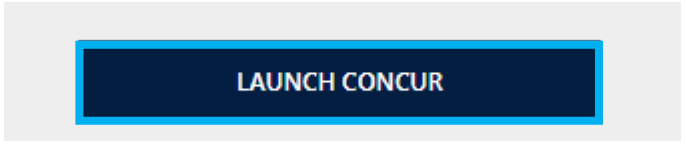
How to sign in to Concur

1. **Go to Concur**
   Visit **utep.edu/travel/concur** and select **Launch Concur**

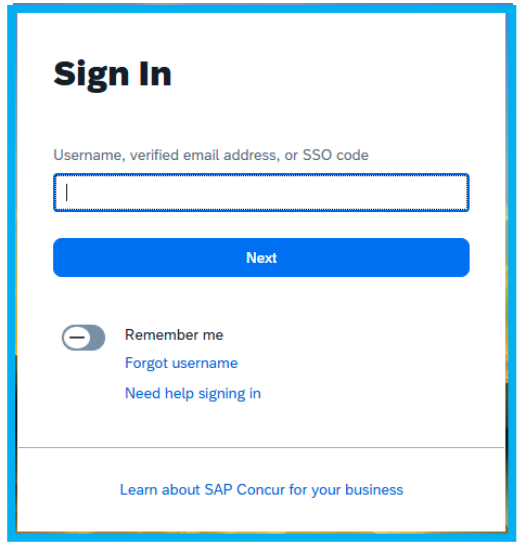
2. **Sign in** with your UTEP Credentials

3. **View the Home Page**
   Once signed in, you'll be taken to the Concur Home Page, which serves as your main starting point

