

**Travel Manual**  
**Update Profile/Proxy**

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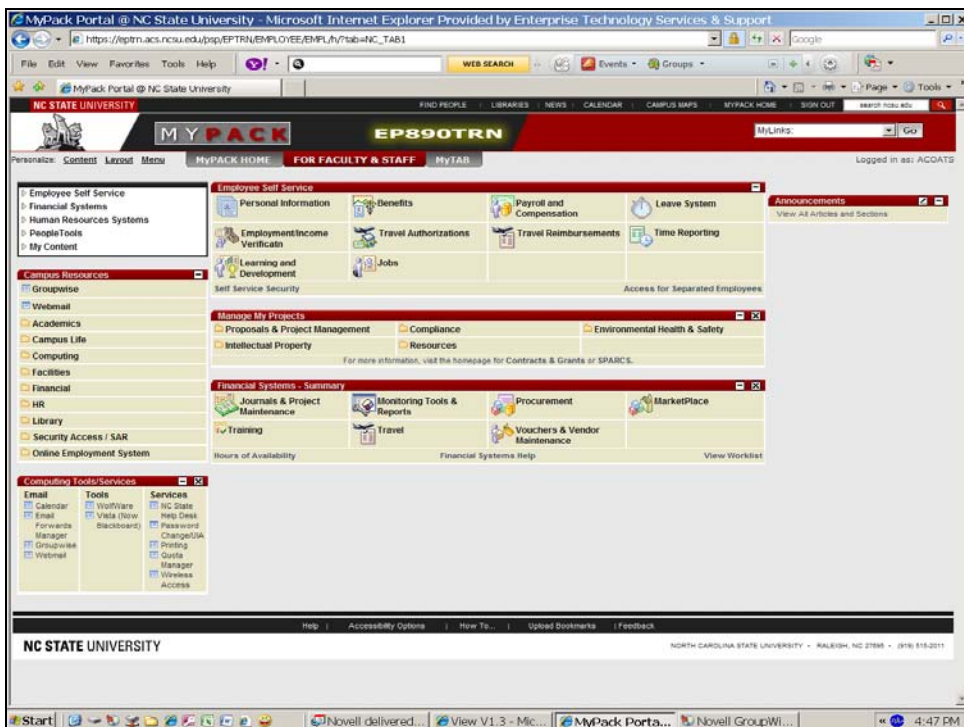


