

## Welcome to Concur! Here's how to get started...

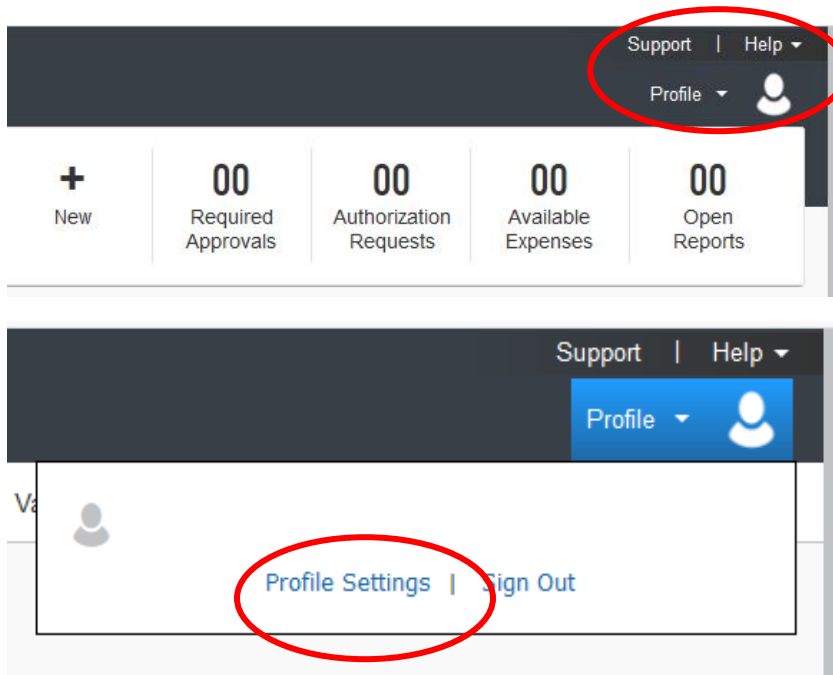
### Log-In

Go to [udel.edu/concur](http://udel.edu/concur). Use your UD log-in to sign in

A message may appear on the home page prompting you to sign up for E-Receipts. You may do it now by clicking on **Sign up here** or later in the process under step 7.

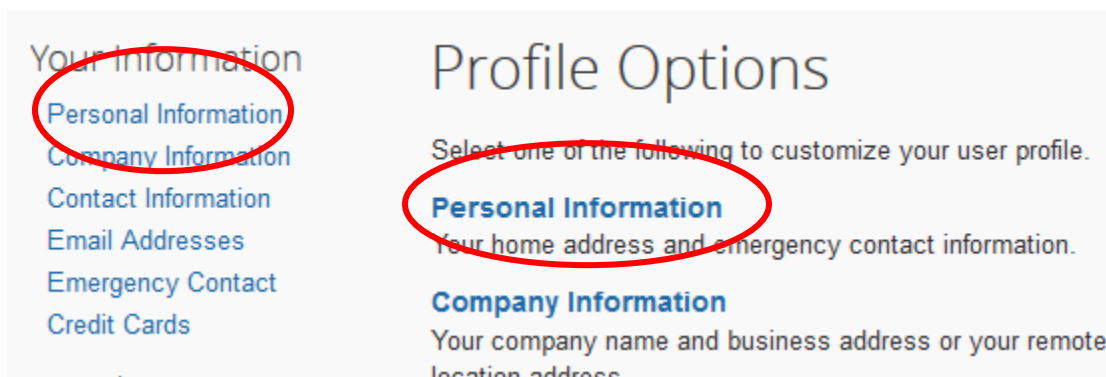
### Complete Personal Profile

In upper-right hand side of screen Go to Profile > Profile Settings



The Profile Options page will be displayed.

Choose **Personal Information** (you can choose options in the middle of the page or from the menu on the left-hand side of the page)



There are **Save** buttons after each section on the My Profile – Personal Information Page. They each save the whole page.

**\*\*\*Be sure to save your data input before exiting the SAP Concur/World Travel System\*\*\***

1. **Your name and Company Information is pre-filled. Verify this information is correct.** If the field is greyed-out, you cannot change the field. (This information is pulled from HR records. If there are errors you will have to contact HR to have the error corrected).\*

**Important Note** (critical when booking through World Travel – this is the information they will use to book your travel)

**Your Name and Airport Security:** Please make certain that the **first, middle, and last names** shown below are **identical** to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name	Middle Name	Nickname	Last Name	Suffix
	Sandra	Stevens		Wenner	

**\*If the field is open and you enter information, once you Save you will not be able to change what you entered.**

## 2. Work Address

- *Assigned location* – choose Main Campus (Newark, DE) from the drop-down menu
- *Street* -Using your office location in these fields will provide your location if shuttle arrangements have been made via World Travel and you are being picked-up from your office building

Note: Clicking the *Address same as assigned location* box will insert the billing address - 222 S Chapel Street General Svds Building , Room104 into the *Street* field.

