**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](https://one.ufl.edu), [myUFL](https://my.ufl.edu), [Concur website](https://www.concursolutions.com/) or the [SAP Concur mobile app](https://www.concursolutions.com/)

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

   ![Profile Options](#)

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

   ![Important Note](#)

   *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.*

   ![Profile Options](#)

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Preferred Name</th>
<th>Last Name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Albert</td>
<td>Allen</td>
<td></td>
<td>Gator</td>
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<td></td>
<td>[Required]</td>
<td></td>
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</tr>
</tbody>
</table>

   - 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 form]

- **Work Phone** [Required**]
- **Home Phone** [Required**]
- **Other Phone**

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

![Email Addresses form]

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

  - 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”

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

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**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**  
The UF Computing Help Desk  
352-392-HELP  
helpdesk.ufl.edu

**Travel Policies and Directives**  
The Travel Office  
352-294-1114  
[Contact Form](#)

**PCard Policies & Questions**  
The PCard Team  
352-392-1331  
[Contact Form](#)