CUNY welcomes you to the CONCUR Travel Online Booking Tool!

The City University of New York has chosen to utilize **CONCUR** to enable you to quickly and easily manage your travel arrangements 24 hours a day, via your web browser. Below are instructions on how to slef-register for CONCUR.

Link to self-registration:
https://www.concursolutions.com/registration/register_form.asp?regcode=CUNY218147

Once you access the link:
o   You will be required to complete the self-registration form to set up your account.

o   Your account will be created and you will receive an email to log in and create your password.

   o   Passwords must be a minimum of seven characters using alphanumeric values.

o   Once you have created a new password, you are required to complete your travel profile. You should click on PROFILE and **activate your account by adding at least your home and business phone numbers, gender and date of birth**.

o   If you have a CUNYfirst Proxy(ies) and would like them to be your travel assistant, please scroll down to the second to last box and click on **"Add an Assistant"**.

   o   Type the last name of your assistant in the box and then select the correct person.

   o   Check the "**Can book travel for me**" box.

   o   _NOTE_: CUNYfirst Proxy(ies) must also activate their account in order to be able to book travel on behalf of others.

Once you have completed these steps and activated your profile, you will be able to book travel.

CONCUR Tutorials:

- How to book Travel
- How to update your Travel Profile
- New York State Training Webinar: https://youtu.be/57w1Fk1SZD8

If you would like to speak with or book travel with the NYS/CUNY Travel Agent Team, or you need support regarding a travel issue, please call: 800-774-0655

Direct Travel's Help Desk Support provides technical assistance only with **Concur Travel** between the hours of **8:00AM and 5:30PM, Eastern Standard Time, Monday through Friday**. You may also email dlsupport@dt.com or call 1-800-999-7939 to reach a technical support representative.