# Travel

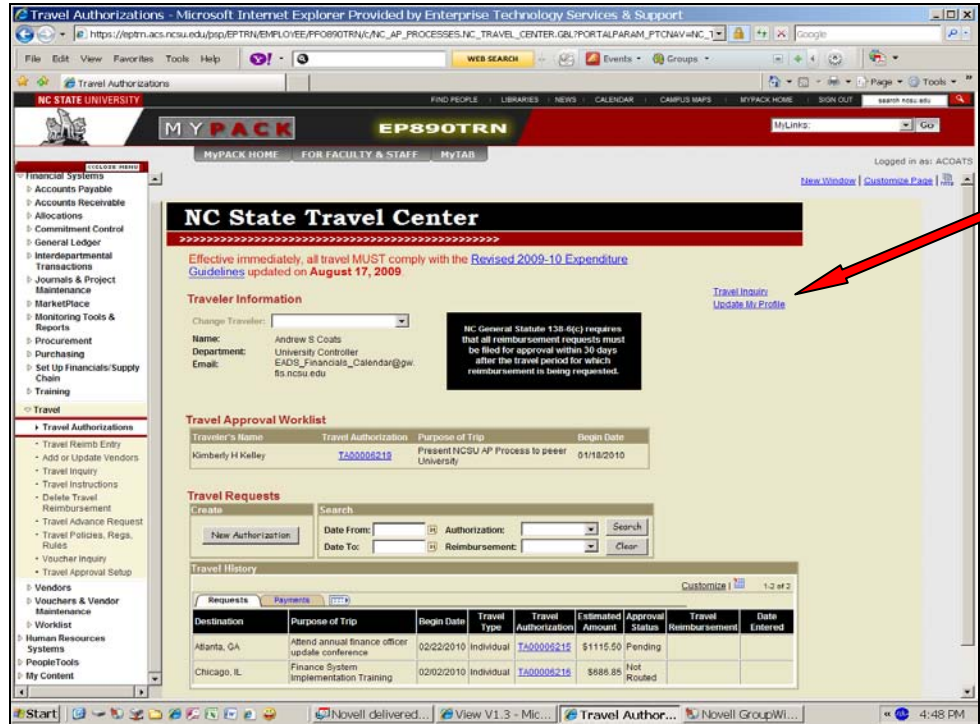
## Update Profile - Proxy

### Procedure

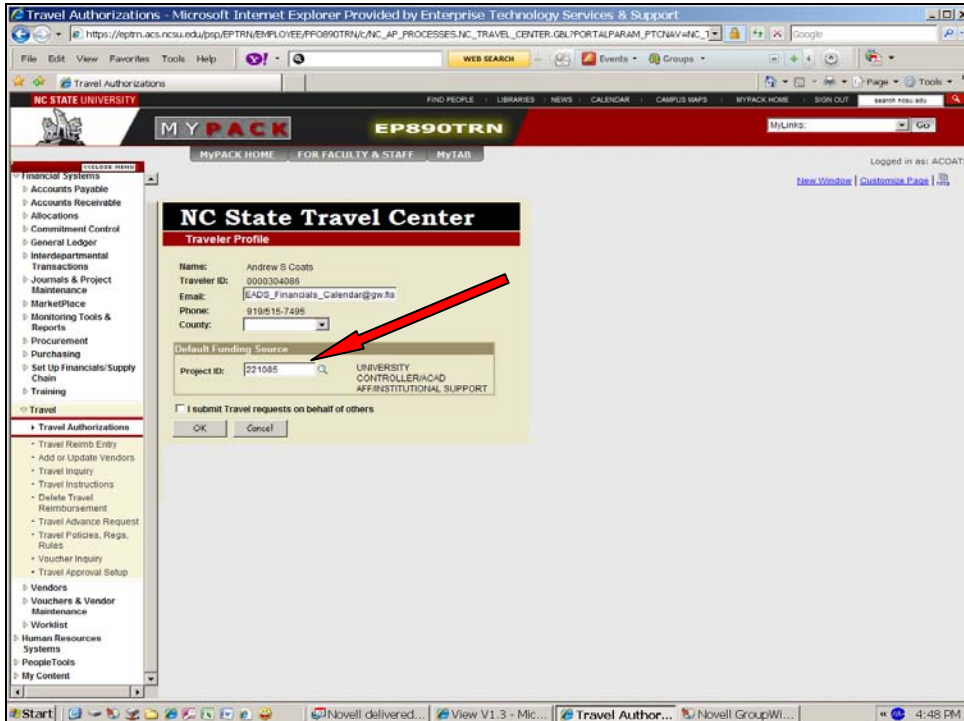
This Topic demonstrates how to change your default Project ID and how to add someone to your proxy list. Proxy lists are used at the departmental level only.



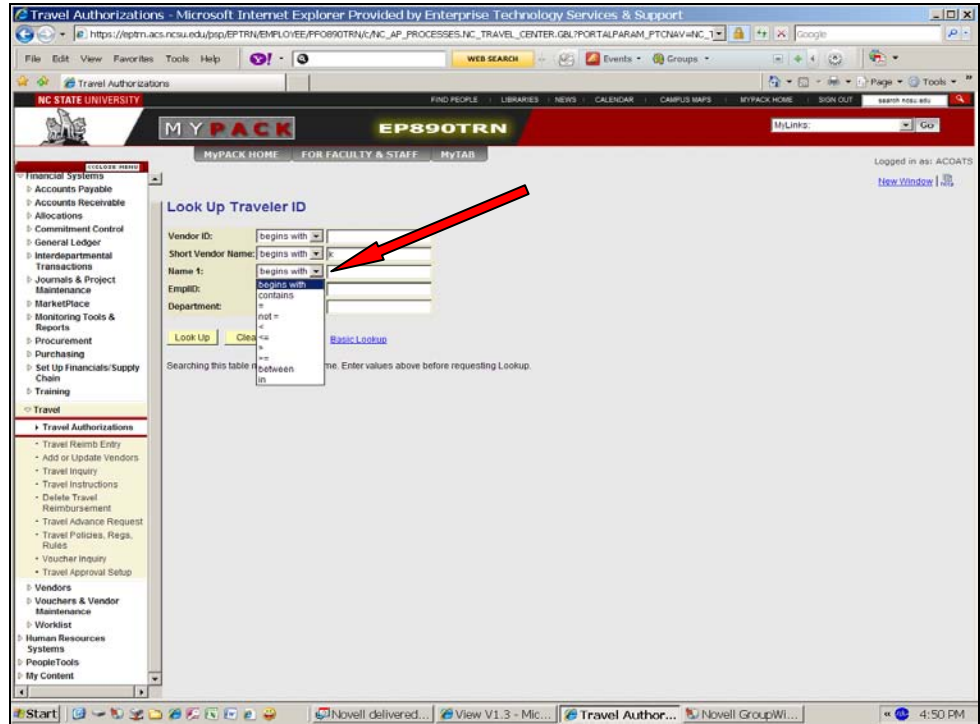
Step	Action
1.	From MYPACK Portal, Click the <b>Travel Authorizations</b> link. <a href="#">Travel Authorizations</a>



