

University of Miami Travel Portal Tip Sheet: How to Sign-In to the Travel Portal for the First Time

To access the University of Miami Travel Portal, first-time visitors will need to fill out their Travel Profile form. Please follow the steps below. (Note: you will only be required to fill out this information once.)

Step 1: Visit the Travel Portal at miami.edu/travelportal.

Step 2: Sign in with your UM credentials.



Step 3: First time visitors of the Travel Portal will go directly into the Profile form to **Create a Travel Profile**. Your profile will be based on your WorkDay profile. Your username will be your CaneID email address.

To ensure your travel information is entered into each reservation successfully, your profile should have:

- ⇒ Letters and numbers only
- ⇒ No special characters (^%#@#\$\$%^+)
- ⇒ Contain only US state codes, ex. FL for Florida
- ⇒ Matching Frequent Traveler numbers to Traveler's name in profile, if applicable
- ⇒ Updated and valid passport and credit card information

Please fill out with all required fields and any other information you would like to include. It is recommended to include an emergency contact.

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⚠ 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.

Title First Name Middle Name **[Required]** Preferred Name Last Name Suffix

No Middle Name

Company Information Go to top

Employee ID

Manager Org. Unit/Division Employee Position/Title

Person Type

[Save](#)

Work Address Go to top

Company Name Assigned Location

University of Miami Coral Gables Campus (Coral Gables, FL)

Street Address same as assigned location

City State/Province

Coral Gables FL

Postal Code Country/Region

United States of America

[Save](#)

Home Address Go to top

Street

City State/Province

Coral Gables FL

Postal Code Country/Region

United States of America

[Save](#)

Contact Information Go to top

Work Phone **[Required**]** Work Extension Work Fax 2nd Work Phone/Remote Office

Home Phone **[Required**]**

Pager Other Phone

Mobile Phone Country/Region Mobile Phone

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

[Save](#)

Email Addresses Go to top

Please add at least one email address.

[▶ How do I add an email address?](#)

[+ Add an email address](#)

Email Address	Verify	Contact?	Actions
Email 1 @miami.edu	Yes	Yes	✎
Email 2 @miami.edu	Yes	Yes	✎ 🗑

- **Step 3 (b):** if you are not automatically in the UM system, you will receive a message that says the portal can only be accessed by University of Miami employees/students. If you receive this message, please notify Travel Management at travel@miami.edu.

Step 4: Once the profile has been completed, you will be redirected to you will be redirected to the Profile Options page.

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The screenshot shows the SAP Concur Travel Portal interface. At the top, there is a dark navigation bar with the SAP Concur logo, 'Travel' and 'App Center' links, and a 'Help' dropdown menu. Below this is a secondary navigation bar with links for 'Profile', 'Personal Information', 'System Settings', 'Concur Mobile Registration', and 'Travel Vacation Reassignment'. The main content area is titled 'Profile Options' and includes a 'Profile Saved' notification in the top right corner. The page is divided into three columns: 'Your Information' (with links for Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, and Credit Cards), 'Travel Settings' (with links for Travel Preferences, International Travel, Frequent-Traveler Programs, and Assistants/Arrangers), and 'Other Settings' (with links for System Settings, Concur Connect, Travel Vacation Reassignment, and Concur Mobile Registration). The 'Profile Options' section contains several sub-sections: 'Personal Information' (with a description and a 'Select one of the following to customize your user profile.' instruction), 'Company Information', 'Credit Card Information', 'Travel Profile Options', 'Concur Mobile Registration', 'System Settings', 'Contact Information', 'Setup Travel Assistants', and 'Travel Vacation Reassignment', each with a brief description of the settings.

Step 5: Open a new Internet browser session, and visit miami.edu/travelportal to log in. You should now be in the Travel Portal.

Tip: Make sure to include any reward programs or traveling information you may have to support your travels. If you do not have information for non-required fields when first filling out the form, you can always go back and edit your profile in the future.