## 3. Home Address (optional)

## 4. Contact Information

- Work phone or home phone is required
- Cell phone is optional but important for receiving notifications while you travel

## 5. Email Addresses

- You **must verify your UD email address** and any personal email address that you will use to send receipts or travel itineraries to Concur.
  - a. Click the **"Verify"** link.

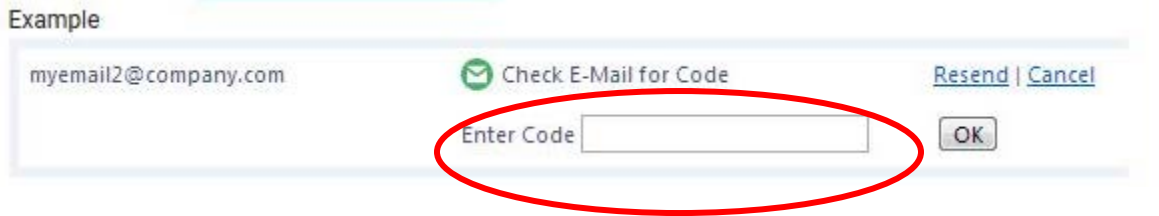
Email Addresses					Go to top
Email Address	Verification Status	Verify	Contact?	Actions	
Email 1	dearnold@udel.edu	Not Verified	Verify	Yes	

[How do I add an email address?](#)  
[Travel Arrangers / Delegates](#)  
[Why should I verify my email address?](#)  
[How do I verify my email address?](#)

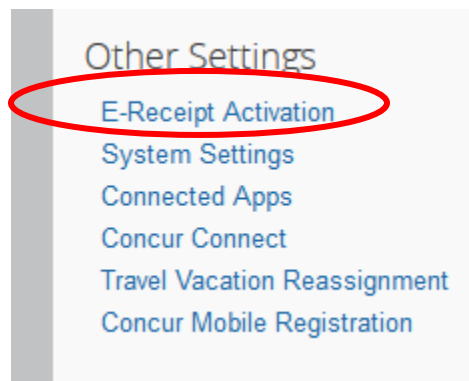
[+ Add an email address](#)

Emergency Contact Go to top

- b. Check your email for a verification message from Concur.
- c. Copy the **Verification Code** contained in the email message and paste into the "Enter Code" box on the Concur page and click "OK".



6. **Emergency Contacts** (optional but encouraged)
  - Important for expedient notification in case of an emergency while you are traveling
7. **Enable E-Receipts** (Electronic version of receipt that can be sent directly to Concur to replace imaged paper receipts. Availability/content vary depending on vendor)
  - On the left-hand side of the Profile Page under Other Settings choose **E-Receipt Activation**



- Click **E-Receipt Activation** – *The E-Receipt Activation and User Agreement* appears
- Click **I Accept** – the E-Receipts confirmation appears

**\*\*\*Be sure to save your data input before exiting the SAP Concur/World Travel System\*\*\***

8. **Travel Preferences** – select your preferences for airfare, hotel and car rentals
  - Complete relevant sections
    - Frequent-Travel Programs – add any travel loyalty programs you belong to
    - My Travel Network connects your reward accounts to your Concur profile allowing your travel reservations to be available in both Concur and Triplt (see Triplt activation information on last page)
9. **Concur Mobile App**
  - Instructions for adding the Concur Mobile App for Android and iOS follow

# Getting started with the Concur app

**TO BEGIN:** Log in to Concur → Go to your **Profile** menu → Go to **Profile Settings** → Click on **Mobile Registration** in the navigation bar

1  
Registration

- Use this page to request a link to be sent to your mobile device *or* go to the Google Play store, search for "Concur", then download the app.
- You will need to create a mobile PIN to use with the app. Create your mobile PIN on this page.
- *Note that your Concur username for your mobile device will be your UD Employee ID Number @udel.edu.*

2  
Log in to the app

- Once you have downloaded the Concur app, open the app.
- On the Sign In screen, enter your Concur *mobile username*. Tap Next.
- Enter the mobile PIN you created in Concur on the web. Tap Sign In to Concur.
- The first time you log in to the app, you will receive a pop-up alert that your PIN has expired. Close the alert and enter your PIN again. The second login attempt will be successful.

3  
Use the app

- Book travel, capture receipts, manage expenses, submit or approve expense reports and more with the app.