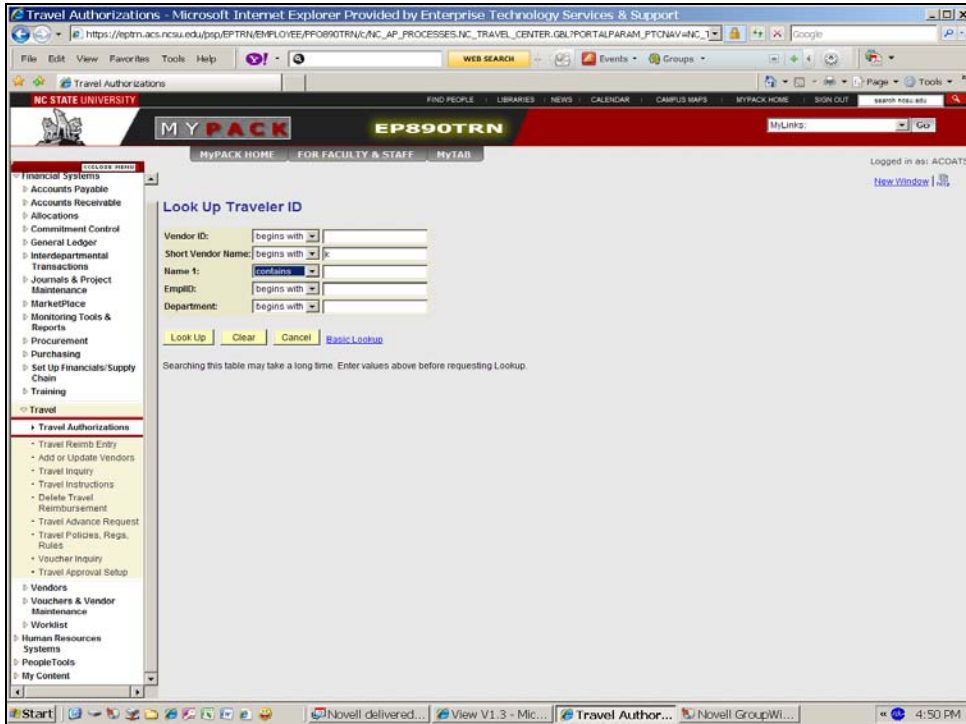
Step	Action
2.	The link to the <b>Update My Profile</b> is found at the top of your "NC State Travel Center". <a href="#">Update My Profile</a>
3.	Click the <b>Update My Profile</b> link to access your profile. <a href="#">Update My Profile</a>

