

## UPDATING YOUR UF GO USER PROFILE

The UF GO profile gives you the opportunity to provide detailed information to enhance your user information. Most of this information is optional. In this guide, essential information is highlighted for users to maximize their experience when using the Travel (booking) module.

### Navigation

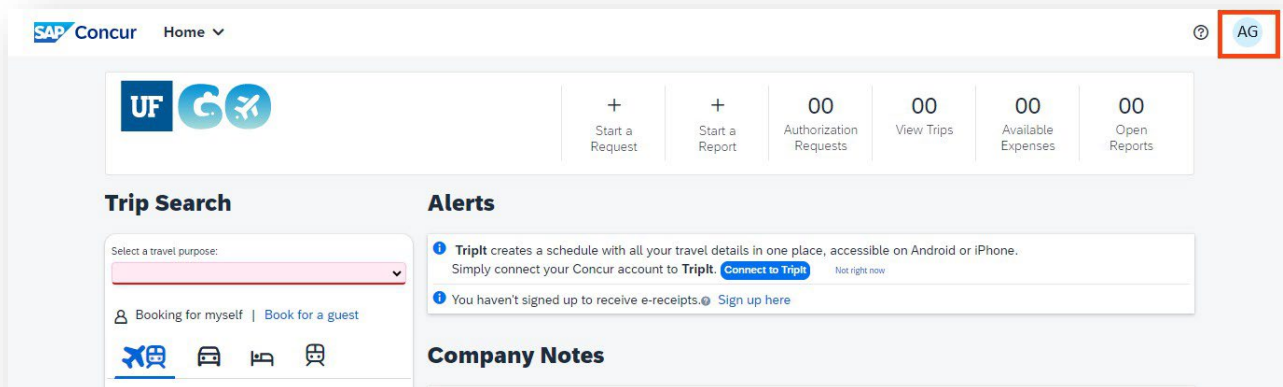
Access UF GO via [ONE.UF](#), [myUFL](#), [Concur website](#) or the [SAP Concur mobile app](#)

- **ONE.UF:** Log in to [one.ufl.edu](#) > Select **UF GO** under the Faculty/Staff section.
- **myUFL:** [my.ufl.edu](#) > My Self Service > Select **UF GO Travel and PCard**
- **Concur Website:** [www.concursolutions.com/](#)

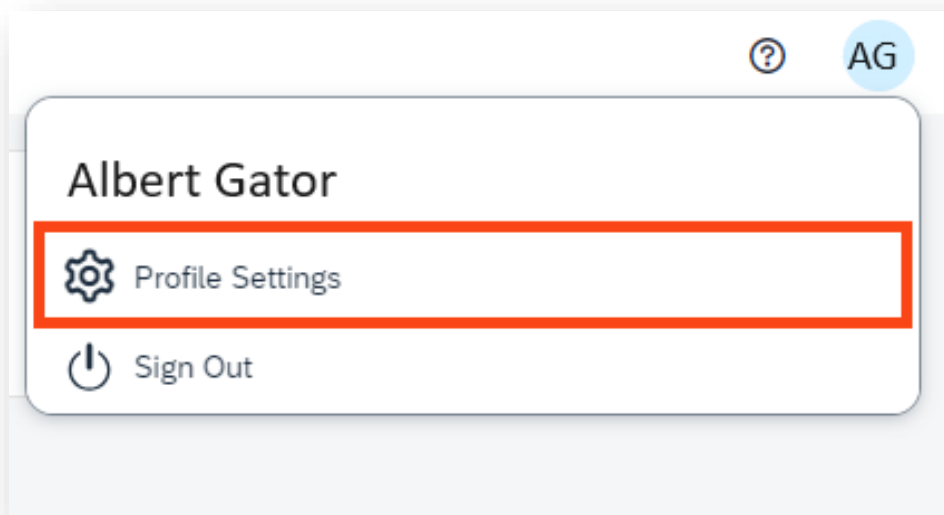
### PROFILE

#### STEPS

1. In the upper right-hand corner, select the round **Profile** dropdown menu



2. Click on **Profile Settings**



3. Select **Personal Information** from the Profile Options menu.

**Note:** Watch the [Profile tutorial video](#) to learn how to fill out your Profile

- a. **Name:** Verify the first and last name listed match your government-issued photo ID you use for travel

**⚠ 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.

**\*Please confirm that the name on your frequent traveler accounts match your legal ID as well as the name listed in your Concur profile. This will ensure that your accounts are credited properly and that TSA information is entered properly in your record.**

