

## **How to Setup Your Concur Profile**

### **Department of Integrative Biology**

#### About Concur

Concur is the online booking tool for Travel Incorporated. Use is limited to UW employees. Students do not have direct access. You are able to book airfare, rental cars, and hotels all in one place, ensuring you follow UW travel policy.

#### Directions

1. Navigate to <https://www.wisconsin.edu/travel/booking/concur/> and select “New User Registration on the right side of the page
2. Enter your wisc.edu email as your Concur login and fill in the relevant contact information. Please make sure your names are identical to your photo identification presented at the airport for check in.
3. Click the submit button for setup
4. Watch the 25 minute [video](#) on Concur for information on how to set up your account and book travel
5. Once registered, you will receive an email regarding how to complete setting up your account including choosing a password. You can then login [here](#) and finish setting up your profile in the profile settings section