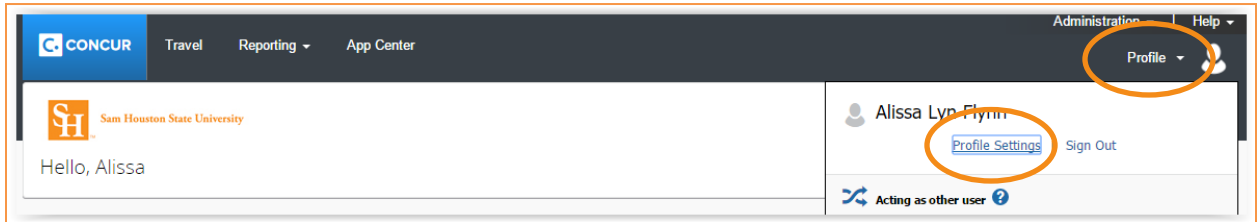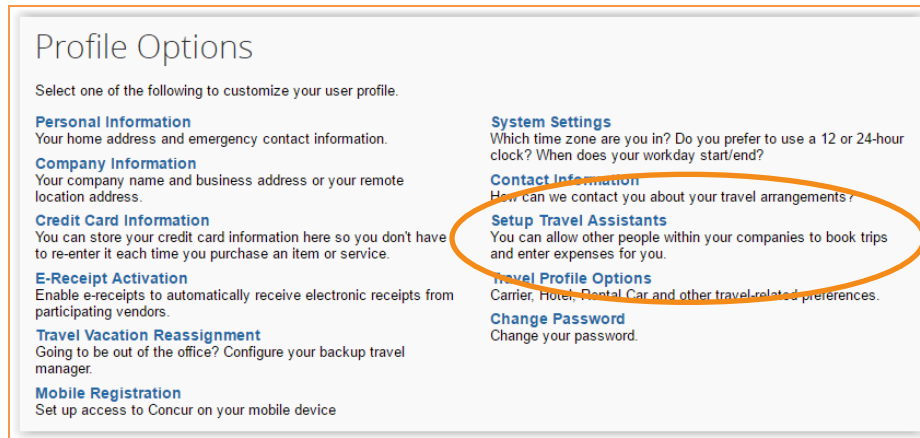# Concur Online Travel Booking Tool: Assigning a Travel Assistant to my Profile
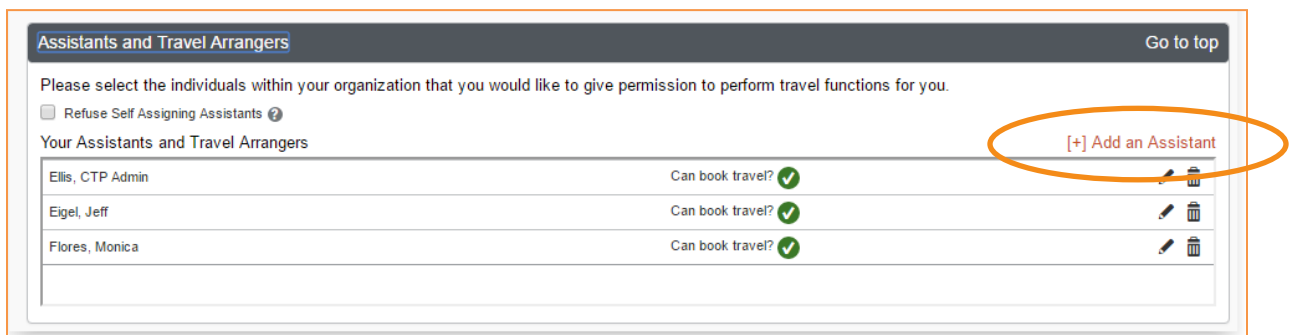
1. Log into Concur and select the dropdown arrow next to **Profile** from the top header

2. Select **Profile Settings** and then **Setup Travel Assistants.** <u>**Note:**</u> You can also select Personal Information and then scroll down to the **Assistants and Travel Arrangers** section of your profile.

3. Select **Add an Assistant.**

4. Begin typing the assistant's name in the **Assistant** field. Once the name is located, select it.
    Select **Can book travel for me** and/or **Is my primary assistant for travel**. **Note**: You can only
    have one primary assistant. The primary assistant will receive all travel communication
    regardless of who booked the reservation.

> **Add an Assistant**
>
> Please select the individuals within your organization that
> you would like to give permission to perform travel functions
> for you.
>
> Assistant
>
> Bertish, Elissa
>
> **Bertish**, Elissa
>   e**bertish**@shsu.edu (User Name)
>   e**bertish**@ctp-travel.com (Email)   **number in**
>   **their profile** cannot be designated as primary
>   assistant for travel.
>
> **Save**   **Cancel**

5. Select **Save** and verify the Assistant's name is listed.

> **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 ❓
>
> Your Assistants and Travel Arrangers   [+] Add an Assistant
>
> | Ellis, CTP Admin | Can book travel? ✔ | ✏ 🗑 |
> | Bertish, Elissa | Can book travel? ✔ | ✏ 🗑 |
> | Eigel, Jeff | Can book travel? ✔ | ✏ 🗑 |
> | Flores, Monica | Can book travel? ✔ | ✏ 🗑 |