

TRAVEL APPLICATION

General

HELPFUL HINTS

Use of the Concur mobile app requires a few simple steps for initial set up as detailed below. This will only be required once, unless a new mobile device is acquired or an additional device needs to be registered. Those steps include:

- Download the app to a mobile device
- Verify email address within Concur
- Register a mobile device within Concur by creating a new PIN (personal identification number)



Tip: the Concur app requires the mobile device to have password protection or another type of secure screen lock.

DOWNLOAD THE APP

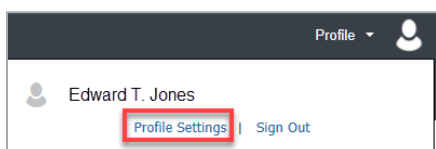
Visit Google Play Store for android devices or Apple App Store for iOS devices. From the mobile device app store, search for SAP Concur and click on **INSTALL**.



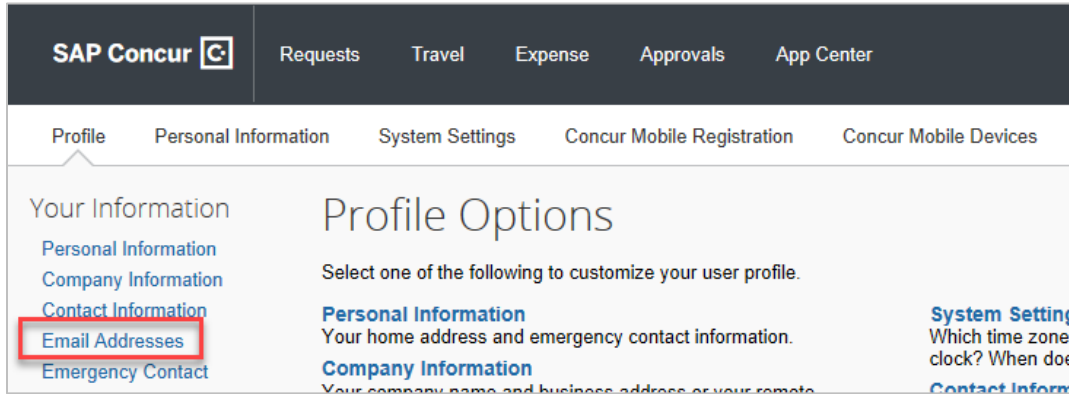
While the app is installing, continue with the instructions listed below.

VERIFY EMAIL ADDRESS WITHIN CONCUR

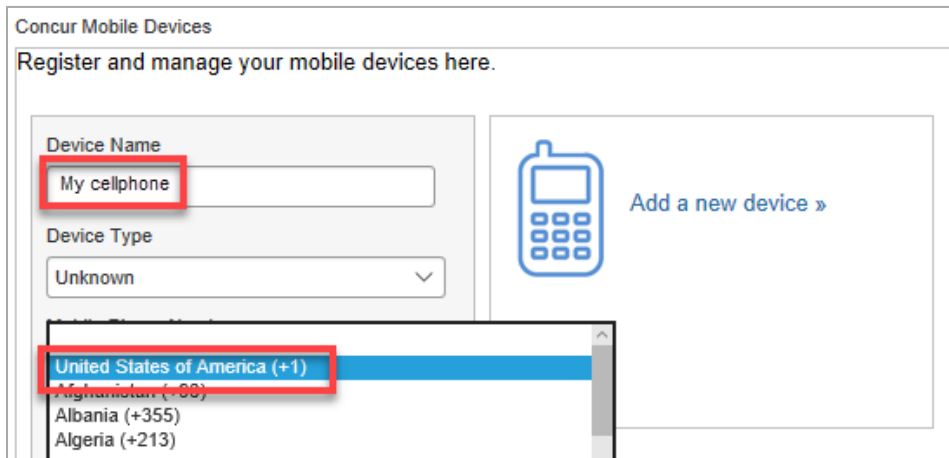
Log into Firefly from a computer and launch Concur. Click on *Profile* at the top right, then *Profile Settings*.



