



New SAP Concur Mobile Login Procedure

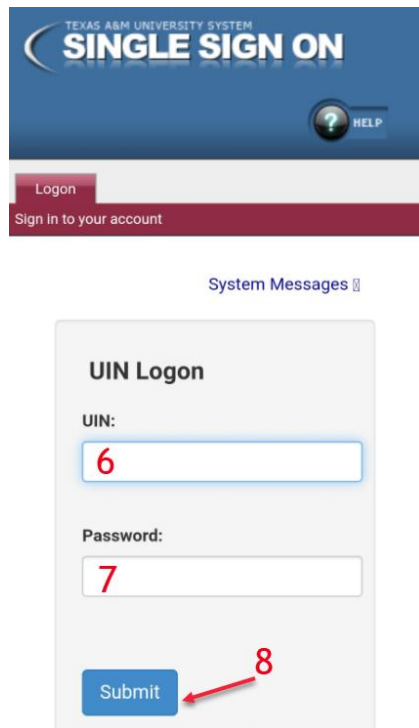
1. Click on the Concur Mobile App
2. Enter either the verified email address from your profile or your Concur Username, which will be YourUIN@tamus.edu
 - a. If you do not yet have a verified email address, please log into Concur and click Profile>Profile Settings and then click Email Addresses
 - b. Choose an email address to verify, or add multiple, and click the “verify” link.
 - c. Concur will send an authentication code to that email address
 - d. Copy and paste the code into the box in Concur to verify that email address
 - e. In addition to the Mobile Login, the verified email address may be used to forward in images, reservation confirmations, etc.

A screenshot of the SAP Concur mobile login interface. At the top, the "SAP Concur" logo is displayed. Below it, the text "Sign In" is centered. A text input field is shown with a yellow highlight above it containing the text "Username, verified email address, or SSO code". The input field contains the number "2" in red. Below the input field is a blue button labeled "Next". At the bottom, there is a checkbox labeled "Remember me" and a link labeled "Forgot username?".

3. Click Next
4. Click “Sign in with TAMUS SSO for TAMU Concur”



5. You will then be redirected to TAMUS' SSO Login Page
6. Enter your UIN
7. Enter your SSO Password
8. Click Submit



9. Once you have logged into SSO you will be redirected back to SAP Concur Mobile