Title	First Name	Middle Name <b>[Required]</b>	Preferred Name	Last Name	Suffix
<input type="text"/>	<input type="text" value="Albert"/>	<input type="text" value="Allen"/>	<input type="text"/>	<input type="text" value="Gator"/>	<input type="text"/>
		<input type="checkbox"/> No Middle Name			

- If your ID contains a middle name, include it in UF GO
  - Once you save a middle name, the field locks for editing. If you need to change it after saving, please contact the [Travel Team](#)
- If you need to update your first or last name, contact [Human Resources](#)

**Alert!** Do not make flight reservations using the online UF GO booking tool if your name is incorrect. Contact World Travel Service at (865) 288-1901 and an agent can assist in completing your booking under a different name.

- b. **Contact Information:** Specify home or work phone for the profile to be considered complete

**Contact Information**
Go to top

Work Phone**[Required\*\*]**  
3520000000

Work Extension

Work Fax

2nd Work Phone/Remote Office

Home Phone**[Required\*\*]**  
3520000000

Pager

Other Phone

Mobile Phone Country/Region  
▼

Mobile Phone

**\*\*You must specify either a home phone or a work phone.**

Save

- c. **Email Address:** Click **Verify** to verify your UF email address.

**Email Addresses**
Go to top

Please add at least one email address.  
[How do I add an email address?](#)  
[How do I verify my email address?](#)  
[Why should I verify my email address?](#)  
[Travel Arrangers / Delegates](#)

+ Add an email address

Email Address	Verify	Contact?	Actions
Email 1 albertgator@ufl.edu	<div> Not Verified Verify </div>	Yes	

- i. A verification code will be sent to the email. Follow the instructions provided to complete the process.
- Email address verification ensures the system can send you trip itinerary, notifications, and receipts
  - You can only complete this step 24 – 48 hours after training is completed

**Tip!** If you plan on sending receipts from a personal email, add that email address.

- d. **Travel Preferences:** Enter any preferences you may have. The below sections are recommended to ensure travel/rewards programs are given credit for your bookings through UF GO.
- i. Frequent-Traveler Programs and Advantage Programs
    - 1. Entering an AVIS Direct Billing Number here will **not** pay for a booking; you must enter the Direct Billing Number on each reservation in the booking tool in the field labeled "Rental Car Agency Program"

**Frequent-Traveler Programs**
[Add a Program](#)

Please confirm that the name on your frequent traveler accounts match your legal ID as well as the name listed in your Concur profile. This will ensure that your accounts are credited properly and that TSA information is entered properly in your record.

Your Frequent Traveler, Driver, and Hotel Guest Programs

No programs defined

**Advantage Programs**
[Add a Program](#)

Your Advantage Programs for Travel Discounts

No programs defined

- ii. TSA Secure Flight: Enter required fields. Recommended to enter TSA PreCheck, Passport, and Visa numbers to streamline travel experience.

**TSA Secure Flight**

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. Gender requirement for TSA is optional, but it can still be required by your company on this section. The recommendation is for the user to select the gender that matches the Passport. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at [WWW.TSA.GOV](http://WWW.TSA.GOV)

Gender **[Required]** Date of Birth (mm/dd/yyyy) **[Required]** DHS Redress No.  TSA Pre✓ Known Traveler Number

Female (F)  mm/dd/yyyy

**International Travel: Passports and Visas**
[Go to top](#)

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

**Passports**
[Add a Passport](#)

☐ I do not have a passport

**International Visas**
[Add a Visa](#)

- e. **Credit Cards:** Add your UF PCard and/or personal credit card information to book airfare, car rental, hotel, and/or rail. Only the last 4 digits of the card number will be visible once entered. The UF Air Card is integrated into the booking tool as a payment option for airfare, but it won't be visible in this section.

Credit Cards

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You currently have the following credit cards saved with your profile.**Important:** Unless your company requires a single card to be used for all air purchases, you **MUST** check the default box for **Plane Tickets** or your airline ticket may not be issued. User assumes all liability for missed ticketing related to non-compliance.

⊕ Add a Credit Card

You currently have no credit cards saved.

Save

▲ Go to top

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](https://helpdesk.ufl.edu)

### Travel Policies and Directives

Travel Office  
352-294-1114  
[Contact Form](#)

### PCard Policies & Questions

PCard Team  
352-392-1331  
[Contact Form](#)