



4/12/2022

# Intro to Concur

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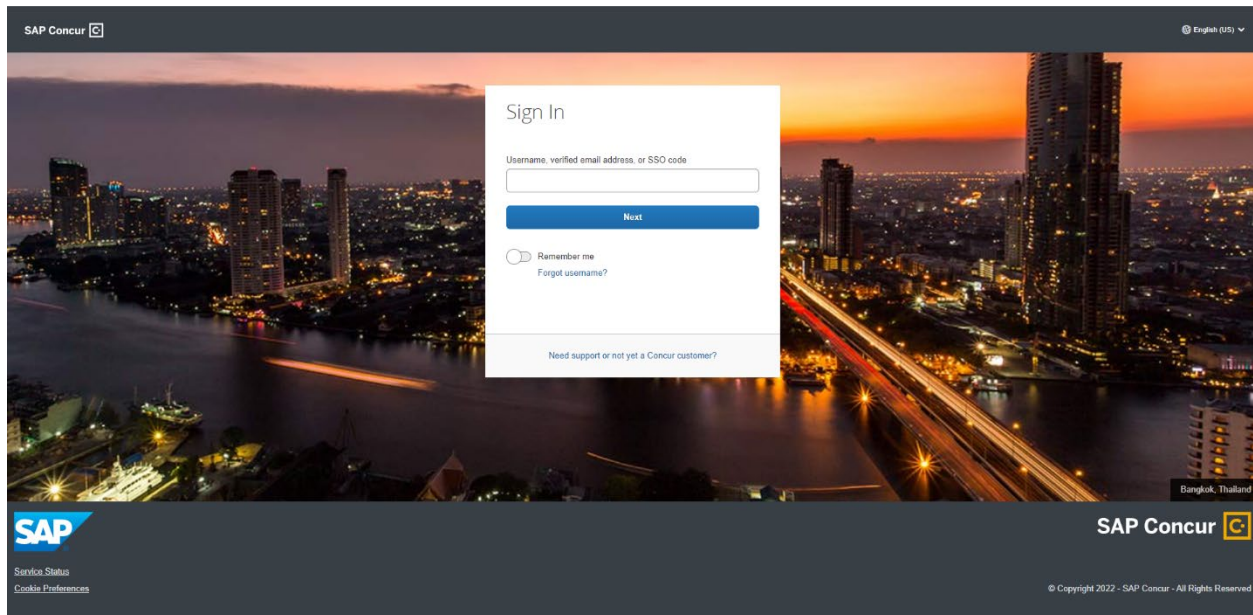
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# Signing into SAP Concur

## To Sign into SAP Concur

1. To sign into SAP Concur, on the **Sign In** screen, enter your **Username**, and then click Next.

You can select the **Remember me** check box to store your password, so that you don't have to enter it the next time you sign into SAP Concur from this device.



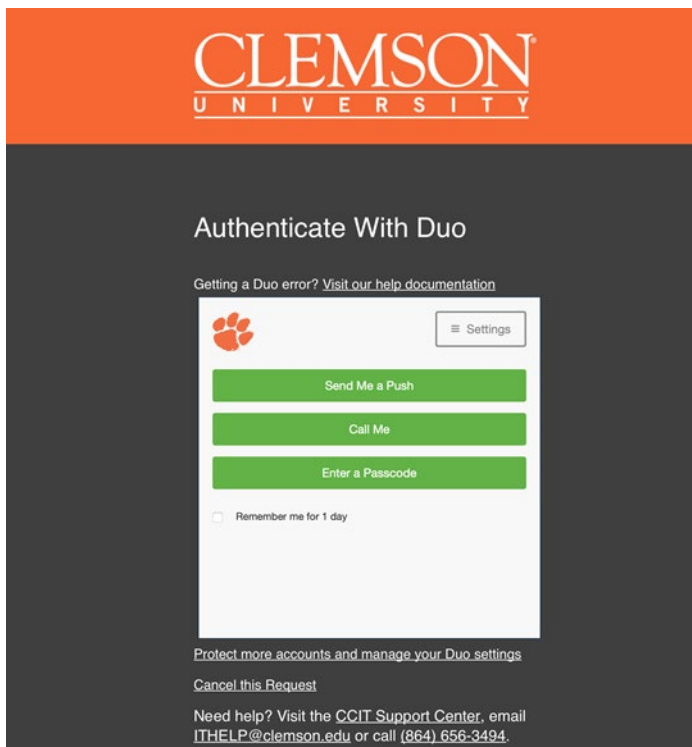
2. Enter your **Password**

If this is your initial log in to SAP Concur, you enter the Clemson password that you have.

3. Click **Login**
4. You will be directed to Clemson sign on.



## 5. Authenticate With Duo



### NOTES:

- Your password is case sensitive.
- If you are not sure how to log on, check with your administrator.

