

## CONCUR SELF-REGISTRATION FOR UTHSCSA EMPLOYEES

1. Login to the HSC portal at <http://inside.uthscsa.edu/>.

WE MAKE LIVES BETTER  
**UT HEALTH SCIENCE CENTER**  
SAN ANTONIO

University: Home | Calendar | Maps

Site University  Search

Inside.UTHSCSA (portal) Home  
Resources for Employees  
Resources for Faculty  
Resources for Students  
Service & Technology Resources  
My Health & Wellness  
Directories  
Library

**New dental clinic on track for mid-2015 completion**  
Dental School faculty stand by the new Center for Oral Health Care & Research at Thursday's tree-topping ceremony. They signed a beam that will be used in the new building.

**Portal Sign In**  
User ID:   
Password:

Follow these steps to create a Concur account. If you need assistance with the registration process, contact Corporate Travel Planners' Online Help Desk at 877-727-5188.

Find People  
First or last name   
Faculty/Staff Student

M	T	W	T	F	S	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

Forgot password?  
This is a UTHSCSA system. Unauthorized access is prohibited. Usage is subject to security testing and monitoring. Misuse is subject to criminal prosecution. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

Wednesday: STRECH to feature Andrea Giuffrida, Ph.D.  
Topic: The endocannabinoid hypothesis of schizophrenia: from risk factor to therapy [Details](#)

2. After you successfully login to the portal, click the **Services** tab.

inside.uthscsa

Favorites Main Menu

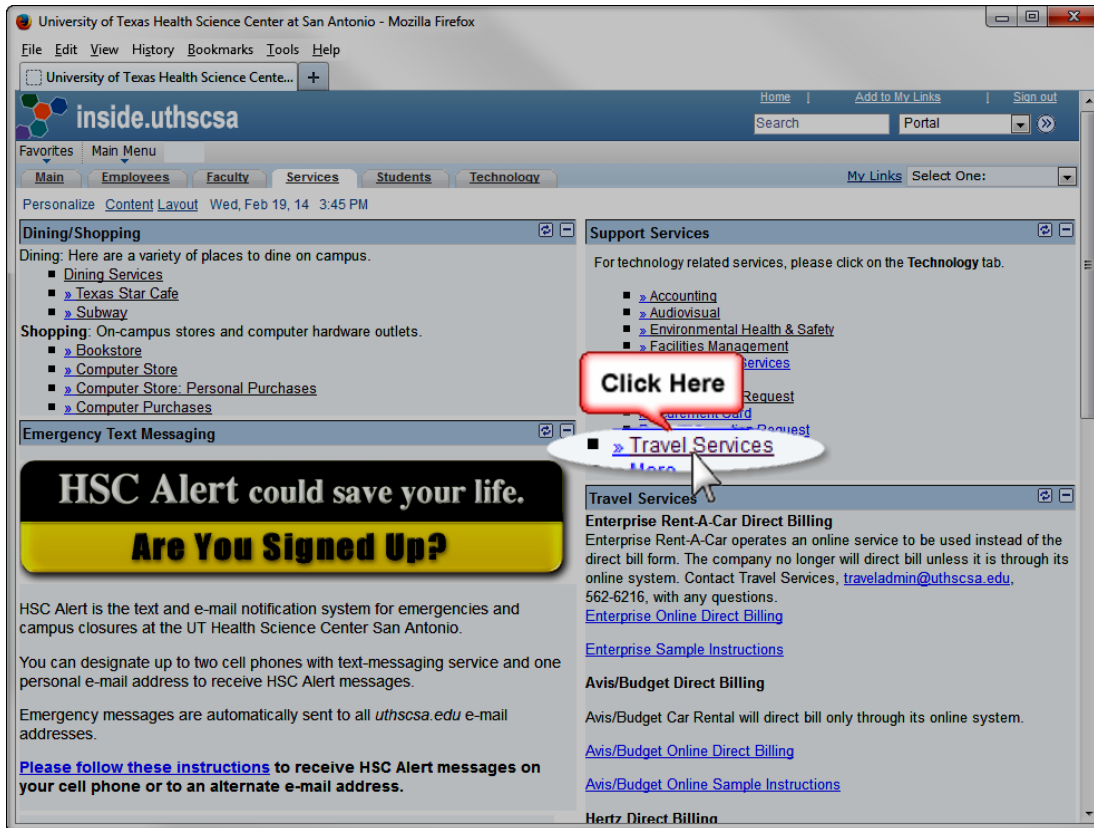
Personalize [Content](#) [Layout](#) Thu, Feb 13, 14 4:43 AM