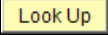




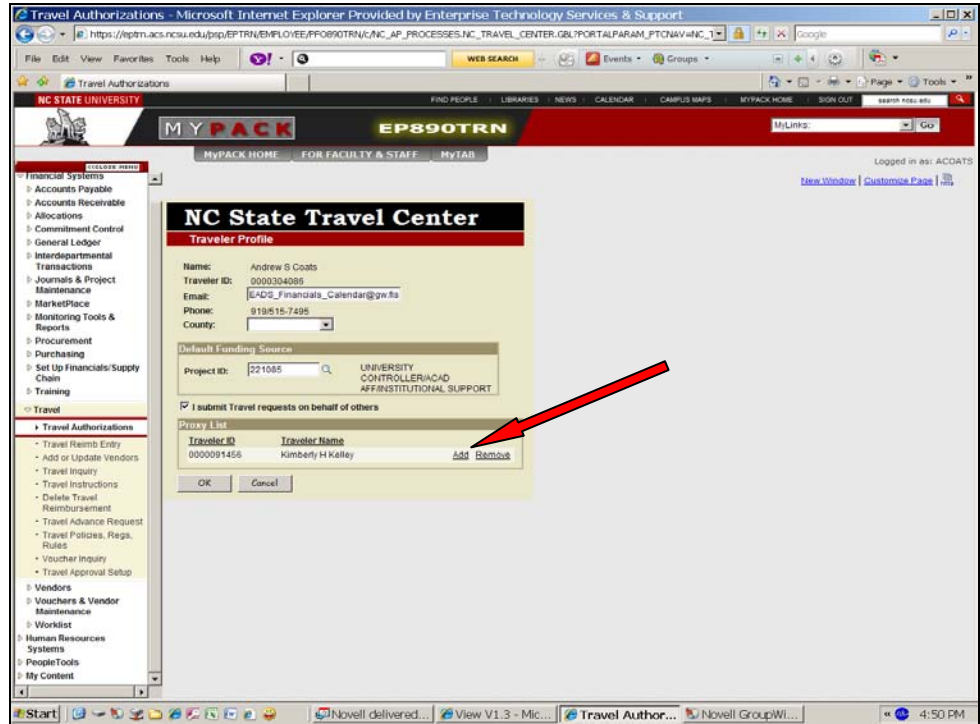
Step	Action
4.	Click in the <b>Project ID</b> field to update if necessary.  After updating, Click OK button and you're done! <input type="text" value="221085"/>
5.	Proxy update (Department Level Only).  If you need to complete a Travel Authorization for someone else, Click <b>I submit Travel requests on behalf of others</b> object. <input type="checkbox"/> I submit Travel requests on behalf of others
6.	Click the <b>I submit Travel requests on behalf of others</b> option. <input type="checkbox"/> I submit Travel requests on behalf of others
7.	Enter the desired information into the <b>Traveler ID</b> field if you know the Traveler ID (Same as Vendor ID).
8.	Otherwise, Click the <b>Traveler ID</b> button to search. <input type="text"/>




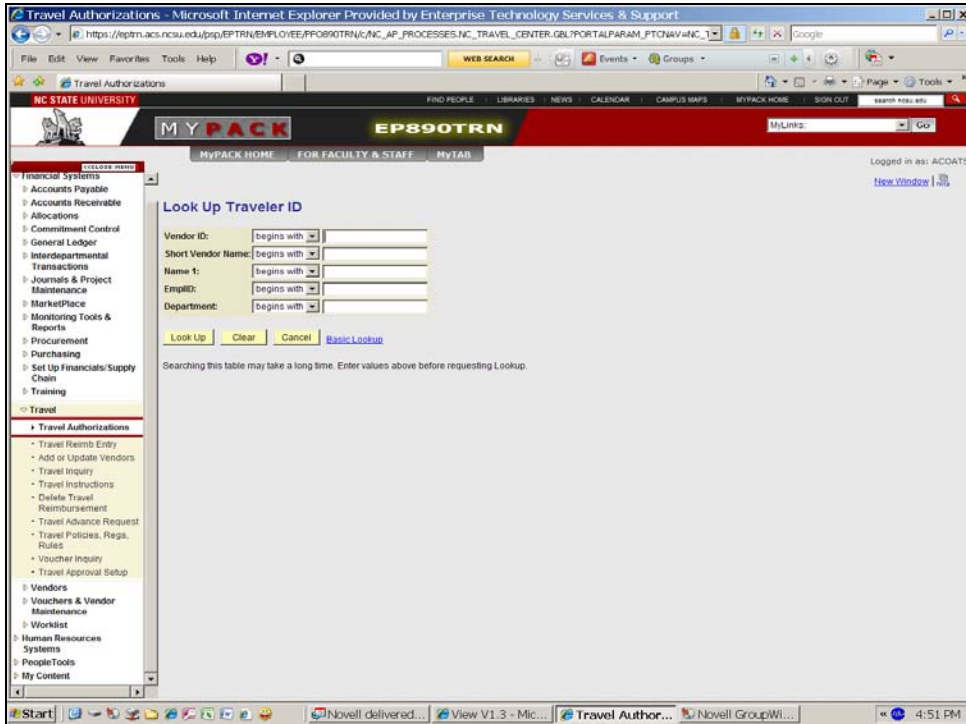
Step	Action
9.	Enter the first name / initial into the <b>Short Vendor Name</b> field. Enter " <b>k</b> " to narrow down the search.
10.	Click the <b>Name 1</b> dropdown arrow. <div style="border: 1px solid black; padding: 2px; display: inline-block;">begins with ▼</div>
11.	Change the option to " <b>contains</b> ". <div style="border: 1px solid black; padding: 2px; display: inline-block;">contains</div>



