Traveler eProfile

HOW DO I CREATE A NEW EPROFILE?

Travel Incorporated has found a way to make completing a Travel Profile simple, with eProfile, our proprietary web-based profile system. An eProfile is required for authorization of direct billing and access to the Concur Travel online booking tool. Travel administrators must complete an eProfile to serve as an assistant to make travel arrangements for another employee in Concur.

1. Go to the Travel Incorporated website: http://www.travelinc.com/login_admin.cfm

2. Choose ‘Personal Travel Portal’

3. First time users will select ‘click here’ to create your eProfile.
4. On the next screen, select “Click here to create a new profile.”

5. Enter Georgia Tech’s Client Code

CLIENT CODE: G99460

SHELL NAME: CORP should default

*NOTE: Use Internet Explorer or Chrome browsers. Safari is not a compatible browser.
Traveler eProfile

6. Enter the required information in red boxes. Your Password must consist of numbers and letters only and must be at least eight characters in length. You will use this password to access your 'Personal Travel Portal' and the Concur Travel online booking tool. Note: For ‘Company Name’, please enter your department/school name. Travelers should submit air, car, hotel membership details and other personal travel preferences. The cell phone is not a required field, but is useful in case of airline delays or other incidents that could impact your travel plans while you are on travel status.

7. Make sure to click the “Save” tab when completed with each section. When completed, make sure to click the “Submit” button. Within 1 business day, you will receive an email confirmation with your “sign in” information attached. Once you have received this confirmation, you may update your travel preferences at any time.

For “eProfile” Assistance, please contact your Travel Incorporated Account Manager, Linda Wilkinson, at Linda.Wilkinson@travelinc.com or 770-291-5218.
HOW DO I REVIEW / UPDATE AN EXISTING EPROFILE?

Georgia Tech employees that have an existing eProfile may review/update their record and reset their password directly through their Travel Inc Personal Travel Portal. Please review and update your profile before you make your first reservation.

2. Choose ‘Personal Travel Portal’

3. Enter GA TECH as ‘Company Name’
Enter User ID in format: Last Name First Name

Password: This is the original password you created when you completed the Travel Inc eProfile Document. It is typically not the password used for GT TechWorks systems.
Traveler eProfile

A note about passwords: If you do not know the password, hit the ‘Forgot your user ID or Password link.” An e-mail from Travel Inc will be sent to your email address with instructions to update your password. Please contact travel.ask@business.gatech.edu if you have difficulty with your user ID/password. Credit card numbers are always secured and the complete credit card number never appears in the eProfile.

Reset Password

Instructions: After submitting your email address below, an email will be sent to the address specified with instructions on how to complete resetting your password.

Email Address: 

The address specified must match the address in your travel profile.

Submit
The eProfile that you set-up in the Travel Inc portal will automatically sync up to create a profile in the Concur system within 24 hours. Updates that you make in either system, will automatically update both profiles.

To view your Concur profile, or make a reservation, you can log in to Concur Travel via the Travel Inc GA Tech Corporate Travel Portal:

Or, you can log directly into Concur at www.concur.com or use the Concur app on your mobile device!
Once you log into Concur Travel, navigate to the Profile section outlined in red.

From this screen you may update the following:

Name, address, contact information, e-mail notification preferences, frequent flyer memberships, AAA, military and other special discount membership programs.

Please review the credit card information section to ensure that you have a valid personal credit card number and expiration date that can be used for hotel and rental car reservations.

For more information regarding this process, contact travel.ask@business.gate.edu