



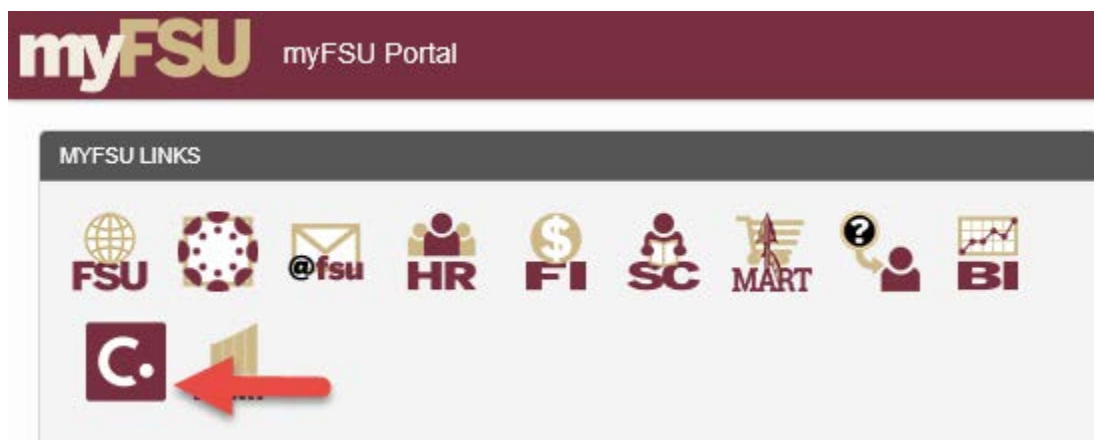
Accessing Concur

Purpose: To assist users in logging into Concur Travel and Expense Management and navigating the Concur home screen.

Logging into FSU - Concur Travel & Expense Management

Employees of the University will have access to the myFSU “Faculty & Staff” portal. To Log in:

1. Go to my.fsu.edu
2. Enter your username and password.
3. Click the link for Concur Travel and Expense Management.



If you are an FSU employee **and** student, make sure you are on the Faculty and Staff view and not as a Student. If you are not redirected to Concur after clicking on that link, or you do not see the Concur icon; please contact travel@fsu.edu.

Exploring the Home Page

The home page includes the following sections that make it easy for you to navigate and find the information you need.

1. **Quick Task Bars** – Provide direct access to create or approve an expense report, authorize a travel request, apply available electronic expenses to an expense report, or access incomplete expense reports
2. **Company Notes** – Displays University specific information
3. **Trip Search/My Trips** – Provides access to travel booking, and upcoming trips.
4. **My Tasks** – Displays a dashboard for your approvals, available expenses, and open reports.
5. **Profile** – Provides access to verify personal information for travel purposes, designate delegates, set preferences for email notifications, and set-up a mobile device



The screenshot shows the Concur user interface. At the top, the navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', 'App Center', and 'Quick Task Bars'. The 'Quick Task Bars' section displays: '+ New', '13 Required Approvals', '36 Authorization Requests', '10 Available Expenses', '20 Open Reports', and '04 Cash Advances'. Below this is the 'TRIP SEARCH' section with a 'Mixed Flight/Train Search' form. The 'COMPANY NOTES' section features a 'Concur Training Toolkit' link. The 'MY TRIPS (0)' section shows 'You currently have no upcoming trips.' The 'MY TASKS' section is divided into three columns: '13 Required Approvals' (listing three items for Michael W.), '10 Available Expenses' (listing three items), and '20 Open Reports' (listing three items).

To return to the Home page from any screen, click the **Concur** logo in the upper left corner of your screen.