Enterprise Menu

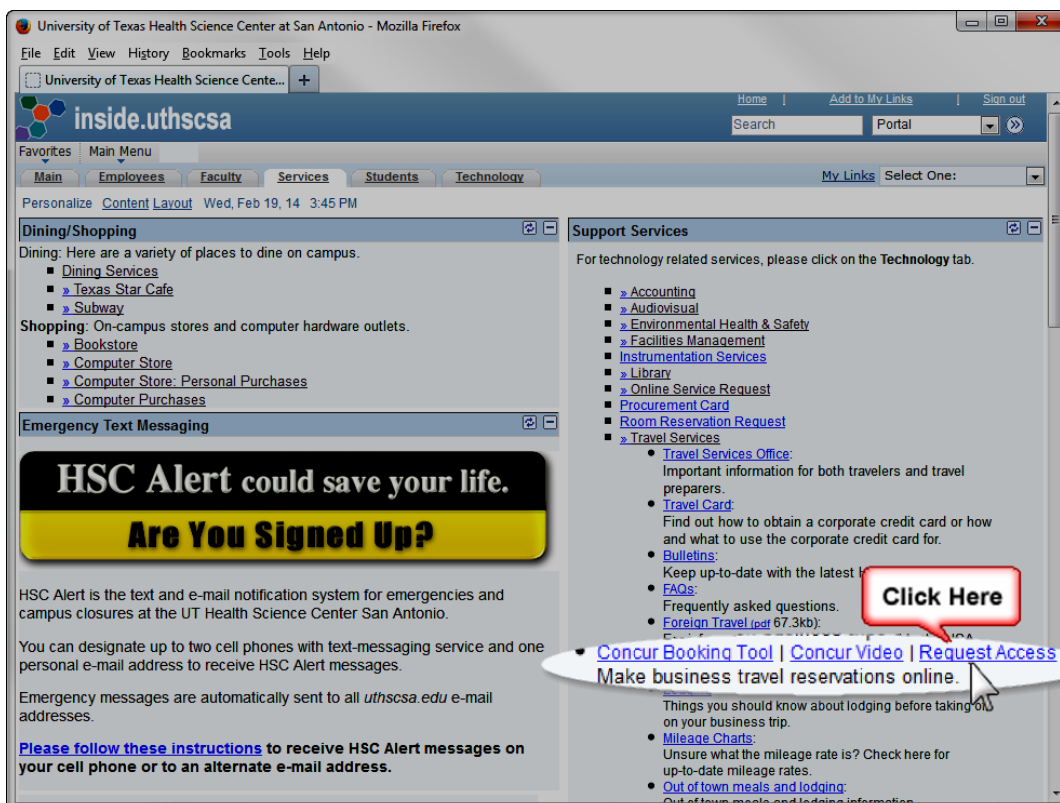
Search:

- ▷ HSC Business Applications
- ▷ Reference & Inquiry
- ▷ General Links
- ▷ My Center

3. On the Services page, click the **Travel Services** link...



4. When the links expand below the Travel Services link, click **Request Access**.



5. The Concur self-registration page displays in your browser. Complete the page and click the **Submit** button.

**Welcome to Concur!**  
Registering for your account is quick and easy. Please fill in the information requested below to continue.

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*Please fill out all fields. Your Concur Login will be the same as your UTHSCSA email address.*

Account Information  
Concur Login \*  @uthscsa.edu

Contact Information  
**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.


First Name \*   
Middle Name   
Last Name \*   
Work Phone \*   
Home Phone


Configuration Settings  
Time Zone \*   
Date Format \*

\* marked fields are mandatory

Please remember to review and update your travel profile before attempting to arrange travel. This can be done by clicking on **Profile** from the **Travel Home** page.

If you have any difficulties registering, please contact the Online Help Desk at Corporate Travel Planners for assistance. The phone number is 877-727-5188.

 Read the text in red typeface.

