

SAP CONCUR How-To Sheets

Logging into the SAP Concur Mobile App

This how-to sheet outlines the steps required to:

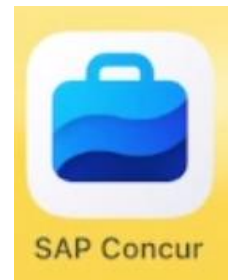
- Logging into the SAP Concur Mobile App.

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 Carleton cunet email address (i.e. MC1@cunet.carleton.ca).

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

Tap the blue 'Next' button.

A screenshot of a mobile web browser displaying the SAP Concur login page. The browser's address bar shows "concursolutions.com". The page has a white background with the "SAP Concur" logo at the top. Below the logo is a "Sign In" heading. A text input field is highlighted with a green border, containing the email address "nataliichernenko@cunet.carleton.ca". Below the input field is a blue "Next" button. At the bottom of the form, there is a checked checkbox for "Remember me" and a link for "Forgot username?". The browser's status bar at the top shows the time as 6:15 PM and various icons for signal, Wi-Fi, and battery.

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 sign-in page. At the top, there is a navigation bar with the Carleton University logo and the text "Carleton UNIVERSITY". Below the logo, there is a welcome message: "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". A blue "Sign in" button is positioned below the checkbox. At the bottom of the page, 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 SAP Concur mobile app interface. At the top, there is a header with the SAP logo and the text "SAP Concur". Below the header, there is a section titled "Available Expenses" with a "See All" link. The table lists three expenses:

Expense Category	Date	Amount
Networking/Reception Cost	May 6, 2023	\$26.75
Dinner	Apr 8, 2023	\$86.28
Incidentals - Canada/US	Dec 1, 2022	\$47.24

At the bottom of the screen, there is a navigation bar with icons for "Home", "Expense", "Travel", and "Request".

What next?

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