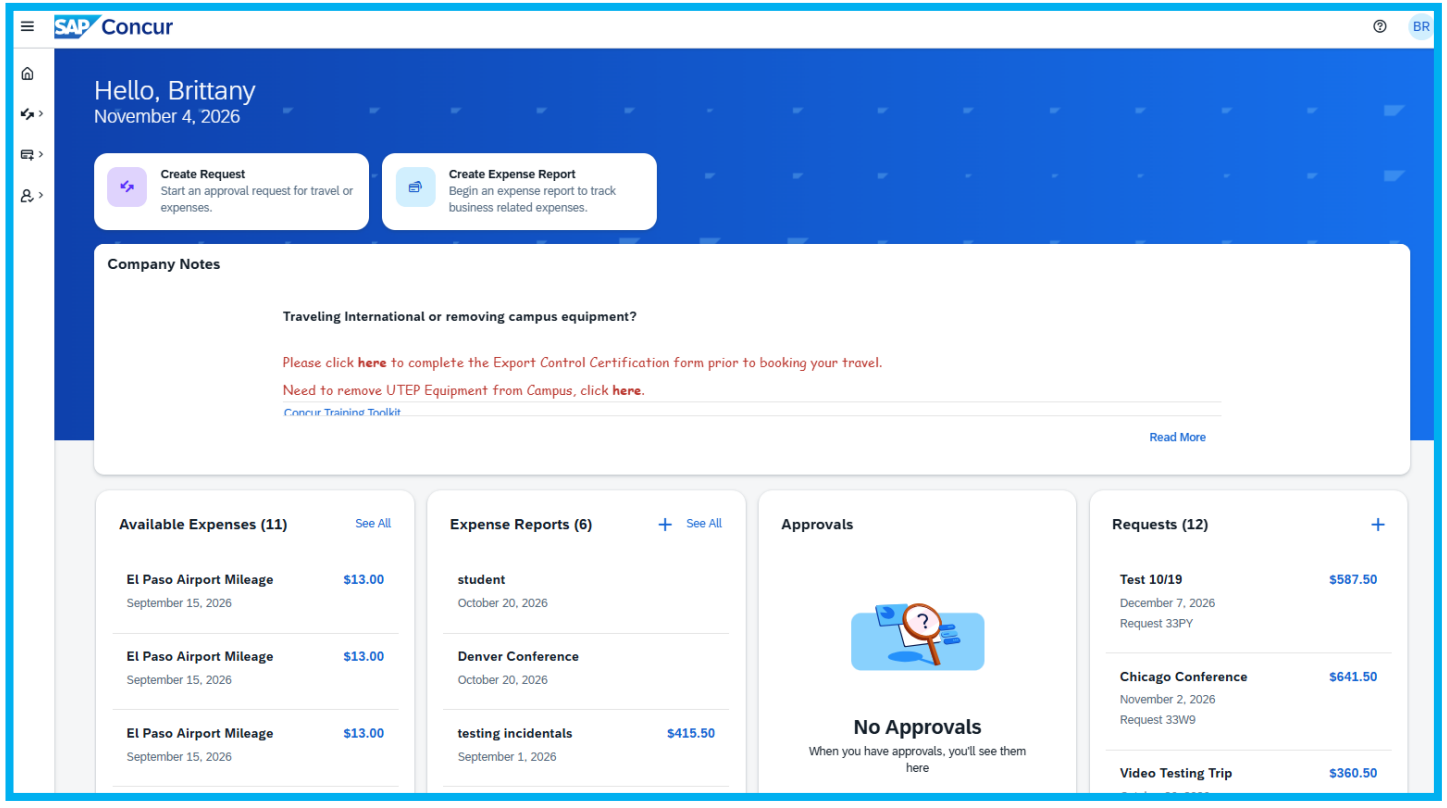
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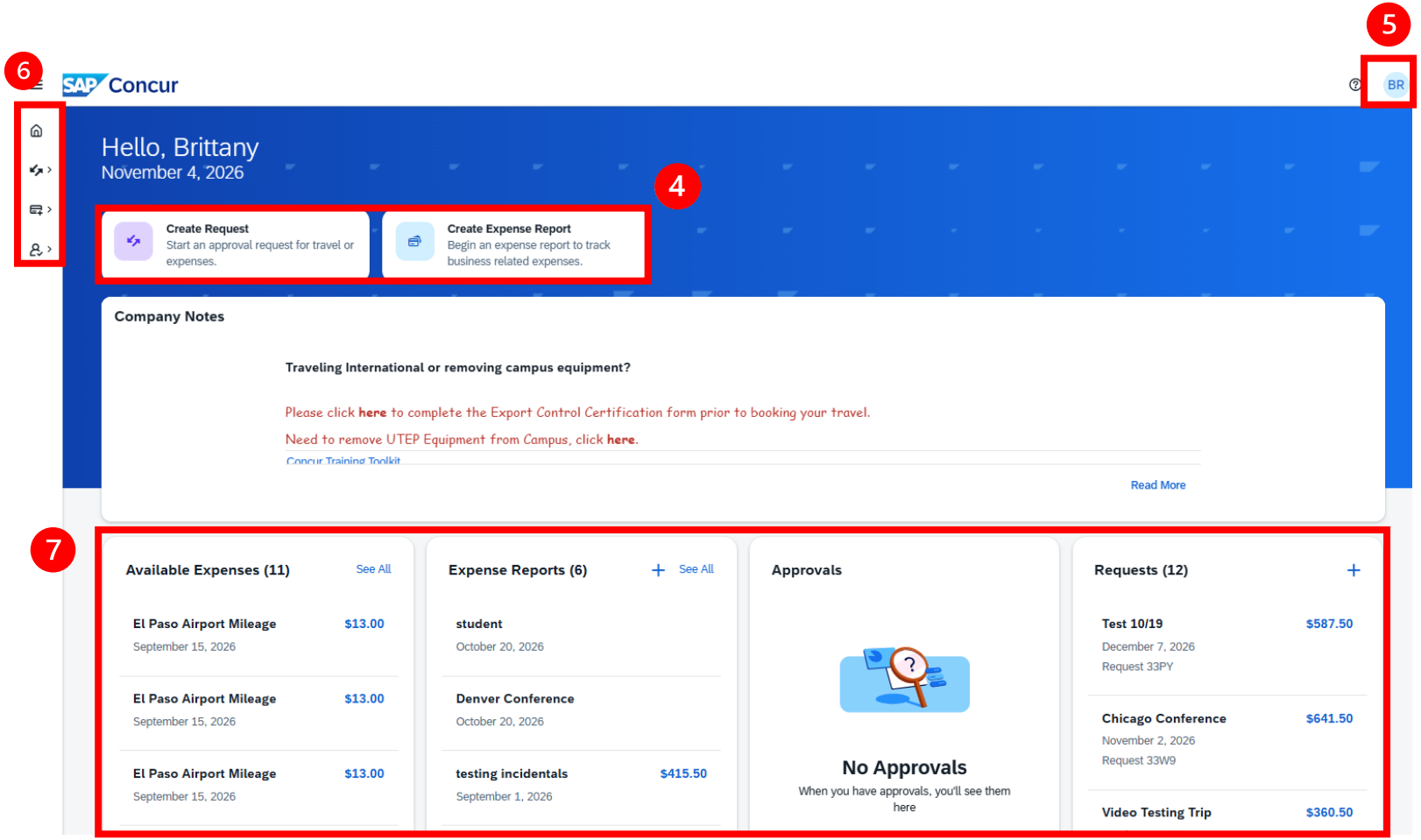
2



3



Concur Home Page Tour



4. Quick Action Buttons - Create & Submit
Create Travel Requests and Expense Reports for travel approval and reimbursement

5. Profile and Settings:
Access your profile, user settings, delegates, expense preferences, and system notifications

6. Navigation Menu:
Quick access to key Concur modules, including the Home page, Travel, Expense, Approvals

7. Expense & Request Management:
View and manage expenses, reports, approvals, and travel requests all in one place

Next Up: Working as a Delegate - Learn how to access and submit travel requests and expense reports on behalf of someone else.