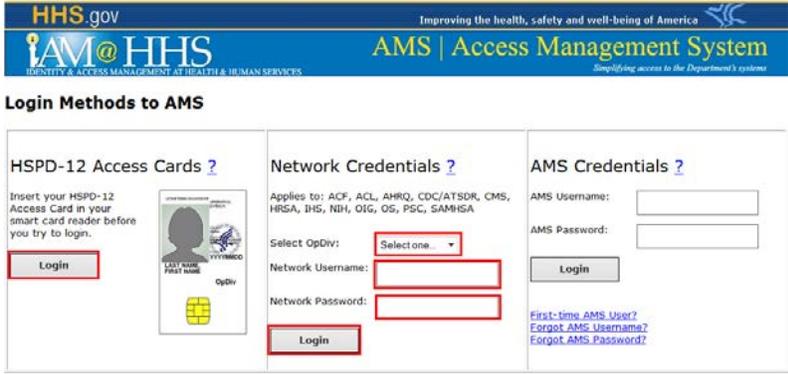
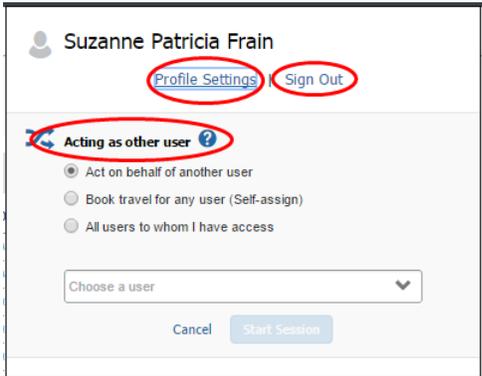


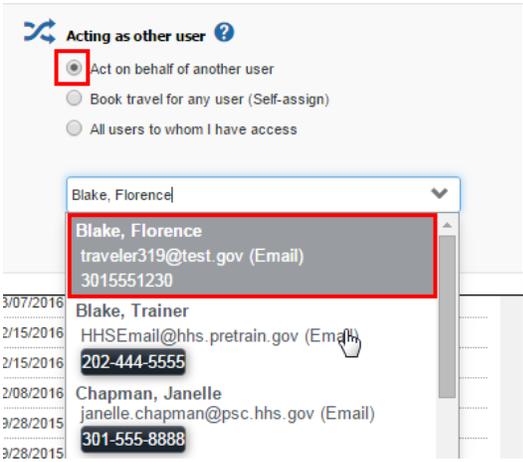
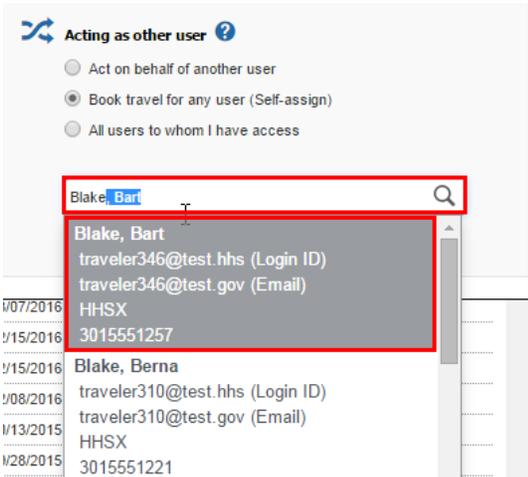


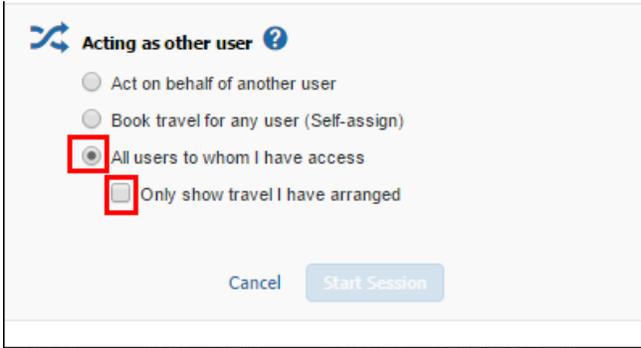
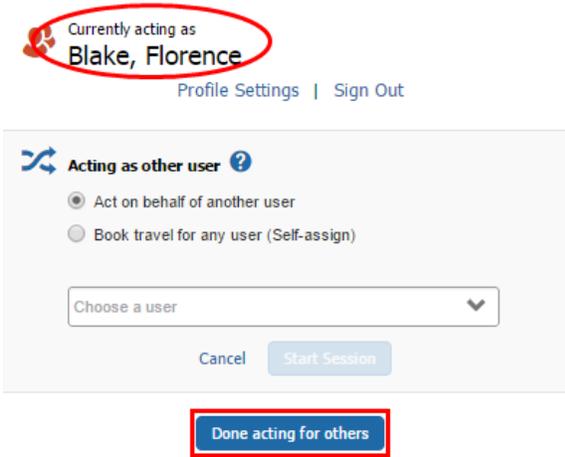
## ConcurGov Job Aid: Locating a Traveler

**Purpose:** To provide a step-by-step guide to locating a Traveler in ConcurGov in order to create or update travel documents.

**Audience:** Federal Travel Arrangers and FATAs

Instruction:	Screenshot:
<p><b>Step 1: Log into AMS</b> Log into ConcurGov via AMS using either your PIV card or your network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at <a href="https://ams.hhs.gov">https://ams.hhs.gov</a></p>	
<p><b>Step 2: Select ConcurGov</b> From the Home page of AMS select the E-Travel link.</p>	
<p><b>Step 3: Select Profile</b> From the ConcurGov Home page, select the Profile tab in the upper right.</p>	
<p><b>Step 4: Locate Traveler</b> The "Acting as other user" section contains up to 3 options for locating a Traveler. (See steps 5, 6, and 7).</p> <p>Note: The Profile tab also contains the Profiles Setting link to update the Traveler's profile and the link to sign out of ConcurGov.</p>	

Instruction:	Screenshot:
<p><b>Step 5: Locate Traveler (Option 1)</b>            To see a list of Travelers who you have previously located, select the radio button next to “Act on behalf of another user”. Then select the drop down arrow in the “Choose a user” field.</p>	
<p><b>Step 5 continued: Locate Traveler (Option 1)</b>            A list of Travelers will display in the drop down menu. Select the name of the Traveler from the list.</p>	
<p><b>Step 6: Locate Traveler (Option 2)</b>            To search for a new Traveler, select the radio button next to the “Book travel for any user (Self-assign)”.</p>	
<p><b>Step 6 continued: Locate Traveler (Option 2)</b>            Enter the name of the Traveler in the “Search by name or “ field. Select the name from the search results list.</p>	

Instruction:	Screenshot:
<p><b>Step 7: Locate Traveler (Option 3)</b>            To see a Home page that contains the reservations and documents for all Travelers that you support, select the radio button next to “All users to whom I have access”. You can limit this to only the reservations and documents that you have created by selecting the checkbox next to “Only show travel I have arranged”.</p>	
<p><b>Step 8: Start Session</b>            Once a Traveler has been located using any of the above options, select the Start Session button. The Home page will refresh and contain the Traveler’s trips and documents.</p> <p>Note: If the Traveler does not appear using any search method, this Traveler may not be a member of a Group to which you have access. Contact your FATA if you need access to this Traveler.</p>	
<p><b>Start 9: End Session</b>            When you are finished acting as another user select the Done acting for others button.</p>	

**You have successfully located a Traveler in ConcurGov!**