

SAP CONCUR How-To Sheets

Signing up for the SAP Concur Mobile App

This how-to sheet outlines the steps required to:

- Signing up for the SAP Concur Mobile App.

What is the SAP Concur Travel and Expense Reimbursement system used for?

- Requesting reimbursement for expenses (i.e. either travel or non-travel) that you have paid out of pocket (i.e. using your own personal money).

THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A MOBILE DEVICE

1. **STEP 1:** carleton.ca/travel
BEGIN FROM A DESKTOP

Enter this URL into an internet browser.

2. Click on the red 'LOG INTO SAP CONCUR' button.

The Current System

Log in here to submit a request for **expense claims** or **advances** in the current system.

SUBMIT A REQUEST

APPROVE A REQUEST

- To **'Approve a Request' from off campus**, you must first **VPN** and then sign into the system.
- The **'Submit a Request'** application is **not supported on iPhones or iPads** as the current system is built on Adobe Flex.
- If you are planning to attach documents for your supervisor, you must format the image to **PDF, TIFF, or JPEG**.

The New System

Log in here to submit a request for **expense reports** or **requests** or to approve them in the NEW system. The new system is SAP Concur.

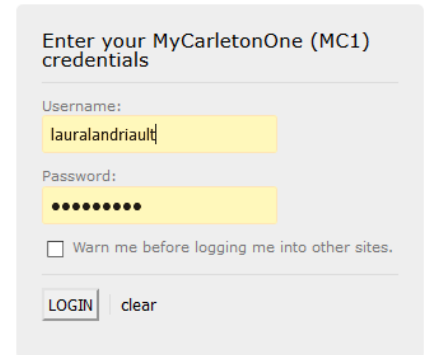
LOG INTO SAP CONCUR

Departments will receive access to the new system only AFTER they have received tools, support and training. If your department has received access to the new system but you are unable to log in, email financial.systems@carleton.ca.

3. Enter MyCarletonOne credentials.

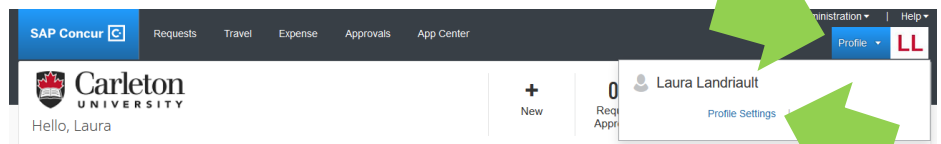
Tip: Your MyCarletonOne credentials are the username and password that you use to sign into your Carleton workstation and many other applications on campus.

Note: This system is DUO enabled (carleton.ca/its/duo).



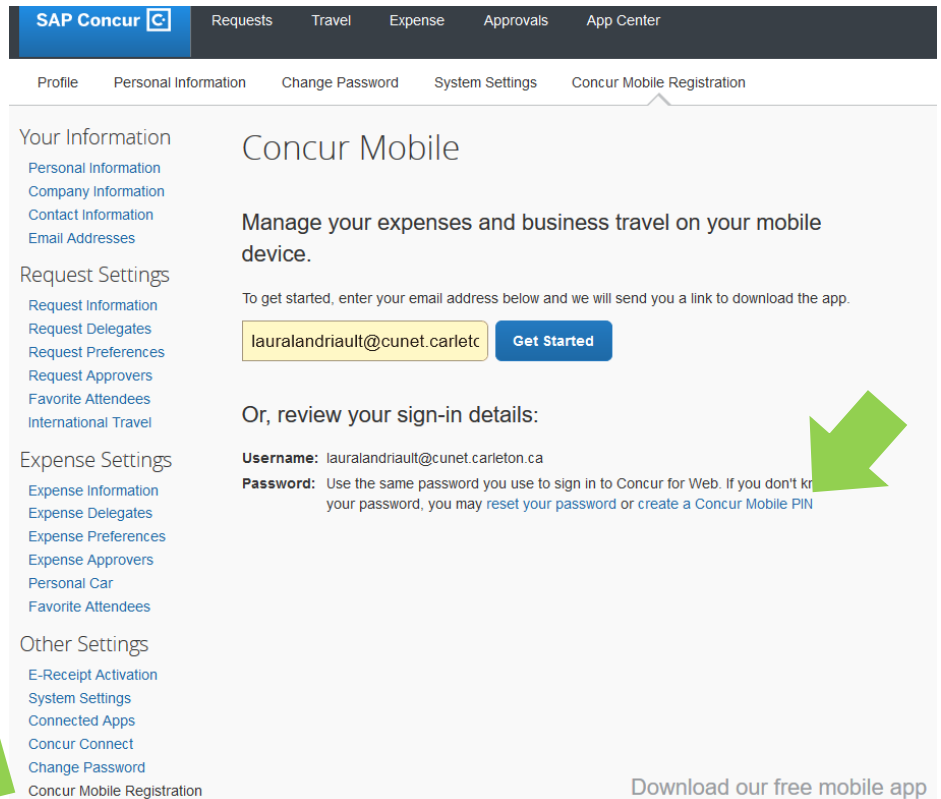
4. Click on the 'Profile' button at the top of the screen.

