

SAP CONCUR How-To Sheets

Logging into the SAP Concur Mobile App

This how-to sheet outlines the steps required to:

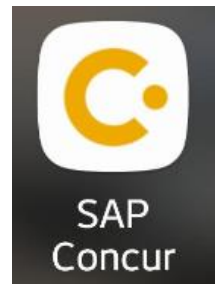
- Logging into the SAP Concur Mobile App.

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'**.

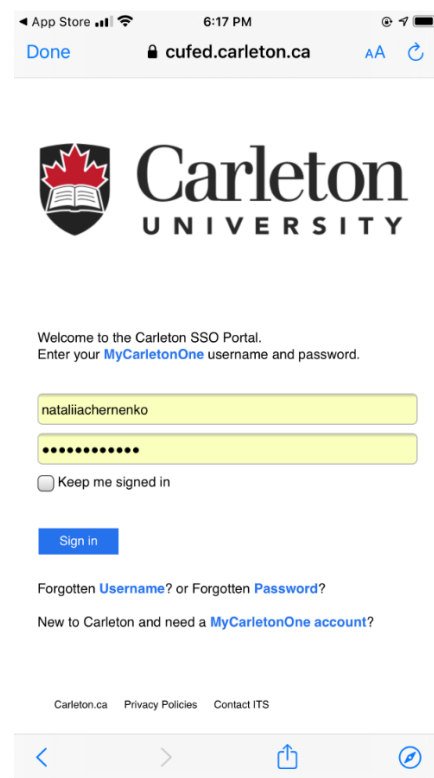
A screenshot of a mobile browser displaying the SAP Concur login page. The address bar shows 'concursolutions.com'. The page features the SAP Concur logo and a 'Sign In' heading. A text input field contains the email address 'nataliiachernenko@cunet.carleton.ca' and is highlighted with a green border. Below the input field is a blue 'Next' button. At the bottom, there is a 'Remember me' checkbox which is checked, and a link for 'Forgot username?'. The mobile status bar at the top shows 'App Store', signal strength, Wi-Fi, and the time '6:15 PM'.

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

Enter your MC1 credentials, hit 'Sign in'.

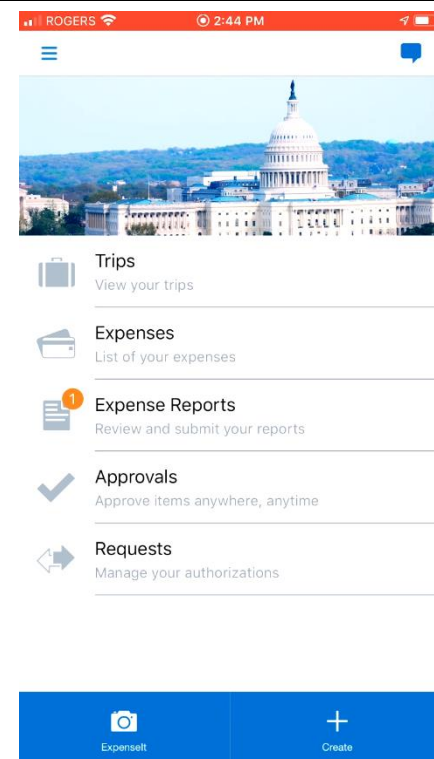
For more information on MC1:
carleton.ca/its/all-services/accounts-and-passwords.

Note: This system is duo-enabled (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', a lock icon, 'cufed.carleton.ca', and 'AA' with a refresh icon. Below the address bar is the Carleton University logo, which consists of a red maple leaf over an open book, followed by the text 'Carleton UNIVERSITY'. The main content area says '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 '*****'. Below the password field is a checkbox labeled 'Keep me signed in' which is currently unchecked. A blue 'Sign in' button is positioned below the checkbox. Underneath the button are two links: 'Forgotten Username? or Forgotten Password?' and 'New to Carleton and need a MyCarletonOne account?'. At the bottom of the page, there are three small links: 'Carleton.ca', 'Privacy Policies', and 'Contact ITS'. The mobile navigation bar at the very bottom shows back, forward, share, and search icons.

4. Start your claim.



The screenshot shows the Rogers mobile app interface. At the top, the status bar shows 'ROGERS', signal strength, Wi-Fi, and the time '2:44 PM'. Below the status bar is a blue navigation bar with a hamburger menu icon on the left and a speech bubble icon on the right. The main content area features a large banner image of the Canadian Parliament building. Below the banner is a list of menu items, each with an icon and a description: 'Trips' (briefcase icon) with 'View your trips'; 'Expenses' (folder icon) with 'List of your expenses'; 'Expense Reports' (document icon with a red notification badge) with 'Review and submit your reports'; 'Approvals' (checkmark icon) with 'Approve items anywhere, anytime'; and 'Requests' (handshake icon) with 'Manage your authorizations'. At the bottom of the screen is a blue bar with two buttons: 'Expenselt' (camera icon) and 'Create' (plus icon).

What next?

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