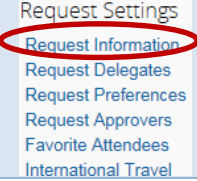|	
	Please register your mobile device for Risk Management purposes. To register a mobile device click **Add a new device.**
9.	Enter a **Device Name.** Select the **Device Type** and enter the mobile number. If desired, click **Send Test Message**. The option to **Use for Safety and Business Text Message 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.	*Update Emergency Contact Information*: Enter Emergency Contact information as needed.
14.	*Update Travel Preferences:* Review the Travel Preferences section and update as desired. Please note: You **must** enter your **gender** and **date of birth** under the TSA Secure Flight section.
15.	*International Travelers:* Update passport and visa information.
16.	

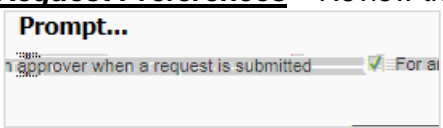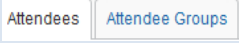|		
1.	Request Settings ~~Request Information~~ Request Delegates Request Preferences Request Approvers Favorite Attendees International Travel	From the **Profile Page** click **Request Information** located under the Request Settings section.
2.	*Update Request Information:* Indicate if you have an **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**. **Prompt...** n approver when a request is submitted ☑ For an	
5.	*Update Favorite Attendees:* 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. *Update Expense Information:* From the **Profile Page** click **Expense Information** located under the Expense Settings section.