 If you have a name suffix (such as Jr, Sr, III, etc.), you will enter it when you edit your Concur profile following this registration process.

6. The page shown below will display next. This confirms that your Concur account has been created. The final sentence informs you that instructions will be emailed to for resetting your Concur password.

**Welcome to Concur!**  
Please review the results of creating your Concur account below.

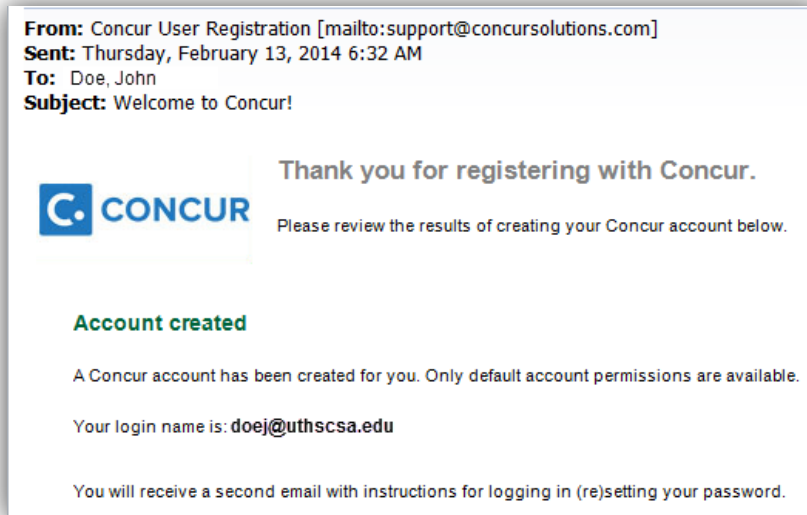
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**Account created**  
A Concur account has been created for you. Only default account permissions are available.  
Your login name is: **doej@uthscsa.edu**

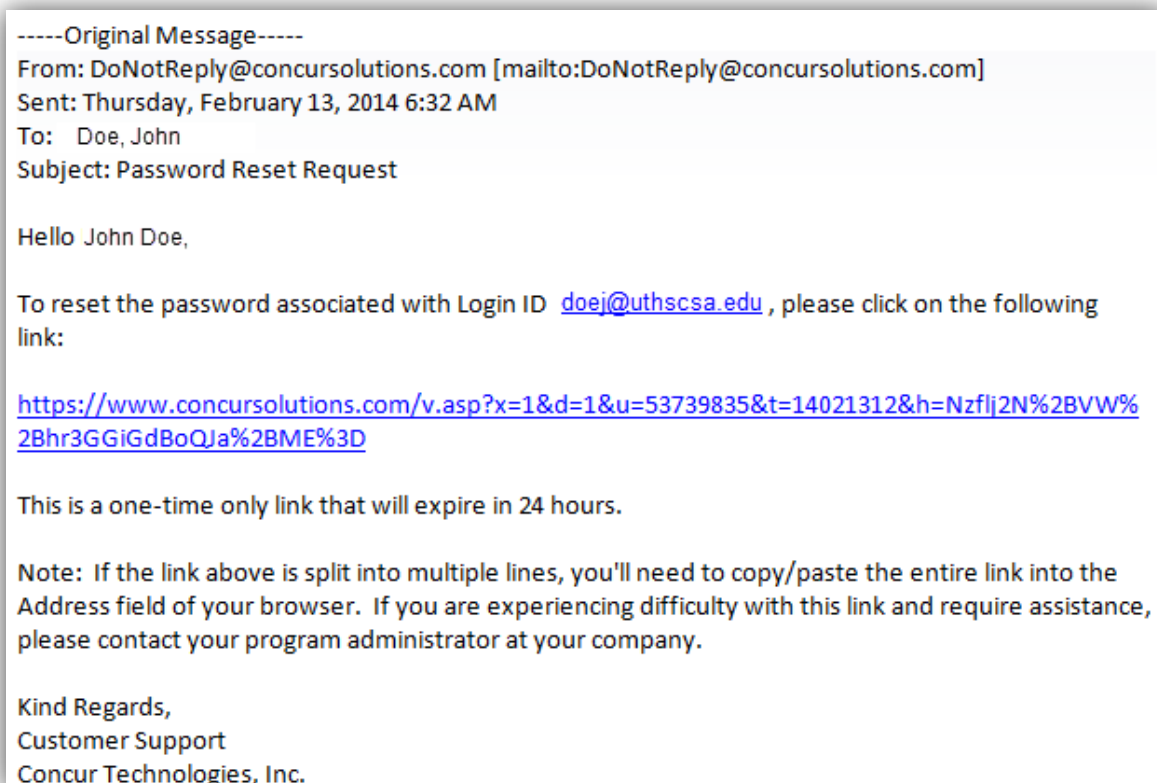
For security, instructions for setting/resetting your password have been sent to the email address you provided during registration. **doej@uthscsa.edu**

