CLEMSON

4/12/2022

Intro to Concur
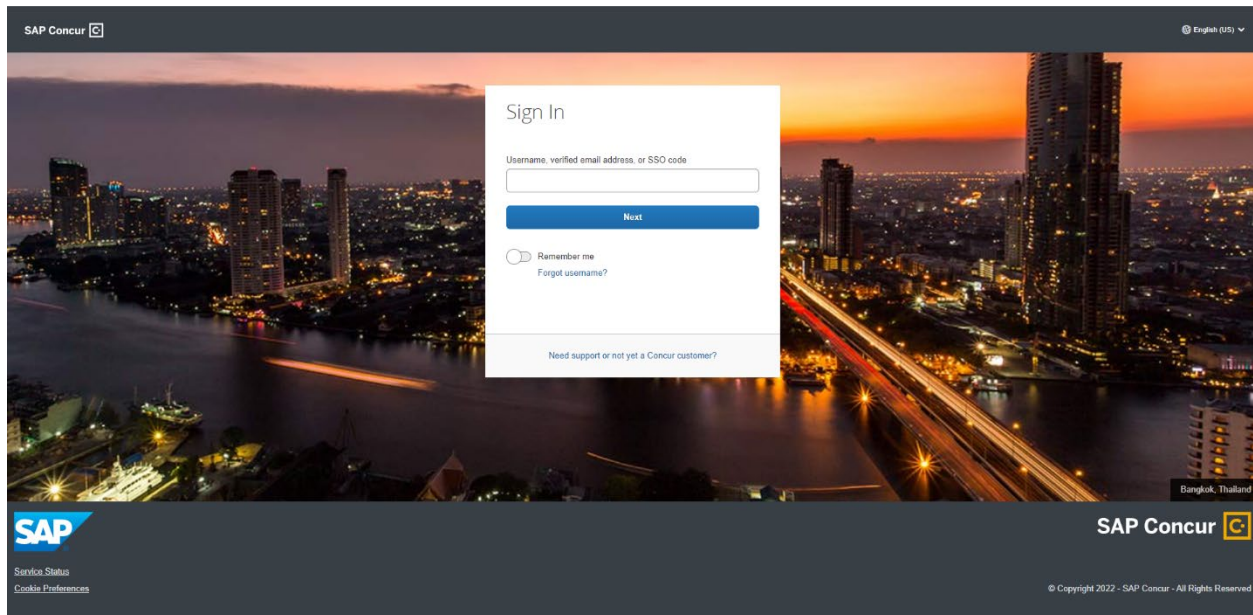
Contents

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.
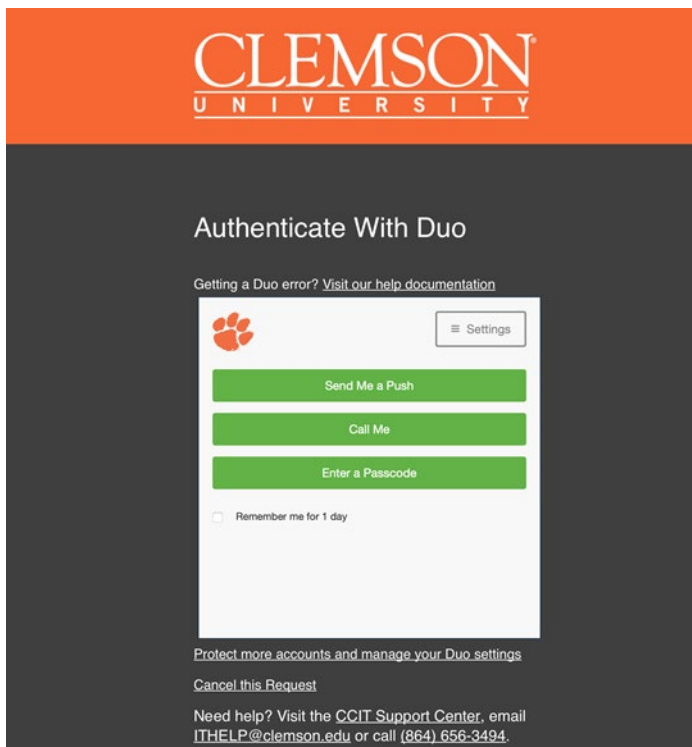

2. Enter your **Password**

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 **Required Approvals, Available Expenses,** and **Open Reports.**

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:
    o Company
    o Personal
- E-Receipts
- Expense Delegates
- Expense Preferences:
    o Email notifications
    o Prompts

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

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 P**rofile Options** page appears.

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