Please register you	r mobile device fo	or Risk Management	purposes.
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To register a mobile device click **Add a new device**.

9. Enter a **Device Name.** Select the **Device Type** and enter the mobile number. If desired, click **Send Test Message**. The option to **Use for Safety and Business Text Message Alerts** may be selected. Click **OK** once complete.

- 10. Verify Email address: Under email address review your email and click Verify.
- **11.** A dialog box displays indicating to copy the Verification Code that was sent to you via email. Click OK.
- **12.** Paste the code into the Enter Code box and click OK.
- **13. <u>Update Emergency Contact Information</u>**: Enter Emergency Contact information as needed.
- **14.** <u>Update Travel Preferences:</u> Review the Travel Preferences section and update as desired. Please note: You <u>must</u> enter your **gender** and **date of birth** under the TSA Secure Flight section.
- **15.** *International Travelers:* Update passport and visa information.

16.

Request Settings
Request Information
Request Delegates
Request Preferences
Request Approvers
Favorite Attendees
International Travel

Request Settings From the **Profile Page** click **Request Information** located under the Request Settings section.

- 2. <u>Update Request Information</u>: Indicate if you have an **SMU Provided Vehicle** or **Auto Allowance**. Click **Save**.
- 3. Request Delegates:

**Important!** Please contact Millicent Grant at 8-2800 prior to setting up a delegate.

Delegates are employees who are allowed to perform work on behalf of other employees. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

To set up a delegate click **Add**. Search by employee name, email address, or SMU ID. Select the desired employee from the drop down list. Next, select the permissions you are granting for them.

**Note**: A delegate may request travel but may not submit that request for the traveler. Upon filling out the request form the delegate will select **Notify Employee** and the traveler must first approve that request.

4. Request Preferences — Review the Send email when... section and make changes as needed. Under the Prompt... section check For an approver when a request is submitted.

5. <u>Update Favorite Attendees</u>: Creating Favorite Attendees makes it easier to add attendees to the Business Meals and Entertainment expense account when you are submitting a report. Click **New Attendee**. Complete the required information. Click **Save**. (You can create additional Favorite Attendees if needed when you are entering the **Business Meals and Entertainment expense.)** 

Attendees Attendee Groups

**Attendee Groups** may also be added. Click the **Attendee Groups** tab, select the desired attendees for the group, enter a group name and click **Save Group**.

## **Update Expense Settings**

1. <u>Update Expense Information:</u> From the **Profile Page** click **Expense Information** located under the Expense Settings section.

