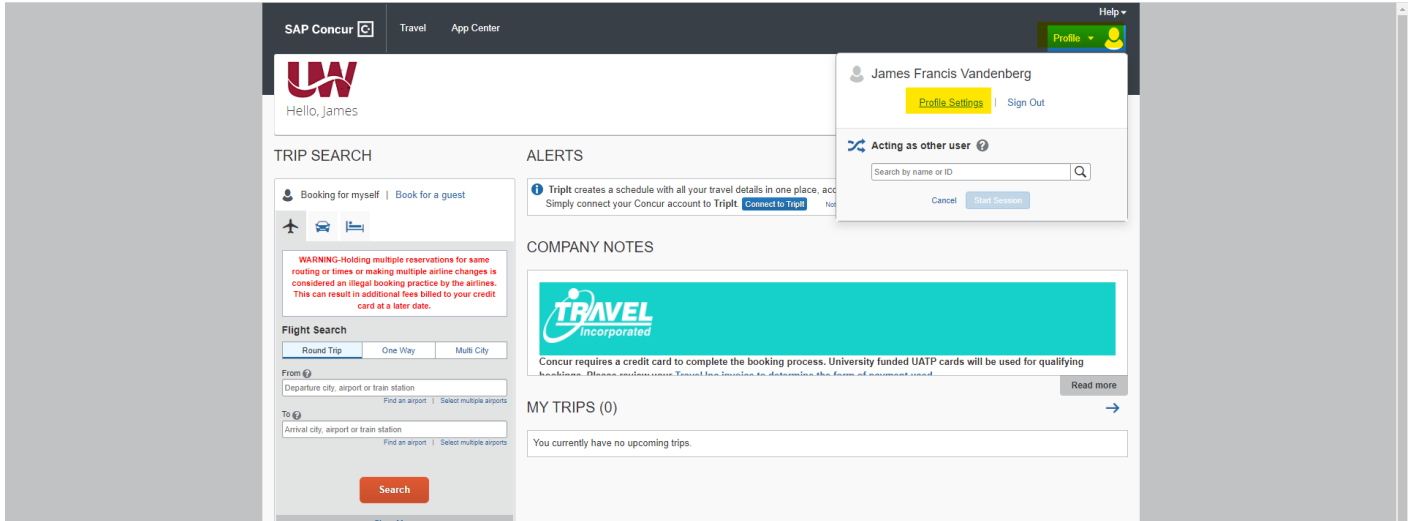


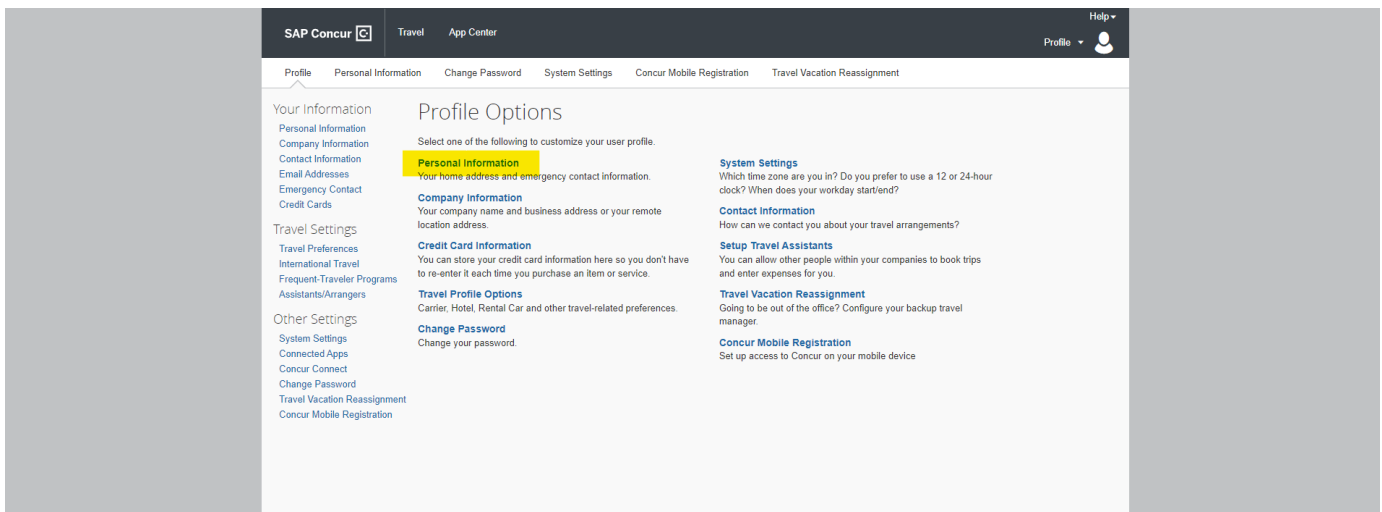
Change Approver in Concur Directions

Department of Integrative Biology

1. Log into [Concur](#) using your wisc.edu email and Concur password
2. Select the “Profile” option in the top right corner and then click on “Profile Settings”



3. On the Profile Options page, select “Personal Information”



4. Scroll approximately half-way down the page to the “Email Addresses” section. Select “Add an email address”, and add jvandenberg3@wisc.edu to the list. Check “Yes” for “Contact Travel Notifications”

[Save](#)

Email Addresses
Go to top

Please add at least one email address.

[How do I add an email address?](#)

[+ Add an email address](#)

	Email Address	Verify	Contact?	Actions
Email 1	arives@wisc.edu		Yes	✎
Email 2	jvandenberg3@wisc.edu		Yes	✎ 🗑

5. Scroll to near the bottom of the page. In the “Assistants and Travel Arrangers” section, be sure that only **Michelle Kirch** and **James Vandenberg** are listed as parties that can book travel for you. Any other individuals should be deleted from this section by selecting the garbage can by their name. If you need to add a name, select “Add an Assistant” and search for either Michelle or James using their last names.

[Save](#)

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 [?](#)

[+ Add an Assistant](#)

Your Assistants and Travel Arrangers		
Kirch, Michelle R.	Can book travel? ✔	✎ 🗑
Vandenberg, James F.	Can book travel? ✔	

[Save](#)

6. Select the “Save” below the box.
7. iBio Admin staff will then be able to update your account with the proper payment options.
8. **Please notify James Vandenberg prior to booking any travel on Concur using the department purchasing card. iBio Admin staff will need funding and justification for each charge on this card.**