

How to Setup Your Concur Profile Department of Integrative Biology

About Concur

Concur is the online booking tool Fox World Travel. 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 new Concur Account registration site here - https://my.foxworldtravel.com/uw/saml2/login?redirect_url=https://my.foxworldtravel.com/concur/saml
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.** Select “UWMSN” for campus
3. Click the submit button for setup
4. 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
5. Browse and watch relevant training guides on Concur through the [Fox World Travel training module](#)
6. Enroll and complete the [Travel Training Course on Canvas](#). This includes information on UW Travel Policy, information on Concur, and reimbursement.