The image shows a composite of two screenshots. On the left is a screenshot of the SAP Concur web interface, specifically the 'Concur Mobile' registration page. A green circle with the number '1' is overlaid on the left side of the page. The page has a navigation bar with 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main content area is titled 'Concur Mobile' and includes sections for 'Your Information', 'Travel Settings', 'Request Settings', and 'Expense Settings'. A 'Get Started' button is visible. On the right is a screenshot of a Samsung smartphone displaying the Concur mobile app's sign-in screen. A yellow circle with the number '2' is overlaid on the top right of the phone. The sign-in screen has the Concur logo, a 'Sign in' heading, a text input field for 'Work Email or Username', a blue 'NEXT' button, and options for 'Forgot Password?' and 'SSO Company Code Sign In'.

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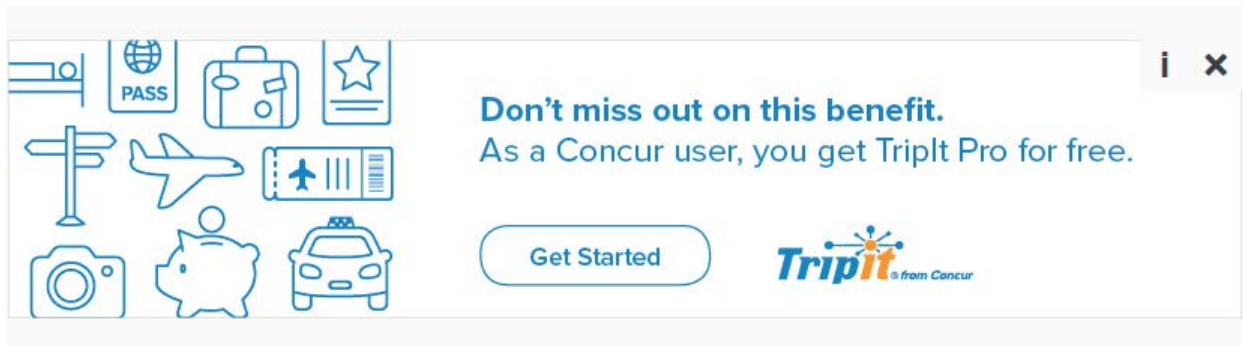


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## Activate Your Triplt Pro Subscription

Connecting Triplt to Concur and enrolling in My Travel Network provides you with a tool to manage both your business and leisure travel.

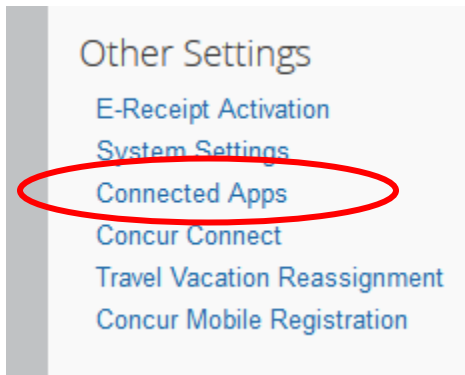
Go to [udel.edu/concur](http://udel.edu/concur), locate the Triplt Pro Travel Alert pop-up and click “Activate Subscription”



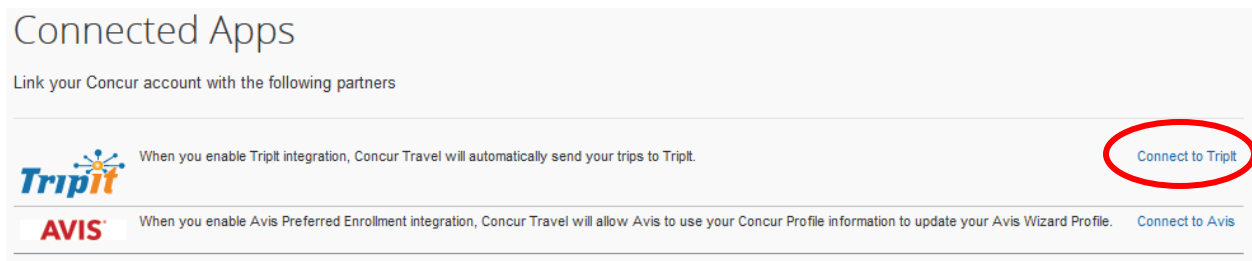
Or

Go to [udel.edu/concur](http://udel.edu/concur)

Profile > Profile Settings > Other Settings > Connected Apps



then click the Connect to Triplt link.



Find Training Resources at  
[udel.edu/concur](http://udel.edu/concur) > [Help](#) > [Training](#)  
&  
[udel.edu/procurement/concur-updates](http://udel.edu/procurement/concur-updates)