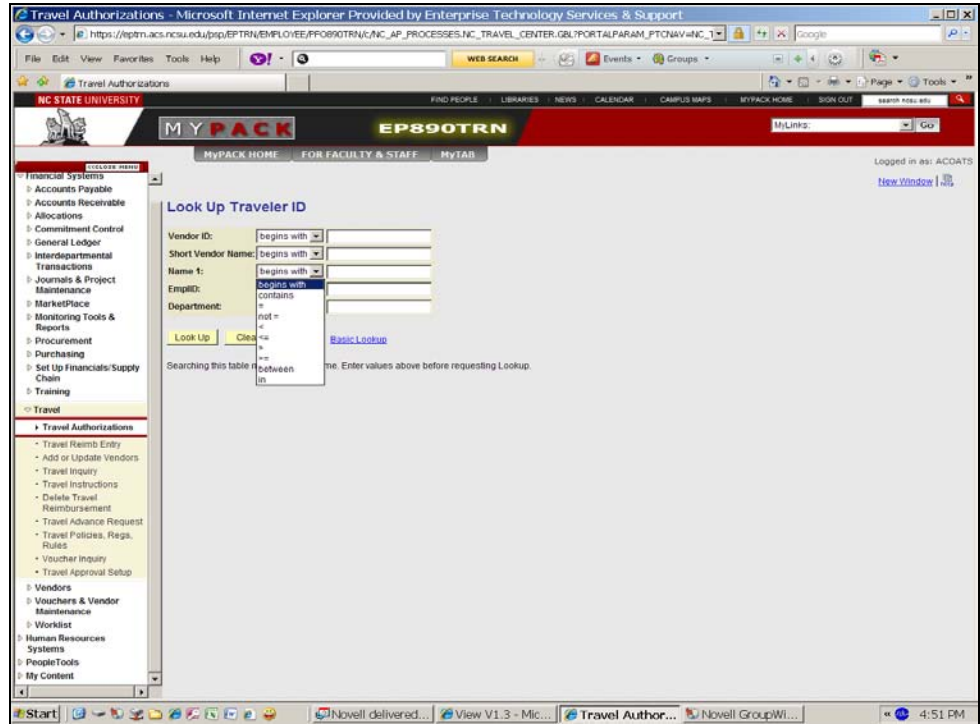
Step	Action
12.	Enter the last name into the <b>Name 1</b> field. Enter " <b>kelley</b> ".
13.	Click the <b>Look Up</b> button. 
14.	Locate appropriate <b>Name</b> in search results. 
15.	Click on the <b>Name</b> to select. 



