

Self-Booking Tool (SBT) Tutorial: Maintaining Your Travel Profile

Your travel profile contains data that was provided during the self-registration process and information contained in your travel profile can be added or updated at any time.


Your travel profile holds critical travel data that is passed to the airline and Transportation Security Administration (TSA) every time you make a reservation. Some of this required information expires over time so it is important to periodically review and update your travel profile. Lodging and vehicle preferences stored in your travel profile are also passed for those reservations.

Important Data Elements:

- Personal information – Your name must match your government issued identification, exactly!

My Profile - Personal Information

Jump To: Personal Information Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator or Fox World Travel's Online Support desk at 800-545-8037. Change Picture 

If you plan to travel internationally you must add your passport information to your profile.

Fields marked [Required] and [Required**] (validated and required) must be completed to save your profile.

Important Note

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

<small>Title</small>	<small>First Name</small>	<small>Middle Name</small> [Required]	<small>Nickname</small>	<small>Last Name</small>	<small>Suffix</small>
	<input type="text" value="William"/>	<input type="text"/>	<input type="text" value="FWT Demo"/>	<input type="text" value="(Never)"/>	
		<input checked="" type="checkbox"/> No Middle Name			

- University and departmental information (must be changed if you move within the University System)
- Division/College/School (select from the pre-populated dropdown **in the Company Information section**)
- Any charge card information that is stored as defaults (cards expire so review and maintain this information)
- Travel preferences, including airline frequent flyer account numbers, hotel or vehicle rewards numbers, etc. (reward accounts and preferences may change so review and maintain this information in your travel profile)
- Setting up other employees to book on your behalf (if you travel arranger changes, update this information)
- Mobile registration

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Password Reset/Information:

- Change your password by selecting the “Change Password” link on the “Profile Options” page.

Profile Options

Select one of the following to customize your user profile.

Personal Information Your home address and emergency contact information.	System Settings Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
Company Information Your company name and business address or your remote location address.	Contact Information How can we contact you about your travel arrangements?
Credit Card Information You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.	Setup Travel Assistants You can allow other people within your companies to book trips and enter expenses for you.
E-Receipt Activation Enable e-receipts to automatically receive electronic receipts from participating vendors.	Travel Profile Options Carrier, Hotel, Rental Car and other travel-related preferences.
Travel Vacation Reassignment Going to be out of the office? Configure your backup travel manager.	Expense Delegates Delegates are employees who are allowed to perform work on behalf of other employees.
Expense Preferences Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.	Company Car Company Car
Change Password Change your password.	Mobile Registration Set up access to Concur on your mobile device

Note: Profile errors are the largest source of booking issues in the tool, and since this information is passed with every reservation, it could potentially lead to problems at the airport or during TSA screenings. While Fox World Travel quality control checks traveler profile data to prevent passing inaccurate information to the airline and/or TSA, it is important to review and keep your profile information correct and up-to-date. Successful booking within the tool and traveler experiences at the airport are dependent on this data!

For more assistance, see the FAQ and Tutorials, in the UW TravelWise portal.