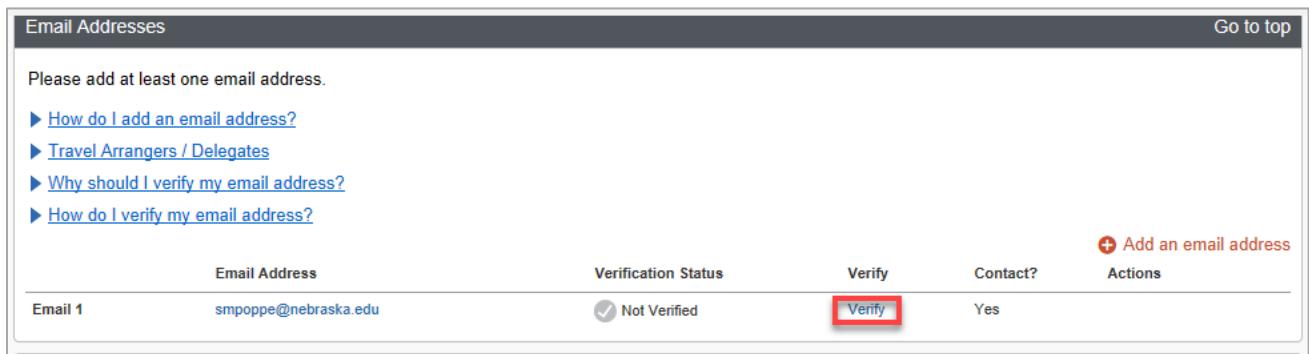
From the left panel, click on email addresses.



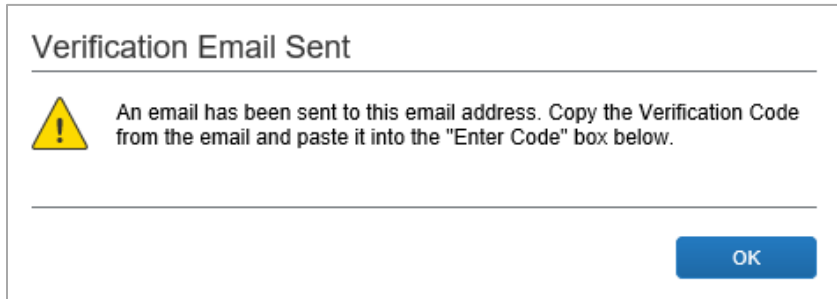
A pop-up window may appear asking to enter a country code to the mobile phone number. Enter a device name (e.g.; my cellphone) and add the country code United States of America(+1) . Click on save.



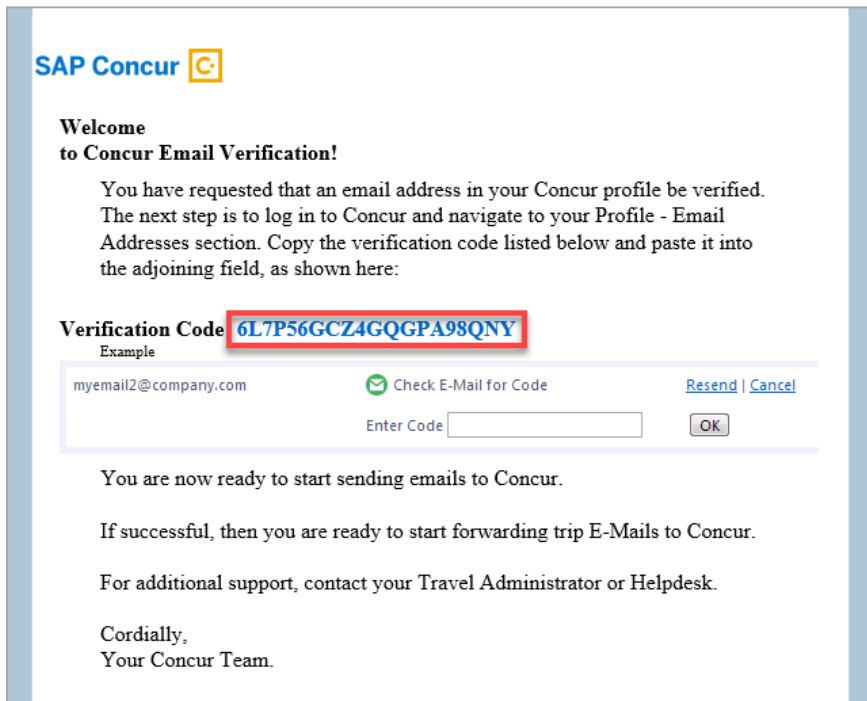
Scroll to find the email addresses section and click on verify in the row next to email 1. Note: email 1 cannot be updated. To add another email address, click on **+ Add an email address**.