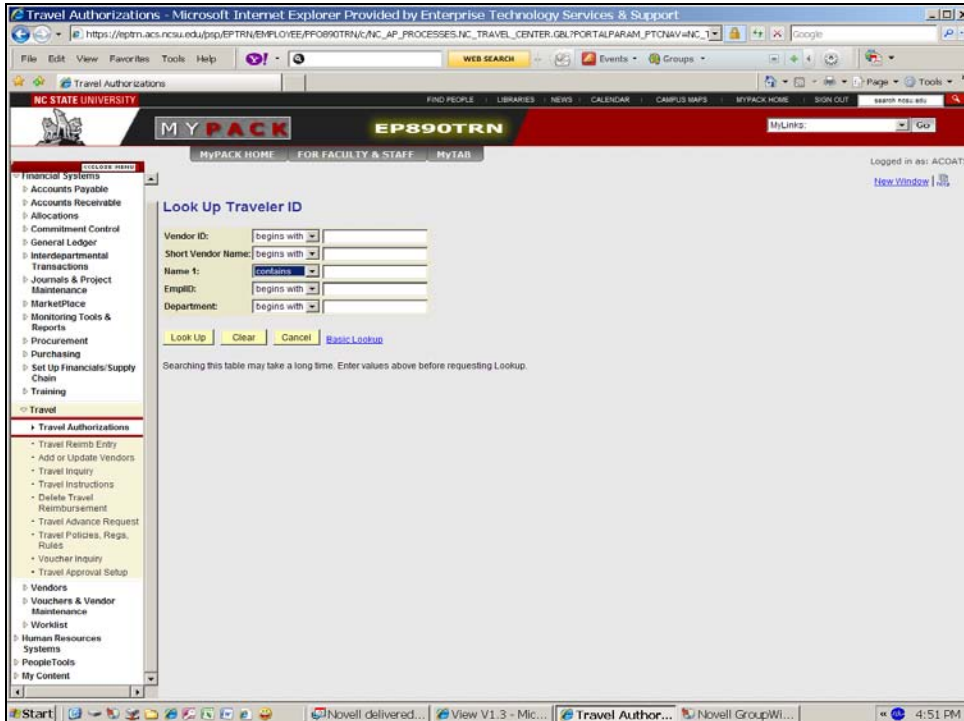
Step	Action
16.	To <b>Add</b> an additional row use this link and repeat the process. <a href="#">Add</a>
17.	Click an entry in the <b>Add</b> column. <a href="#">Add</a>
18.	Click the <b>Traveler ID</b> button. 

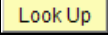



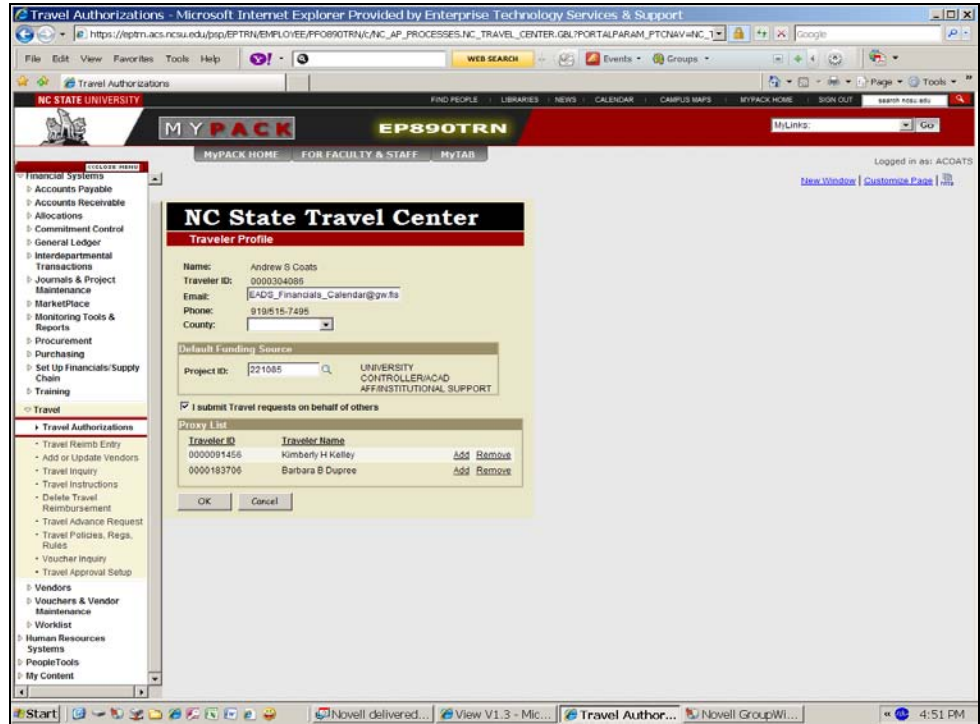
Step	Action
19.	Click the <b>Name 1</b> list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">begins with ▼</div>

