

eProfile Instructions

Travel Incorporated's proprietary web-based profile system eProfile makes it easy to create your travel profile in a secure environment. Please follow the instructions below to provide your travel preferences, frequent traveler program numbers, form of payment and other travel related information so we can better serve you. Your eProfile syncs with your Concur Travel profile.

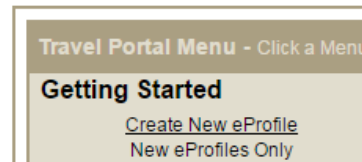
Create Your eProfile

1. Go to the FVSU Corporate Travel Portal:

<http://ctp.travelinc.com/?CID=%24%5ERk9SVFZBTExFWVNU>

2. Click on Create New eProfile

3. Enter the requested information. Red boxes are required.



Your Password must be at least 8 characters, alpha or numeric. This is the password you will use to access your Personal Travel Portal.

Have your frequent traveler and credit card information available before you start the profile update.

Make sure to click **"Save My Profile"** at the bottom of the page when completed.

Passenger Information					
Name:	Enter name as it appears on government-issued photo identification.				
	Prefix	First	Middle	Last	Suffix
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Password:	Password must consist of BOTH numbers and letters and must be at least eight characters in length. Use this password to access your 'Personal Travel Portal'.				
	<input type="password"/>				
Email Address:	<input type="text"/>				
Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Gender:	<input type="text"/>				
	Gender and DOB are TSA requirements for travel.				
Company Information:					
Company Name:	<input type="text" value="FORT VALLEY STATE UNIVERSITY"/>				

Note: You will receive a follow-up email to activate your eProfile. Once you have activated your eProfile, you will have access to the Concur Online Booking tool. Initial set up takes approximately 30 minutes once you have activated your profile.

Access The Concur Online Booking Tool and Your Personal Travel Portal

1. Go to the FVSU Corporate Travel Portal:

<http://ctp.travelinc.com/?CID=%24%5ERk9SVFZBTExFWVNU>

2. Select View My Personal Travel Portal and Concur
3. Enter User Name: Last Name (space) First Name
4. Enter Your Password (case sensitive)
5. Click **"Login to Portal"** to enter your Personal Travel Portal – or –
6. Click on **"Book Online"** to be taken to the Concur Booking Tool.

It will take approximately 1 hour for Travel Incorporated to update any profile changes in our system.

Personal Travel Portal Access	
Personal Travel Portal Login	
Company Name:	<input type="text" value="FORT VALLEY ST"/>
	All fields are required.
User ID: [i.e. doe j]	<input type="text"/>
	User ID: Typically this is the LastName separated by a space then your FirstInitial or FirstName. (example: smith j - or - smith john)
Password:	<input type="password"/>
<input type="button" value="Login To Portal"/>	<input type="button" value="Book Online"/>
First time users, click here to create your eProfile.	
Forgot your user ID or password? Click here .	



****WARNING –** If you do not have an eProfile with Travel Incorporated, the after-hours emergency service will not be able to assist you. We do not want you to be inconvenienced, so please take a few minutes to build your profile during normal business hours! Thank you!