

Register and Create an iTravel Profile

Step	Task
1.	Click on the iTravel Booking Tool Registration link.
2.	Enter your email identification in the Concur Login field under the Account Information section.
3.	Select your email domain from the Choose Domain menu.
4.	Enter your first name, last name, and work phone number in the fields under the Contact Information section.
5.	Click the Submit button. <p>NOTE: You'll receive two emails. One email confirms you registered, (Subject line says "Welcome to Concur!") and the other email (Subject line says "Password Reset Request") has a link to the iTravel password reset page. Follow the steps in the Password Reset Request email to create your iTravel password.</p>
6.	Enter your new password and re-enter your new password in the New Password and Re-enter New Password fields.
7.	Enter a password hint in the Password Hint field.
8.	Click the Submit button.
9.	Select Profile Settings from the Profile menu.
10.	Click the Personal Information link.
11.	Enter information in all the fields marked "[Required]." <p>NOTE: You must fill in all the required fields before you make any travel arrangements.</p>
12.	Click the Save button.
13.	Click the Travel tab in the upper left corner to make travel arrangements. <p>NOTE: If you arrange travel for other employees or guests to the University, email the Travel Management Office (TMO) at tmo@uillinois.edu and request permission to be a "Travel Arranger".</p>