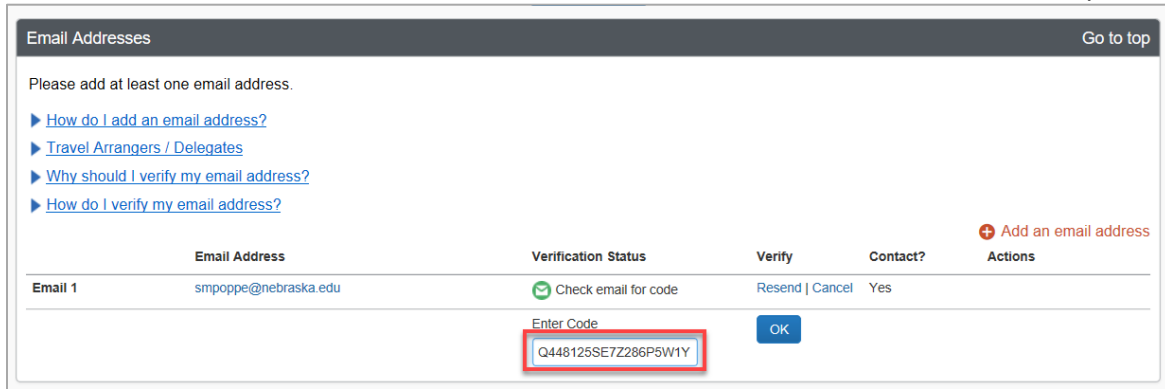
A pop-up message will appear. Click on OK.



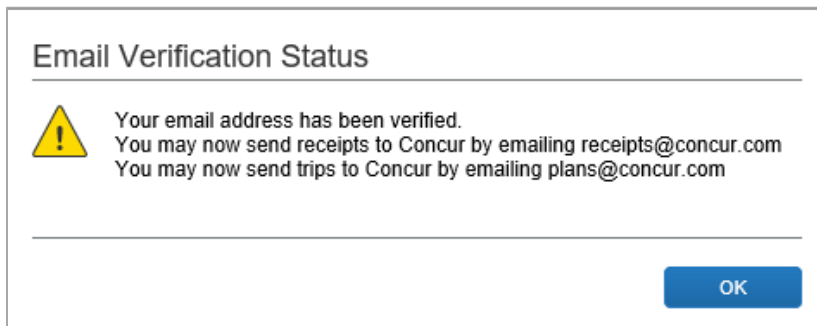
An email confirmation will be sent to the email 1 address listed in Concur. Please check spam or junk folders if the email does not appear in the inbox. The email will contain a verification code.



Copy the code from the email and paste it into the *Enter Code* field. Click on **OK**.

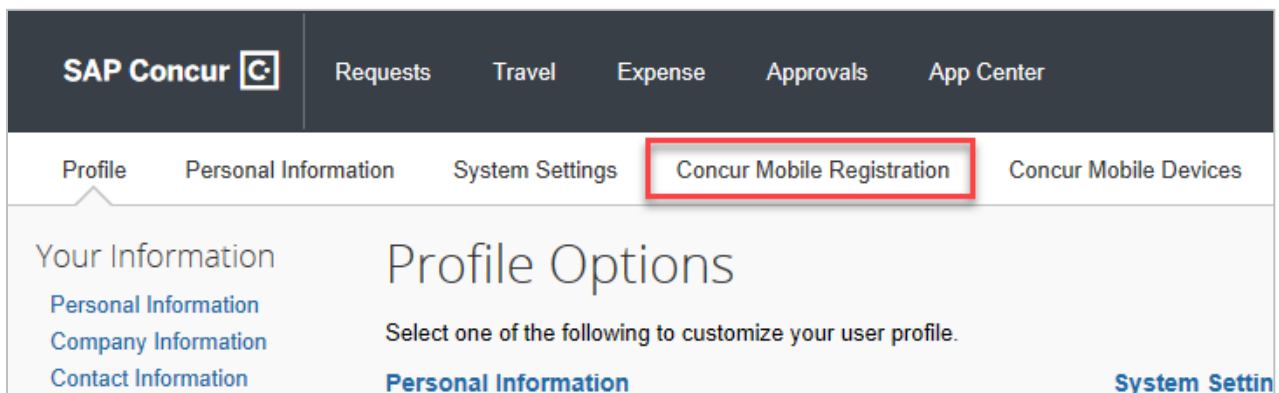


A verification pop-up message appears. Click on **OK**.



