

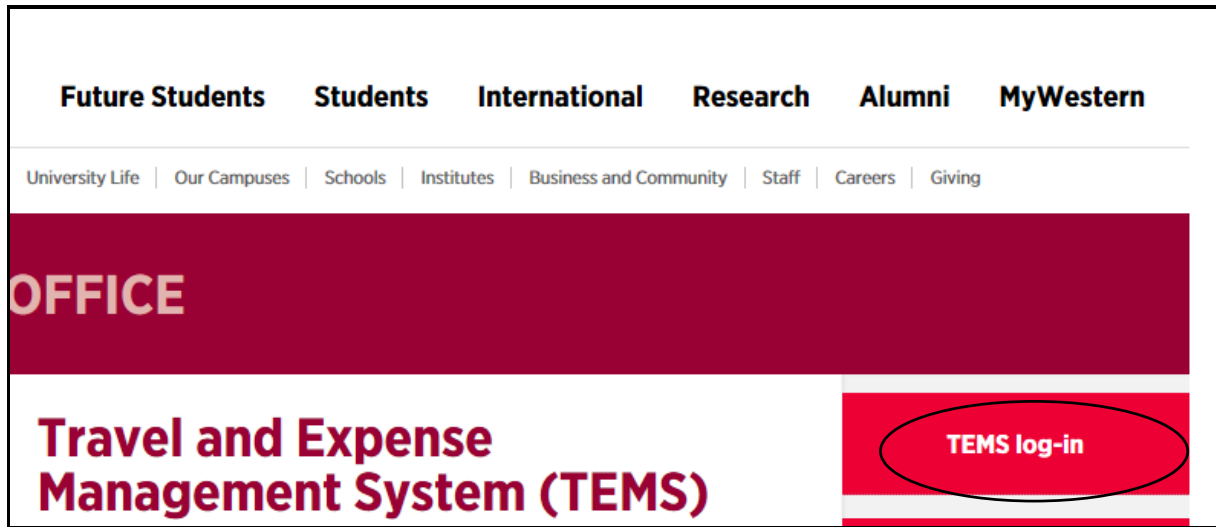
Initial Profile Set-Up

Complete all details in your profile

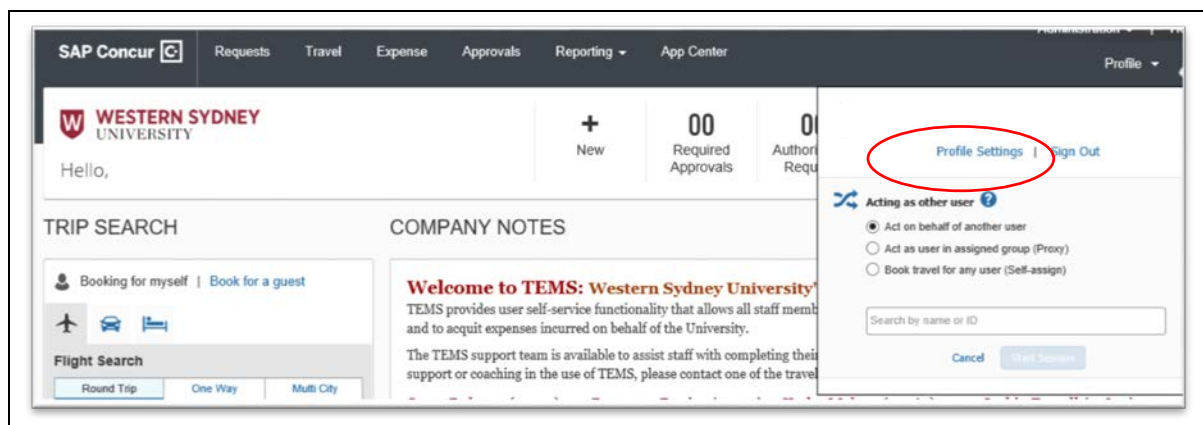
Sign in to TEMS using the link below or from the university website, go to 'Sign Into' > Staff > TEMS.

http://www.westernsydney.edu.au/finance_office/finance/travel_and_expense_management_system_tems

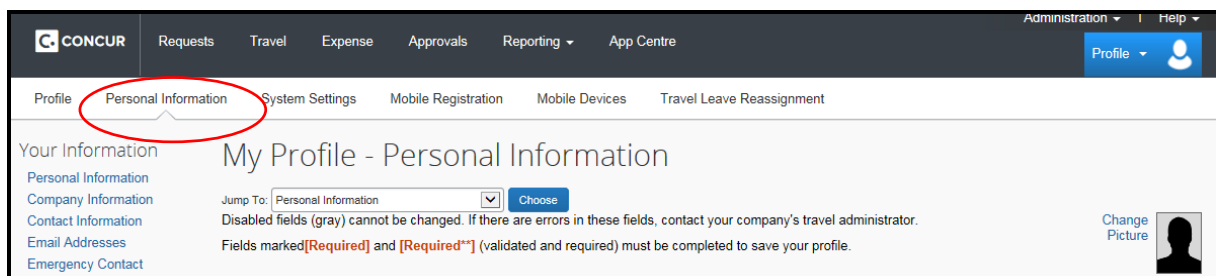
Select **TEMS log-in** and enter your University ID and password.



1. Select 'Profile Settings'



2. Select 'Personal Information'



3. Update your **Profile** details

- **Profile Name** - Please make certain that the **first, middle, and last names** shown are identical to those on the photo identification that you will be presenting at the airport. If no middle name on passport tick box below the field. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Important Note

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title **[Required]**

First Name **[Required]**

Middle Name **[Required]**

Nickname

Last Name **[Required]**

Suffix

Mrs ▼

J

N

F

▼

☐ No Middle Name

- **Contact Information** – enter valid work and mobile phone numbers
- **Email addresses** – Select the verify link to verify your email address. An email with a verification code will be sent from Concur, copy the code from the email and enter into the Enter Code Box in your profile and click ok.

[Go to top](#)

Verification Status

✓ Not Verified

Verify

Verify

Contact?

Yes

Actions

[✚ Add an email address](#)

- **Emergency Contact** – enter details of your contact.
 - **Travel Preferences** – add frequent traveller preferences (eg. Meal and seating preferences, airline frequent flyer and hotel loyalty programs) – must be maintained for the travel agent to include the details in your bookings.
 - **International Travel, Passport and Visas** - Please check that your passport details are complete. **First, last and middle names on your profile MUST appear as per passport** and all other details (nationality, number, date of issue, expiration date, place of issue (state and country) are mandatory in order to successfully complete an itinerary.
 - **Assistants and Travel Arrangers** – Select ‘add assistants’ if there are staff members who will book travel on your behalf.
4. **Expense Settings** to add bank account details

- Select ‘Expense Information’ – enter your bank details for expense reimbursement

Your Information

Personal Information

Company Information

Contact Information

Email Addresses

Emergency Contact

Credit Cards

Travel Settings

Travel Preferences

International Travel

Frequent-Traveller Programmes

Assistants/Arrangers

Request Settings

Request Information

Request Delegates

Request Preferences

Request Approvers

Favorite Attendees

Expense Settings

Expense Information

Expense Information

Save
Cancel

Employee Group

31

Reimbursement Currency

Australia, Dollar

Entity

(31) WESTERN SYDNEY UNIVERS

Cost Centre

(23351) FIN: TRAVEL AND EXPEN:

Project Code

(00000) SHARED: OPERATING

BSB (6 digits) [?](#)

Account Number (6 to 9 digits) [?](#)

Bank Account Name

Default Travel Agency

Select one

For assistance please email travel@westernsydney.edu.au