

# SAP CONCUR How-To Sheets

## Logging into the SAP Concur Mobile App

This how-to sheet outlines the steps required to:

- Logging into 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. From your mobile device, click on the SAP Concur App icon.

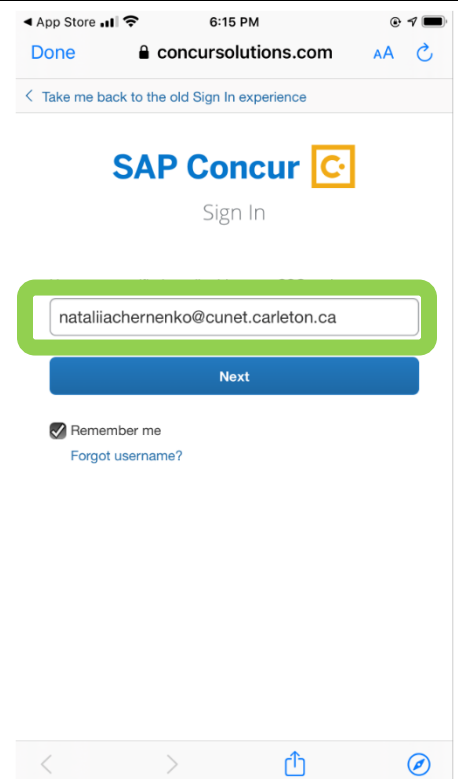


2. Enter your SAP Concur credentials.

**Username:** Your Carleton cunet email address (i.e. MC1@cunet.carleton.ca).

**Note:** students also enter @cunet.carleton.ca.

Hit '**Next**'.

The screenshot shows the SAP Concur login page on a mobile device. The browser address bar shows 'concursolutions.com'. The page has a 'Sign In' heading and a text input field containing the email address 'nataliachernenko@cunet.carleton.ca'. Below the input field is a blue 'Next' button. There is also a 'Remember me' checkbox which is checked, and a link for 'Forgot username?'. The bottom of the screen shows mobile navigation icons.

3. You will be re-directed to Carleton's single sign-on page.

Enter your MC1 credentials, hit 'Sign in'.

**For more information on MC1:**  
[carleton.ca/its/all-services/accounts-and-passwords](http://carleton.ca/its/all-services/accounts-and-passwords).

**Note:** This system is duo-enabled ([carleton.ca/its/duo](http://carleton.ca/its/duo)). Second factor authentication step is skipped in this 'How-to' sheet.

The screenshot shows the Carleton University SSO Portal on a mobile device. At the top, the browser address bar shows 'Done' and 'cufed.carleton.ca'. The Carleton University logo is prominently displayed. Below the logo, the text reads: 'Welcome to the Carleton SSO Portal. Enter your MyCarletonOne username and password.' There are two input fields: the first contains the username 'nataliachernenko' and the second contains a masked password '\*\*\*\*\*'. A checkbox labeled 'Keep me signed in' is present and unchecked. A blue 'Sign in' button is located below the password field. At the bottom of the form, there are links for 'Forgotten Username? or Forgotten Password?' and 'New to Carleton and need a MyCarletonOne account?'. The footer contains links for 'Carleton.ca', 'Privacy Policies', and 'Contact ITS'.

4. Start your claim.

The screenshot shows the Rogers mobile app interface. At the top, the status bar displays 'ROGERS' and the time '2:44 PM'. Below the status bar is a navigation menu with a hamburger icon on the left and a chat icon on the right. The main content area features a large image of the Canadian Parliament building. Below the image is a list of menu items: 'Trips' (View your trips), 'Expenses' (List of your expenses), 'Expense Reports' (Review and submit your reports, with a notification badge '1'), 'Approvals' (Approve items anywhere, anytime), and 'Requests' (Manage your authorizations). At the bottom, there is a blue bar with two buttons: 'Expensellt' (with a camera icon) and 'Create' (with a plus icon).

### What next?

- Visit [carleton.ca/facts/travel](http://carleton.ca/facts/travel) to find more how-to sheets.
- Questions about the system? Email [financial.systems@carleton.ca](mailto:financial.systems@carleton.ca).