

# SAP CONCUR How-To Sheets

## Logging into SAP Concur

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### 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 expenses (i.e. either travel or non-travel) that you have paid out of pocket (i.e. using your own personal money).

*Last updated April 17, 2024*

### THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

1. Enter this URL into an internet browser.

[carleton.ca/concur](https://carleton.ca/concur)

2. Enter MyCarletonOne credentials.

**Tip:** Your MyCarletonOne credentials are the username and password that you use to sign into your Carleton workstation and many other applications on campus.

**Note:** [This system is Azure MFA enabled.](#)



Welcome to the Carleton SSO Federated Portal.  
Enter your [MyCarletonOne](#) username and password.

Keep me signed in

[Sign in](#)

Forgotten your [Password](#)?

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### What next?

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