

# 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).

*Last updated on July 26, 2023.*

### THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A MOBILE DEVICE

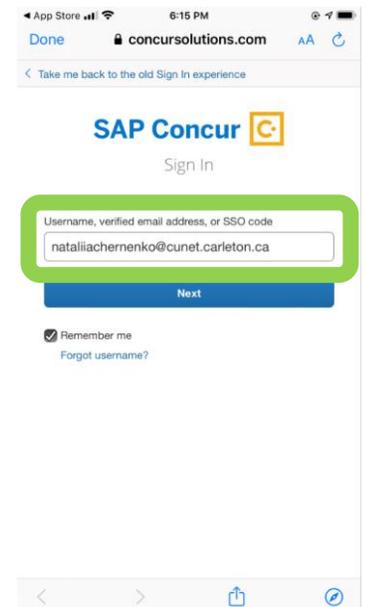
1. From your mobile device, click on the SAP Concur App icon.



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.



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 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" which is currently unchecked. A blue "Sign in" button is located 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 list of expenses includes:

Expense Category	Date	Location	Amount
Networking/Reception Cost	May 6, 2023	Ottawa, Ontario - Loblaws	\$26.75
Dinner	Apr 8, 2023	Ottawa, Ontario - Loblawst	\$86.28
Incidentals - Canada/US	Dec 1, 2022	Nepean, Ontario - Indigo	\$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](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).