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 strict-based airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

**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.

**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.

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Vanderbilt Financial Training