

Install & Upgrade to Triplt Pro

Installing Triplt

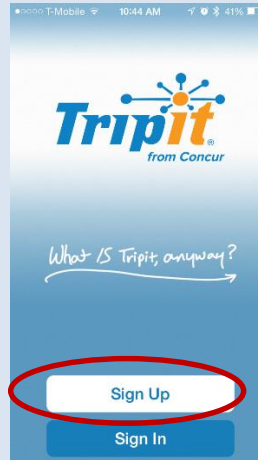
1. **If you do not currently use Triplt:**
Begin by installing the Triplt app on your phone from the app store. (You should install the **free** Triplt app. Later, it will be connected to Triplt Pro and additional features will be available for you.)

Users who already have Triplt installed:

If you currently have Triplt and the account is associated with an email address that is not an smu.edu address, click sign out of the app.

2. **All users who have not yet associated Triplt with an SMU email account:**

Click **Sign Up**.

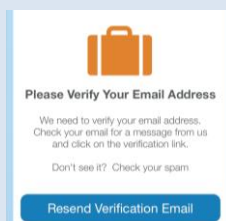


3. **Email:** You must use your @smu.edu email address in order to upgrade to Triplt Pro.

Password: Your password must be 9 characters and contain one special character.

Click **Sign Up**.

4. You will see a prompt instructing you that you must verify your email. Check your email and click on the verification link.



5.

WELCOME ABOARD
LET'S SET UP YOUR ACCOUNT

Account Email
travel@smu.edu

Millicent
First name

Grant
Last name

enter a city...
Hometown

Automatically create my itineraries (Recommended)

Start my free 30-day trial of Triplt Pro

Send me exclusive offers from Triplt's trusted partners.

NEXT

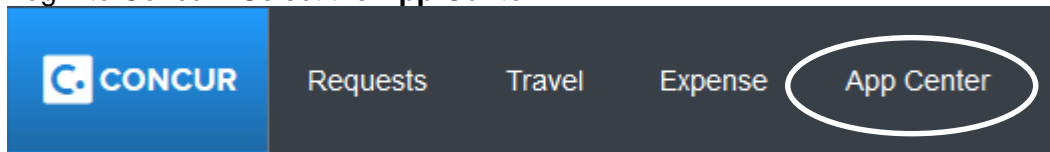
A web page will prompt you to enter First Name, Last Name & City. Below are additional options that can be configured as desired. **Deselect** "Start my free 30-day trial of Triplt Pro."

Click Next.

6. A window prompting you to connect to Gmail and Yahoo email accounts will display. Click cancel or close out of the window. No further action is required on the Triplt website.


Connect Triplt to Concur: Upgrade to Triplt Pro

1. Log into Concur. Select the **App Center**.

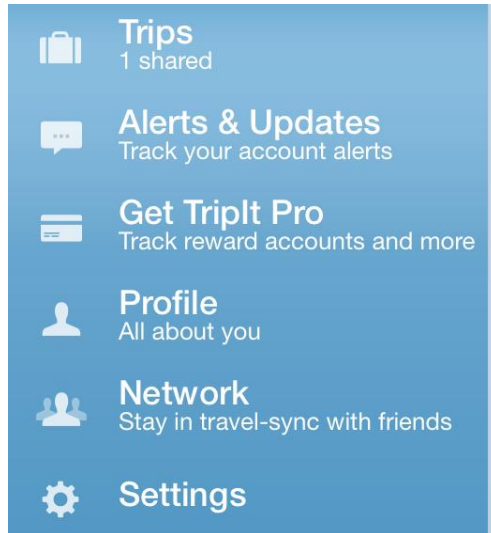


2. Scroll down to the Triplt section, select **Learn More**.
3. Click **Connect**.
4. Review and **Agree** to the terms.
5. You will be required to enter your **SMU email** and the password you set up for Triplt.
6. A confirmation should display indicating that you have upgraded to Triplt Pro.

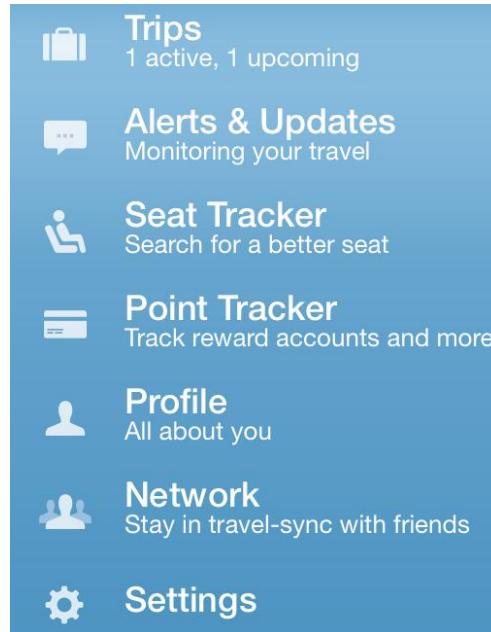
How do I know I've unlocked the features for Triplt Pro?

To view additional features in Triplt, sign out and sign back in. Though the app does not rename to "Triplt Pro" you should see additional features indicating you have Triplt Pro. To view these, click the Settings button. 

Triplt



Triplt Pro



Visit tripit.com to review additional features.