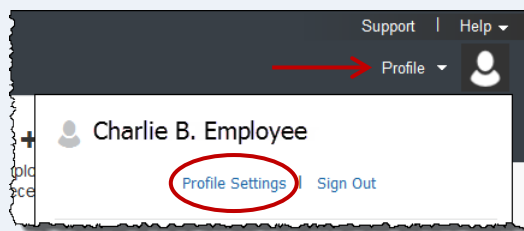




U.S. citizens who are members of the **Global Entry** Trusted Traveler Program are eligible to participate **TSA Pre✓™**, a **Transportation Security Administration (TSA)** program that expedites screening through security checkpoints for participating airlines in airports throughout the United States.

A Vanderbilt employee should update his or her Concur profile to include his or her Global Entry membership number so that it is included in future air travel reservations. To access your Concur profile, login to Concur at vanderbilt.edu/ebiz/ and select the **Profile** drop-down menu, then click **Profile Settings**.



Step A: Confirm your name in your Concur profile matches your Global Entry membership information

In order to be considered for **TSA Pre✓™**, the name on your reservation must *exactly* match the name in your **Global Entry** account. To confirm this:

- 1 Under the **Your Information** section, click **Personal Information**.
- 2 Review your first, middle, and last names. If changes are needed, complete a [Personal Information Change Form](#) and submit to Human Resources.

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	First Name	Middle Name [Required]	Nickname	Last Name	Suffix
	John	Q		Doe	
☐ No Middle Name					

Step B: Add your Global Entry membership number to your profile

- 3 Under the **Travel Settings** section, click **Frequent-Traveler Programs**.
- 4 Locate your nine-digit **Global Entry** membership number, also known as your **PASS ID**. The **PASS ID** is shown on the back of your **Global Entry** card and will serve as your **Known Traveler Number (KTN)** with TSA.



- 5 Enter your **PASS ID** in the **TSA Pre✓™ Known Traveler Number** field and confirm that your **Gender** and **Date of Birth** are correct. Then click **Save**.

TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.

Gender [Required]	Date of Birth (mm/dd/yyyy) [Required]	DHS Redress No. ?	TSA Pre✓ Known Traveler Number ?
☒ Male ☐ Female	04/07/1776		777700757

Save

Step C: Review travel reservations to ensure your Known Travel Number (KTN) is included

- Each individual reservation must include your KTN in order to be eligible for **TSA Pre✓™** expedited screening for that flight.
- Selection for **TSA Pre✓™** will be indicated on your boarding pass at check-in. Please note that due to its various security measures, TSA does not guarantee expedited screening for any individual.
- If you have made any reservations prior to becoming a **Global Entry** member, contact **CTM** at **(866)303-1019** to request that they amend existing reservations with your **KTN**.
- You must contact your air carrier directly to update your KTN information in your frequent flyer profiles.

