

SAP CONCUR How-To Sheets for Contract Instructors

Logging into SAP Concur

This how-to sheet outlines the steps required to:

- Log into the SAP Concur Travel and Expense Reimbursement system from a laptop or desktop computer.

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

- Requesting reimbursement for eligible expenses covered by Professional Development Fund for contract instructors (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 DESKTOP COMPUTER/ LAPTOP

1. Enter this URL into an internet browser.

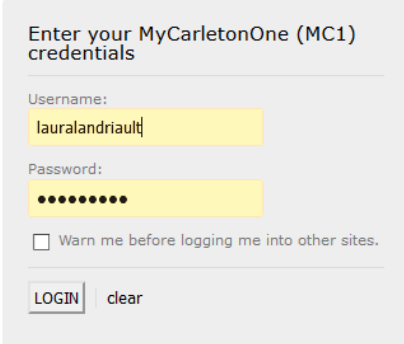
carleton.ca/concur

2. Enter MyCarletonOne credentials

For more information:

carleton.ca/its/all-services/accounts-and-passwords.

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



What next?

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