7. Within a minute or so, you will receive two emails:

**Email 1 of 2:** Informs you that a Concur account has been created and advises you to look for a second email with instructions for resetting your password.



**Email 2 of 2:** Provides you with a link for resetting your Concur password. The link is good for 24 hours. (See next page for explanation of what to do if the link expires; otherwise, skip to step 8 on page 6.)

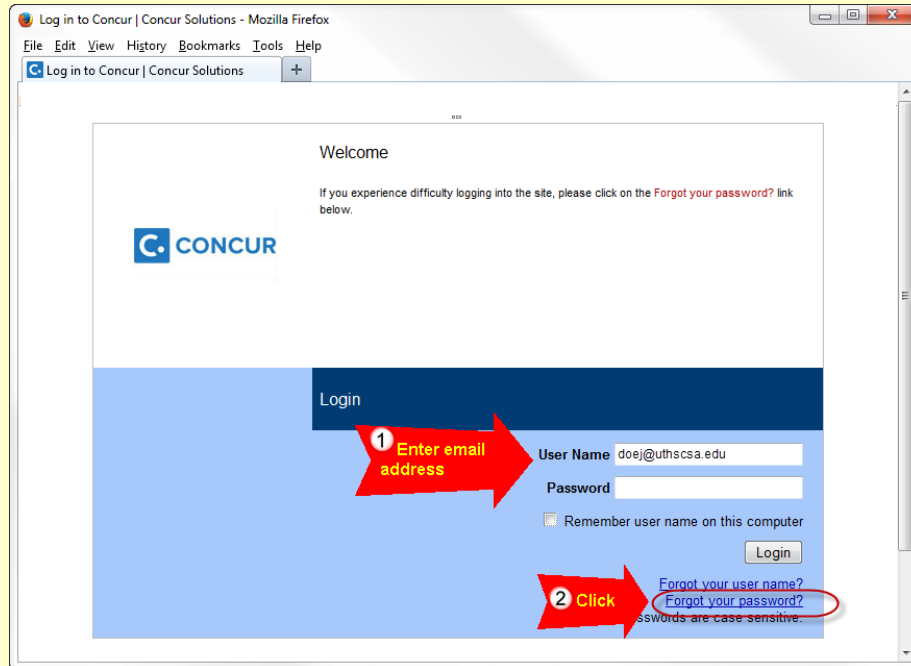




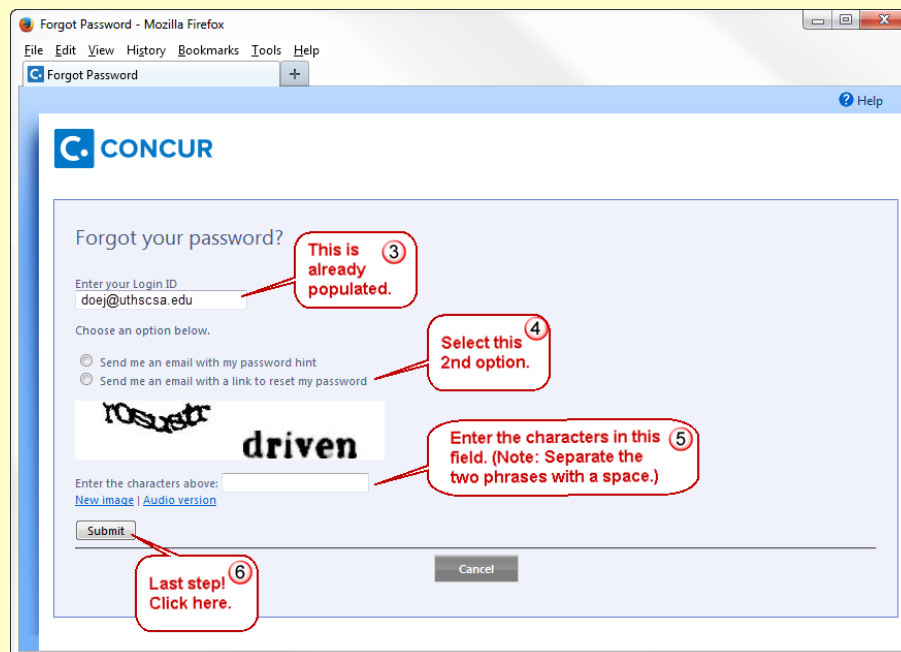
**If you completed Step 7 successfully, skip this step. Proceed to Step 8 on the next page.**  
The steps on this page are needed only if the link provided in the second email expires.

