

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.

	Sponsored Guest Use	Go	to top						
Γ	Below are the non-staff/non-employee users you are sponsoring								
•	Your Sponsored Users	[+] Add a Sponsored Guest User							
	User Name	Non-Employee User Type	Start Date	End Date			^		
	Hu,Relo-SG	Invitational Traveler	08/01/2015	08/28/2015	Expired	View Profile			
	Wong,SG-Test	Invitational Traveler	05/01/2017	05/31/2017	Terminate Sponsorship	View Profile			
	Burdick,James-test	Invitational Traveler	05/18/2017	06/18/2017	Terminate Sponsorship	View Profile	~		
	Save								

- 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 <u>firstlastSG@Slac.Stanford.Edu</u>.
 - 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.

General Settings CTE Login Name* (must be suffixed with a valid domi	sin)	Password*		Verity Password*	
FirstLastSG@slac.	stanford.edu	(create g	eneric password for user)	(create generic password for user)	
Title Suffix	First Name*	Middle Name	Nickname	Last Name*	
Account Activation Date	Request User)	Account Email Ac	Termination Date Idress ter guest's real email address)		
Non-Employee User Type *	Sponsor Name*	Sponsorship Start Date*	Sponsorship End Date*		
Contractor Student/Intern Candidate for Hire	Wong, Jacqueline J.	Import 2000 F ≪<	I Cancel		
Dependent/Spouse Board Member Other		1/ 10 19 20 21 22 23 24 25 26 27 28 29 30			

- k. Employee Group: Choose Visitor/Non-Employee.
- I. 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 <u>travel@slac.stanford.edu</u> with the name of your guest and ask to be added as a sponsor.

Ressaye to Hotel Vehicon		
Make User an Employee		
Expense and invoice Settings Solution Solution Description Descrip	StateStrong County of Readance StateStrong County of Readance StateStrong County of Readance StateStrong County of Readance Cast Advance StateStrong County Co	Rambursament Currency Travel Select one Ann Project Active
Country of CRCentaho Country of CRCentaho Default Language English (United States)	The Expense system contains user(s) whose Lopin D or Employee D are the same as the selected user. Lopin Da and Employee D amat De unique in Expense. Select the correct match for this user. If you do not select a match, this employee with the granted access to Expense.	Yes.
* Required Fields Email Parameters If you click Save and Notify New User, the informat From		before you click Save and Notify New User
DoNalReply@concursolutions.com MessageText Deer (FRSTNANE) [LASTNANE] Welcome to Concurt Your Login D is [LOGN]. You can ac [LOGNURL]	Cess the site and change your password using the following link:	Login ID = [LOGIN] First Name = FIRSTNAME] Last Name = (LASTNAME] Login URL = [LOGINURL]
After you change your password the link will immediately	sxpre. (t will also expire after one week).	



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 Januar and Anna Anna Anna Anna Anna Anna Anna
Welcome to Concur! Your Login ID is the second state of the second secon
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 <u>www.concursolutions.com</u>.