REGISTER A MOBILE DEVICE WITHIN CONCUR

From the top panel options, click on Concur Mobile Registration



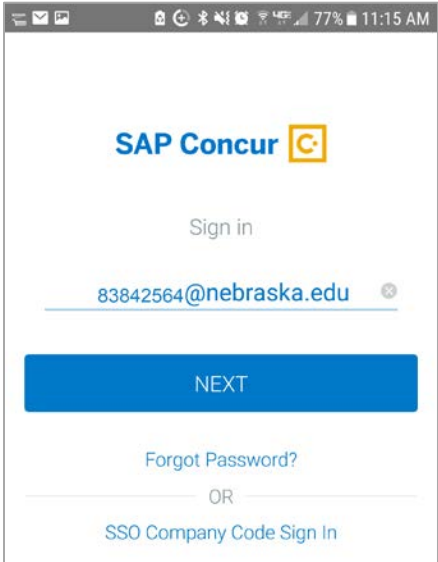
Create a PIN (personal identification number) and click on **Set Concur Mobile PIN**.

A confirmation message appears.

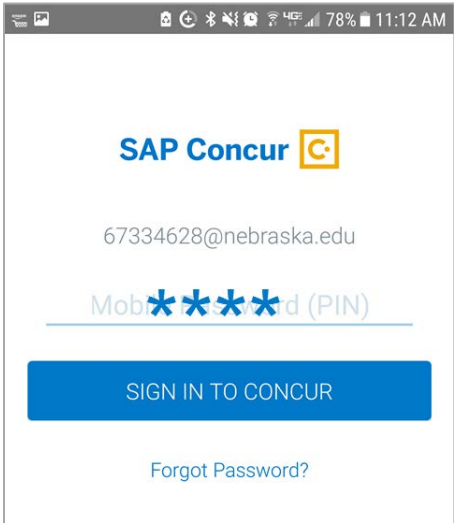
LOG INTO CONCUR MOBILE APP

1. Open the Concur app on the mobile device. A few helpful hints may appear on the screen – simply click through them.
2. Using your NUID*, enter the NUID and @nebraska.edu for the user name. Click on **NEXT**.

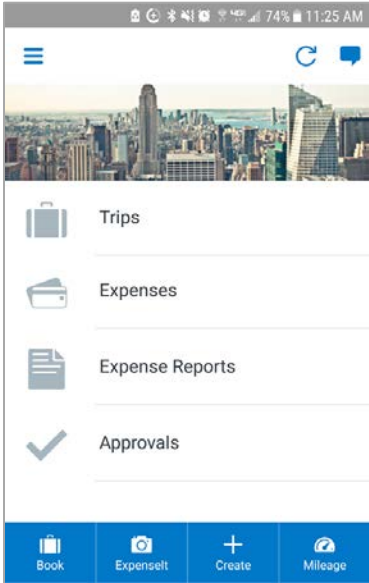
*UNMC use your NetID



3. Enter the PIN and click on **SIGN IN TO CONCUR**.



4. The Concur app opens.

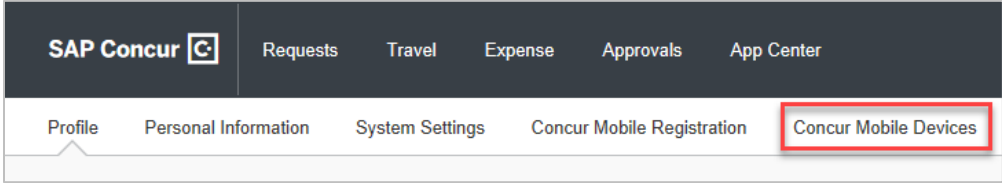


The Concur app has successfully been downloaded. No further action is needed.

ADD OR EDIT A MOBILE DEVICE

If a new device (e.g.; cellphone) is purchased, that device will need to be registered within Concur and the app will need to be downloaded.

From the top panel options, click on Concur Mobile Devices.



Edit the current mobile device or add a new device.