In the window that opens, click on the blue 'Profile Settings' text.



5. Click on 'Concur Mobile Registration' in the menu on the right.

Click on blue 'create a Concur Mobile PIN'.



6. Follow the directions on the screen to create a PIN.

Set up PIN for Concur Mobile

To log in to Concur on your mobile device or Concur Connect application, you must enter your User Name and a Concur Mobile PIN. Enter a new Concur Mobile PIN in the fields below to setup a new one.

Create PIN:

Retype PIN:

PIN may be letters, numbers and special characters such as !, \$, or # but no spaces

[Set Concur Mobile PIN](#)

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[Set Concur Mobile PIN](#)

Concur Mobile PIN
updated

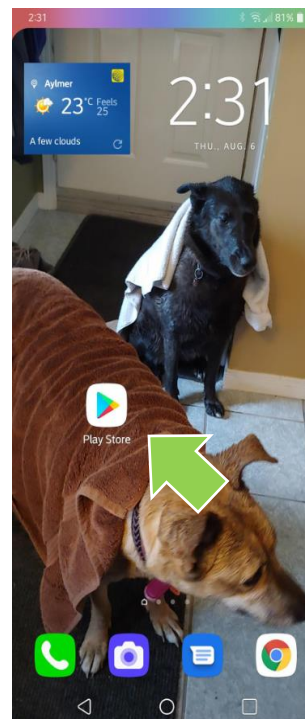
[Go back to username and password information](#)

7. **STEP 2:**
**MOVE TO YOUR MOBILE
DEVICE**

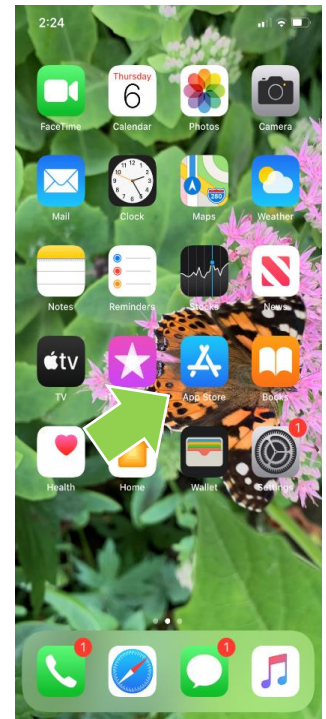
Tap on the App store icon on your device.

Search for SAP Concur (not shown).

Android

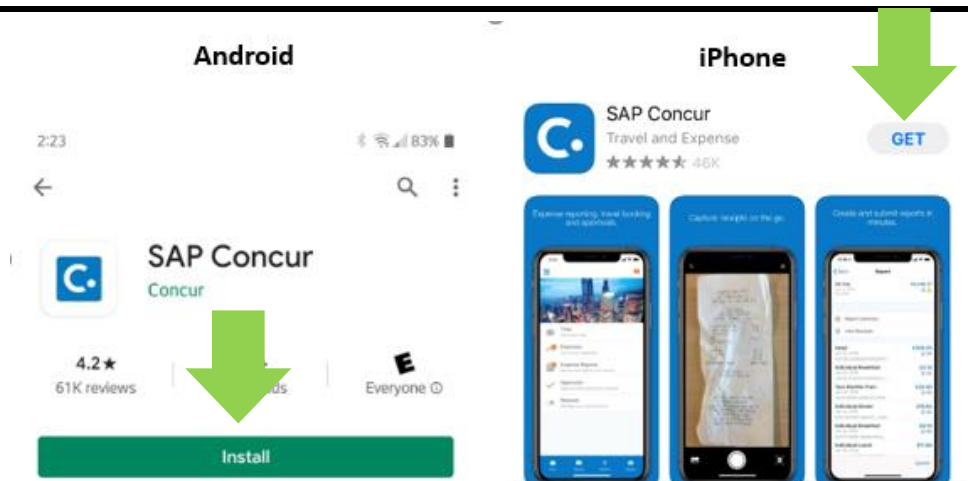


iPhone



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8. Tap the button to install.

Follow the instructions on your mobile device to complete the installation.



What next?

- Visit carleton.ca/facts/travel to find more how-to sheets.
 - Questions about the system? Email financial.systems@carleton.ca.
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