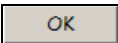


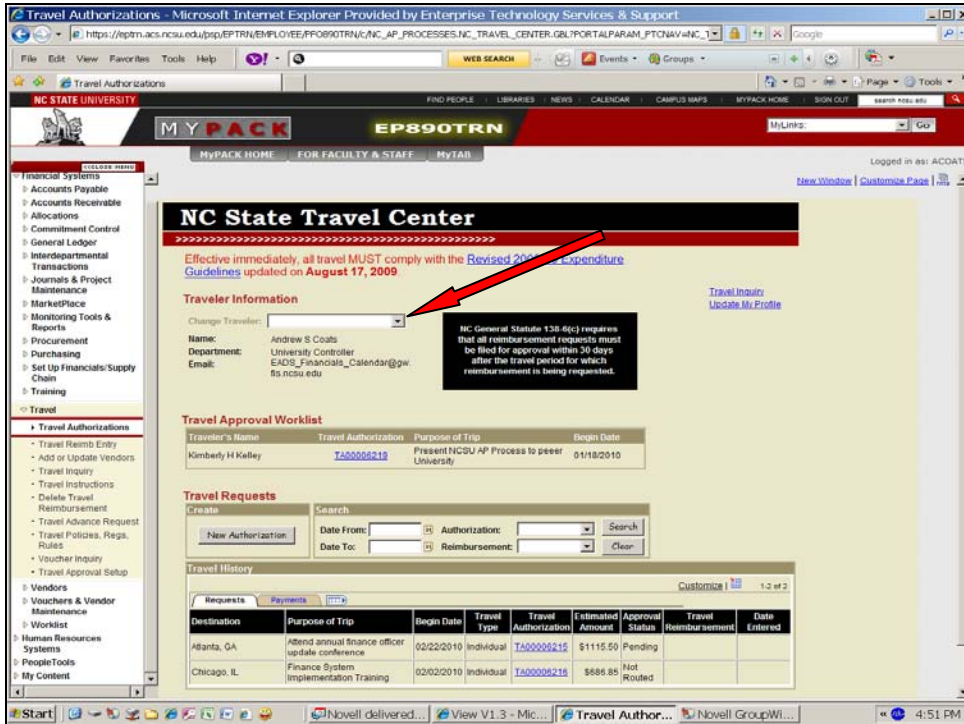
Step	Action
20.	Change the option to "contains". <input data-bbox="657 1123 795 1155" type="text" value="contains"/>



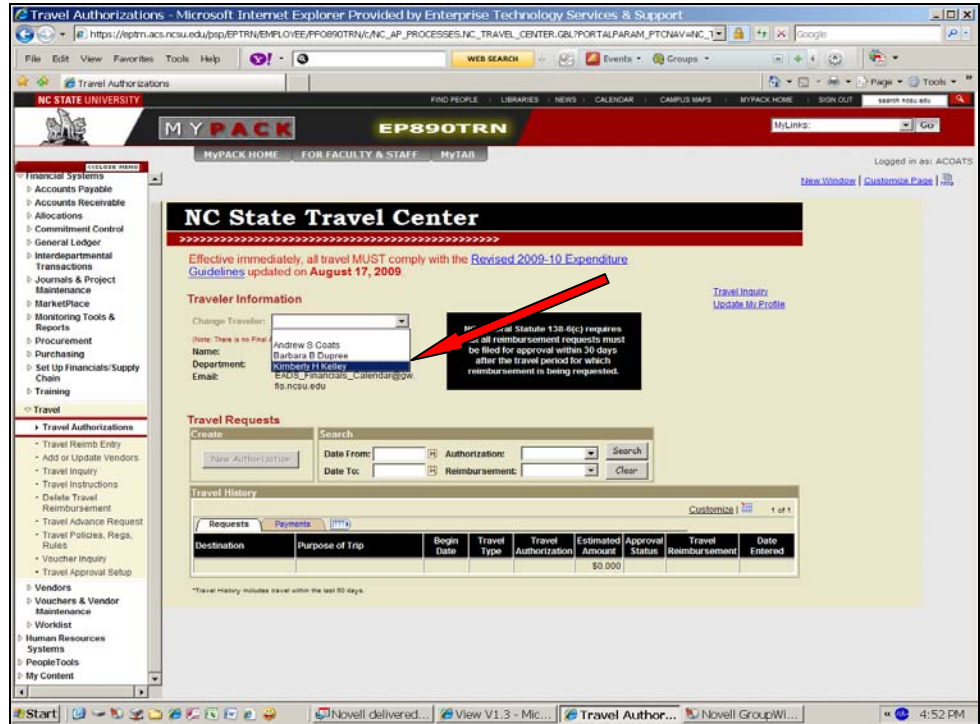
Step	Action
21.	Enter the desired information into the <b>Name 1</b> field. Enter " <b>dupree</b> ".
22.	Click the <b>Look Up</b> button. 
23.	Click an entry in the <b>Short Vendor Name</b> column. 



