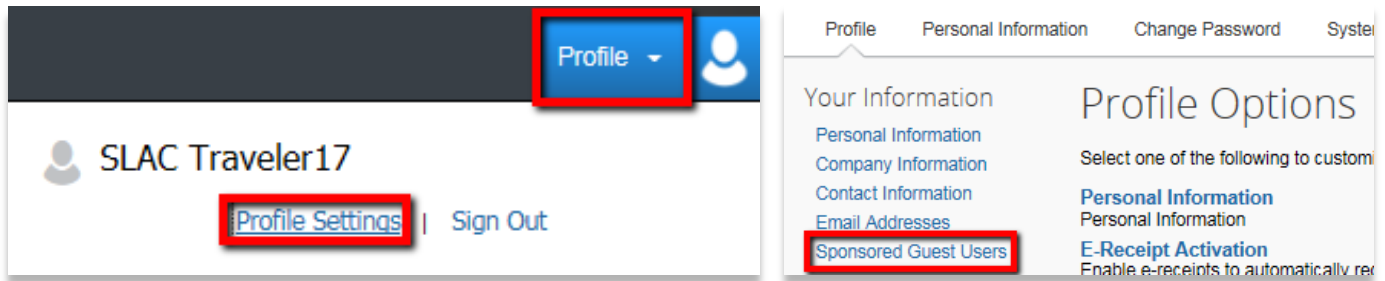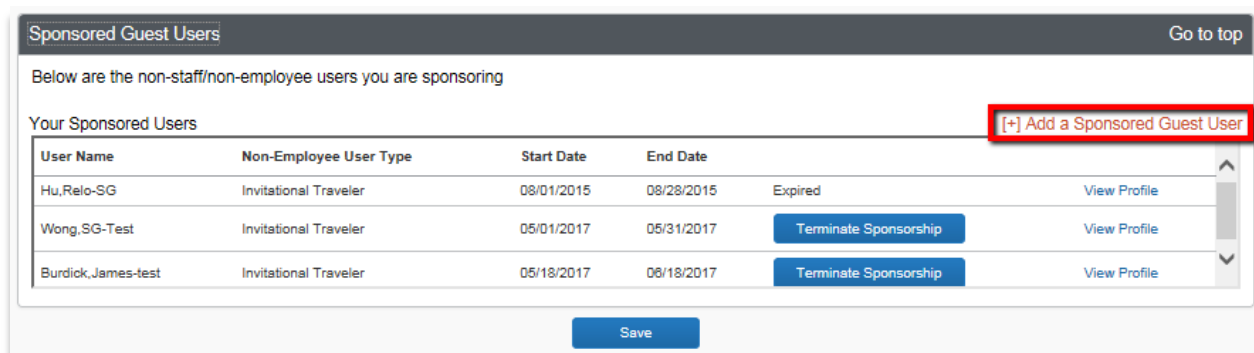# Creating a Sponsored Guest Account

A *Sponsored Guest* is Concur Travel System's term used to describe visiting guests or relocating individuals.

1. Admin: From the Concur home page, **go** to *Profile > Profile Settings > Sponsored Guest Users.*

2. **Click** *[+] Add a Sponsored Guest User.*

3. You will be taken to a page for creating a Sponsored Guest profile. **Fill out** the form as completely as possible. **Complete** all required fields marked with an asterisk or marked in red. **Pay attention** to the following special rules:

   a. **Role(s):** Check the box labeled *Expense User* and **select** *Visitor/Non-Employee.*

   b. **CTE Login Name:** Create a unique Concur login for the Sponsored Guest. Follow the form *firstlastSG@Slac.Stanford.Edu.*

      i. Note that this should NOT be the actual email address of the Sponsored Guest.

   c. **Password:** Create a generic password for the user.

   d. **Account Termination Date:** Leave this field blank.

   e. **Employee ID:** Follow the form *FirstLast.*

   f. **Email Address:** This is where you put the Sponsored Guest's actual email address.

g. **Non-Employee User Type**: Select the appropriate response.

h. **Sponsor Name:** This should be the name of the admin creating the account for the guest.

i. **Sponsorship Start and End Date:** Enter the dates as stated on the invitation letter and **click** *Save.*

j. **Message to Hotel Vendor:** Unless you have a specific message, write N/A.


k. **Employee Group:** Choose *Visitor/Non-Employee*.

l. **US Citizen/Green Card Holder?:** Be sure to choose the correct option.

4. If the Sponsored Guest already has an account set up, you will receive the following error message. If this occurs, contact travel@slac.stanford.edu with the name of your guest and ask to be added as a sponsor.
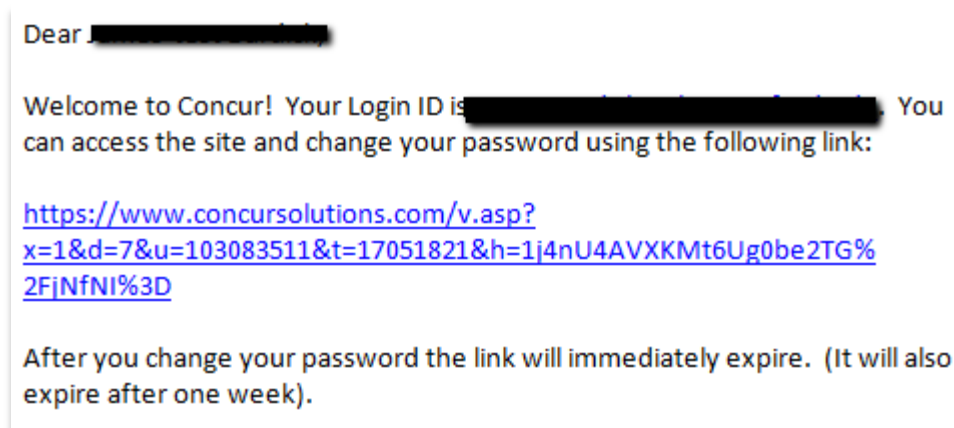
5. If you do not receive the error message, once the form is complete, double check the form and then **click** *Save and Notify New User*.

> **Note:** Do <u>not</u> edit the *Email Parameters*. The setup listed is necessary for giving your Sponsored Guest access to Concur.
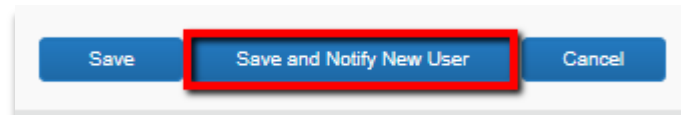
6. Once the form is submitted, an email will be generated and sent to the Sponsored Guest (see example below). It will provide a link to activate their Sponsored Guest account.

Dear J▮▮▮▮▮▮▮▮▮▮

Welcome to Concur! Your Login ID is▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮. You can access the site and change your password using the following link:

https://www.concursolutions.com/v.asp?x=1&d=7&u=103083511&t=17051821&h=1j4nU4AVXKMt6Ug0be2TG%2FjNfNI%3D

After you change your password the link will immediately expire. (It will also expire after one week).

7. If the Sponsored Guest fails to access the link and change their password within one week the link will expire.

   a. Their sponsor (the admin) can fix this by going to Administration > Company > Password Manager, and then searching the Sponsored Guest's name.
   b. They can then set a new temporary password for the guest and send it to the Sponsored Guest
   c. They can then login directly from www.concursolutions.com.