Using your browser, go to the Concur login page at <http://concursolutions.com>.

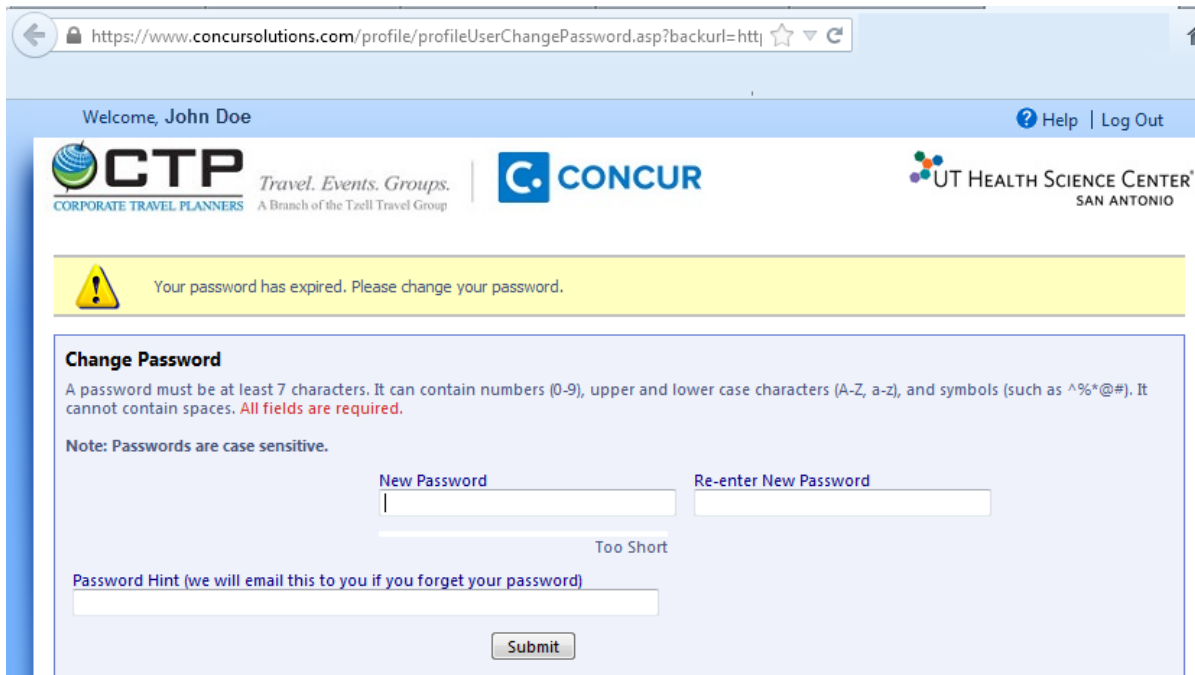
① Enter your email address where indicated, and ② click the **Forgot your password** link.



A page will then display in your browser for resetting your password. Follow the steps provided. Only the second option should be selected in step ④ below.



8. Clicking the link in the second email opens the page shown below in your default browser. Use this page to create a permanent Concur password and a password hint. After completing this page, click the **Submit** button.



9. Concur's **Home** page displays. You are now ready to edit your Concur profile. To do so, follow the steps in sections 2 and 3 of the **Concur Quick Reference Guide** at <http://ut-ctp.com/uthscsa/>.