## Exploring the SAP Concur Home Page

The SAP Concur home page contains the following sections.

**NOTE:** To return to the SAP Concur home page from any other page, click the SAP Concur logo on the top left of the screen.

### Expense and Travel

Section	Description
Quick Task Bar	This section displays Requests, Expense, Approvals and the App Center
Alerts	This section displays informational alerts about Travel features.
Company Notes	Content is provided by your company administrator
My Tasks	This section lists <b>Required Approvals</b> , <b>Available Expenses</b> , and <b>Open Reports</b> .

The screenshot displays the SAP Concur home page interface. At the top, the navigation bar includes 'Requests', 'Expense', 'Approvals', and 'App Center', all highlighted with red boxes. The user's name 'Hello, Gabriel' is visible. A summary bar shows '00 New', '00 Required Approvals', '02 Authorization Requests', '28 Available Expenses', and '01 Open Reports'. Below this, the 'COMPANY NOTES' section is highlighted with a red box and contains a link for 'Concur Training Toolkit'. The 'MY TASKS' section is also highlighted with a red box and is divided into three panels: 'Required Approvals' (00) with a checkmark icon, 'Available Expenses' (28) listing items like 'Camera and Photographic Supply S' (\$365.11), 'ARCTIA HOTELS' (\$172.56), 'MALEV' (\$707.29), 'Air Conditioning Contractors - S' (\$739.42), and 'Political Organizations' (\$308.66); and 'Open Reports' (01) with 'February 2022 Expense Report' (\$1,289.74). The SAP logo is in the bottom left, and the SAP Concur logo is in the bottom right.

## Updating Your Concur Profile

Use the Profile Options page to set or change your personal preferences. To avoid re-entering personal and permanent information about yourself (phone number, contacts, credit card information etc.), complete your profile after logging onto SAP Concur for the first time and update it whenever your information changes. Your profile options include:

- [Approvers](#)
- [Attendees](#)
- [Bank Information](#)
- [Cars:](#)
  - [Company](#)
  - [Personal](#)
- [E-Receipts](#)
- [Expense Delegates](#)
- [Expense Preferences:](#)
  - [Email notifications](#)
  - [Prompts](#)

On the Profile Options page, review your information, and select the appropriate links to update your profile information.

The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with the SAP Concur logo and links for Requests, Expense, Approvals, and App Center. On the right, there are links for Administration and Help, and a user profile icon. Below the navigation bar, there is a sub-menu with links for Profile, Personal Information, Change Password, System Settings, and Concur Mobile Registration. The main content area is titled 'Profile Options' and contains the following sections:

- Your Information**
  - [Personal Information](#)
  - [Company Information](#)
  - [Contact Information](#)
  - [Email Addresses](#)
- Request Settings**
  - [Request Information](#)
  - [Request Delegates](#)
  - [Request Preferences](#)
  - [Request Approvers](#)
  - [Favorite Attendees](#)
  - [International Travel](#)
- Expense Settings**
  - [Expense Information](#)
  - [Expense Delegates](#)
  - [Expense Preferences](#)
  - [Expense Approvers](#)
  - [Favorite Attendees](#)
- Other Settings**
  - [System Settings](#)
  - [Concur Connect](#)
  - [Change Password](#)

The main content area is titled 'Profile Options' and contains the following sections:

- Personal Information**  
Select one of the following to customize your user profile.  
[Personal Information](#)
- Expense Delegates**  
Delegates are employees who are allowed to perform work on behalf of other employees.  
[Expense Delegates](#)
- Expense Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.  
[Expense Preferences](#)
- System Settings**  
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?  
[System Settings](#)
- Request Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.  
[Request Preferences](#)
- Change Password**  
Change your password.  
[Change Password](#)

## Delegates

If you are acting as an Travel, Request or Expense delegate for another employee (delegator):

- Any changes you make on this page affect only the delegator and do not change your personal information.

- You cannot access all profile options for your delegator, such as bank information.

## To access your profile information

1. Click Profile > Profile Settings.

The **Profile Options** page appears.

2. Click the appropriate option from the left-side menu.

The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo, 'Requests', 'Expense', 'Approvals', and 'App Center'. On the right, there are links for 'Administration' and 'Help', and a 'Profile' dropdown menu with a user icon. Below the navigation bar, the main content area is titled 'Profile Options' and is divided into several sections: 'Your Information', 'Request Settings', 'Expense Settings', and 'Other Settings'. Each section contains a list of links to various settings pages. A dialog box titled 'Acting as other user' is overlaid on the right side of the page. The dialog box shows the user's name 'Gabriel Haughey' and options for 'Profile Settings' and 'Sign Out'. It also includes a search bar for finding other users and a 'Start Session' button.