Logging in to Concur

This quick guide covers how to sign into Concur from the CSUF Portal and the Financial Services Website.

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Logging in from your CSUF Portal Instructions

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<td>Go to <a href="https://fullerton.edu">https://fullerton.edu</a></td>
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<td><strong>Step 2:</strong></td>
<td><img src="image1" alt="Step 2 Screen Shot" /></td>
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<td>From the webpage click on Faculty &amp; Staff.</td>
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<td>Login with your CSUF username and password.</td>
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**Step 4:**
From your portal, go to the left-hand side of your screen and click on **More Apps**.

![More Apps](image1)

**Step 5:**
Scroll down until you see **Concur** and click on it.

**Note:** To add the Concur app to your Favorites, click on the star next to Concur.

![ConcurFavorites](image2)
## Processing Step

### Step 6:
Now you will now be able to access the Concur App from the Favorites Tab.

![Screen Shots](image)

### Step 7:
From there you will be logged into Concur where you can access your travel request and expense reports.

![Screen Shots](image)
### Processing Step

#### Step 8:
You can go to Company Notes and click on **Read More** for Travel & Procurement updates.

#### Screen Shots

![COMPANY NOTES]

**PROCUREMENT CARD BILLING CYCLE DATES**

- November 2017: 10/26/2017 - 11/27/2017
- December 2017: 11/28/2017 - 12/26/2017
- January 2018: 12/27/2017 - 1/25/2018
- February 2018: 1/26/2018 - 2/26/2018

![MY TASKS]

**03** Open Requests → **00** Available Expenses → **01** Open Reports

02/11 FEB 2018 Vienna, Va

**00** Available Expenses
You currently have no available

12/09 Test

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### Logging in from the Financial Services Website Instructions

#### Processing Step

#### Step 1:
Go to [http://finance.fullerton.edu/concur/](http://finance.fullerton.edu/concur/)

#### Screen Shots

![Concur]

"CONCUR TRAVEL GO LIVE - FALL 2017"

The following Divisions are required to submit travel requests and expense reports through Concur based on their Go Live Date. Manual / paper travel requests and travel expense claims will no longer be accepted. If you have any questions, please contact [concur@fullerton.edu](mailto:concur@fullerton.edu)

- Division of Administration and Finance - Go Live September 1, 2017
- Division of Information Technology - Go Live October 1, 2017
### Processing Step

| Step 2: | From the website click on **Login**. |

### Screen Shots

![Login Screen Shot](image)

### Processing Step

| Step 3: | Login with your CSUF username and password. |

### Screen Shots

![Login Screen Shot](image)
### Processing Step

**Step 4:**
From there you will be logged into Concur where you can access your travel request and expense reports.

### Screen Shots

![Concur Screen Shots](image1)

**Step 5:**
You can go to Company Notes and click on Read More for Travel & Procurement updates.

![Company Notes Screen Shots](image2)