



Accessing Concur

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

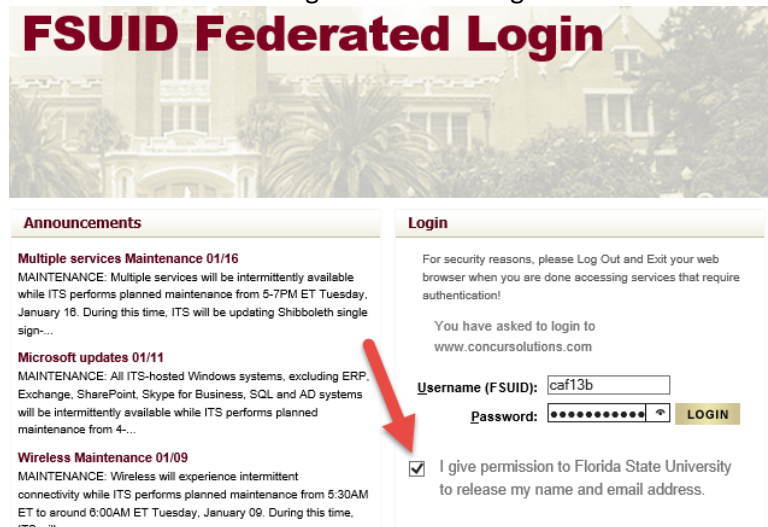
Logging into FSU - Concur Travel & Expense Management

Employees of the University will have access to my.fsu.edu 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.



4. Users must enter their OMNI login information again and check the checkbox.





Exploring the Home Page

The screenshot shows the Concur Home Page interface. At the top, there is a navigation bar with the Concur logo and menu items: Requests, Travel, Expense, Approvals, Reporting, App Center, and Quick Task Bars. A red box highlights the 'Quick Task Bars' label. Below the navigation bar, a user greeting 'Hello, Carla' is displayed. To the right, a dashboard shows key metrics: '+ New', '13 Required Approvals', '36 Authorization Requests', '10 Available Expenses', '20 Open Reports', and '04 Cash Advances'. A red box highlights the '36 Authorization Requests' metric. Below the dashboard, there are several sections: 'TRIP SEARCH' (highlighted with a red box), 'COMPANY NOTES' (highlighted with a red box), 'MY TRIPS (0)' (highlighted with a red box), and 'MY TASKS' (highlighted with a red box). The 'MY TASKS' section displays a list of tasks: '13 Required Approvals', '10 Available Expenses', and '20 Open Reports', each with a list of items and amounts.

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

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