

## Setting up Triplt Pro

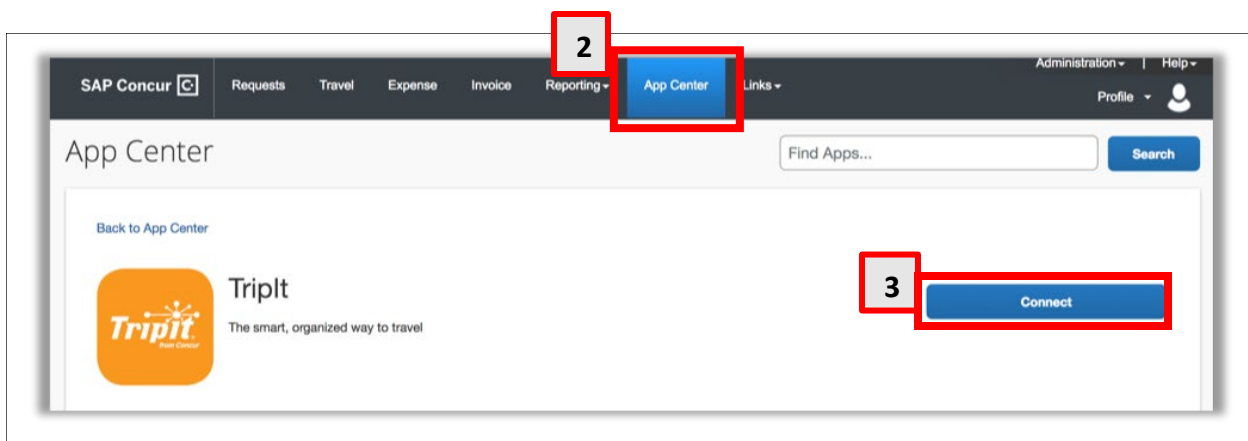
Triplt Pro is a free tool that allows travelers to keep track of all trip arrangements in one place. Triplt immediately receives trip details for bookings made using Concur or Collegiate Travel Planners (CTP).

Triplt creates a master itinerary and gives access to all of your trips across multiple devices. You can also send plans to your calendar or share your trips with others.

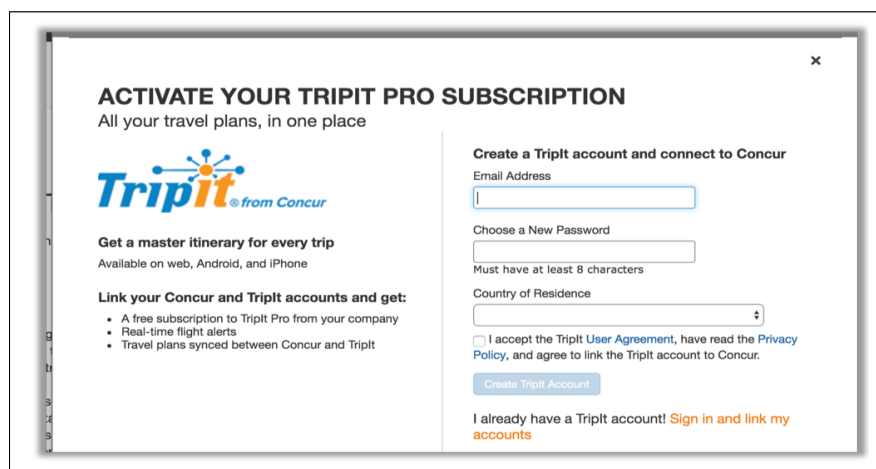
**If you book ground transportation or hotel/lodging outside of Concur, you can forward travel confirmation emails to: [PLANS@TRIPIT.COM](mailto:PLANS@TRIPIT.COM) to be instantly added to your Triplt account.**

**Please follow the instructions below to connect your Concur and Triplt accounts for the first time:**

1. Sign into Concur on your PC.
2. Click **App Center** at the top-header and select **Triplt**.
3. Click the **Connect** button.



4. The Triplt screen will be displayed. Log in to your current Triplt account\* or create a new one using your **UMD email address**.



5. After you've connected, you must sign out of Concur and then sign back in again for the authorization to take effect.

**Important notes:**

- New users must sign up for Triplt with your UMD email address.\*
- Your selected language within your Concur account must be in either US or UK English.
- Your Triplt password must consist of eight or more characters.

\*If you use Triplt personally, you must make sure your personal trips are not pushed to Concur. Please follow the below steps to make sure personal trips do not flow into Concur.

For Android/Apple:

1. Open the Triplt app and tap the **Account** tab
2. Tap **Email Addresses**
3. Select the email address you want to update
4. Toggle off the **Share Plans with Concur** option for any non-UMD email addresses