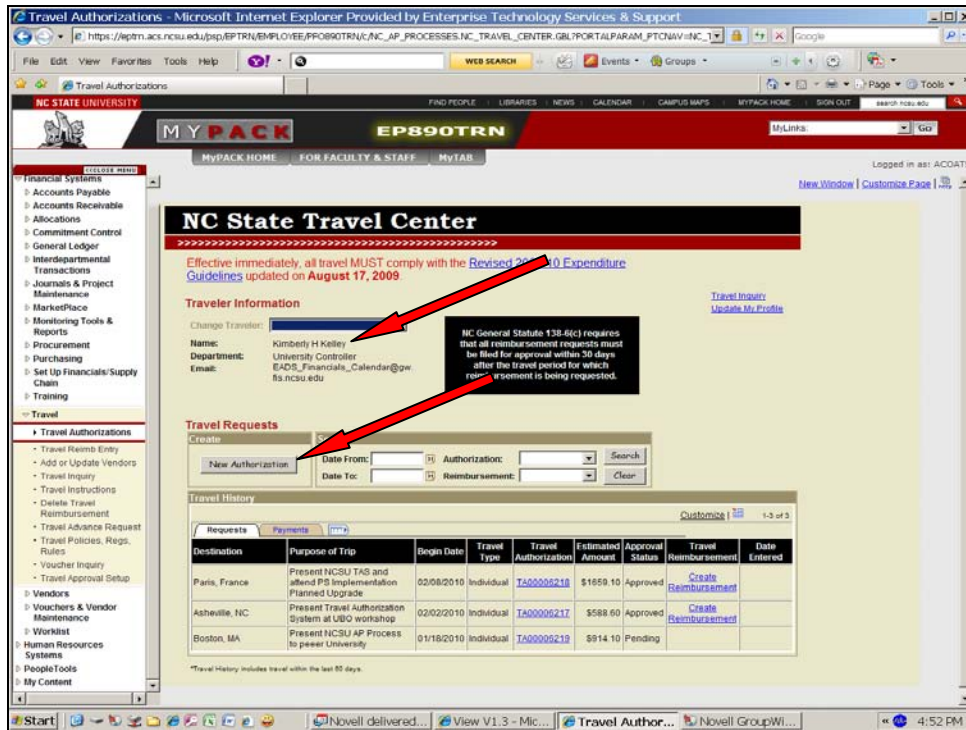
Step	Action
24.	Click the <b>OK</b> button when finished to return to NC State Center - Travel Authorization Create mode.
	



Step	Action
25.	<p>Very Important .... To process a travel authorization for another employee, Click the <b>Change Traveler</b> dropdown.</p> <p>Select traveler name and verify the traveler name changed below <u>before</u> proceeding.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 10px;">▼</span> </div>



Step	Action
26.	To change Traveler Name....Click the <b>Kimberly H Kelley</b> list item. <b>Kimberly H Kelley</b>
27.	Name of traveler has been changed. Travel History (below) reflects this change also. <b>Kimberly H Kelley</b>



Step	Action
28.	<p>You're now ready to create the <b>New Authorization</b> on-behalf of someone else.</p> <p>See <b>Create Travel Authorization</b> topics for instructions.</p> <p><input type="button" value="New Authorization"/></p>
29.	<b>End of Procedure.</b>