

How Does a Traveler Request Access to Concur

Statewide Travel Program



HOW DOES A TRAVELER REQUEST ACCESS TO CONCUR

Contents

1.	Introduction	3
2.	Self-Registration Link	4
3.	Travel Coordinator Creates the Account	5
4.	Additional Resources	7

1.Introduction

Note: Each agency has a different travel policy for how to request access to Concur, please refer to your agency's travel policy and Travel Coordinators with any questions. If you are unsure who your agency Travel Coordinators are, please contact the Statewide Travel Program (STP) at <u>StatewideTravelProgram@dgs.ca.gov</u>. Please note that STP does **not** set up Concur Profiles for agency travelers.

There are two different ways your agency Travel Coordinator(s) can create a new Concur account: send you the self-registration link or create your profile for you.

2.Self-Registration Link

If your Travel Coordinator sends you the self-registration link, please:

- 2.1 Type your email. Make sure the domain matches your agency domain.
- 2.2 Fill out your contact information. Please make sure that your first, middle and last name match your photo identification you will be presenting at the airport.
- 2.3 Fill out your home address.
- 2.4 Edit the configuration settings if a different time zone or date format are needed.
- 2.5 Click 'submit' for approval.

Use	r Regist	ration
	CI AZUN	To see the Notice on Collection for details on how the Statewide Travel Program collects, uses, and shares personal information you provide through this form, please follow this link: https://www.dgs.ca.gov/OFAM/Travel
		Welcome to Concur!
		Registering for your account is quick and easy. Please fill in the information requested below to continue.
Please fill address (b	out all fields. Typically, yo before the ""@"").	our Cliqbook Log-in should be the same as the first part of your email
Account	Information	
Z.1	Concur Login *	@
Your last n will be away ticket. 2.2	Name and Airport 3 mes shown below a presenting at the a at the gate if the nar First Name * Middle Name Last Name * Work Email Address * Work Phone * Home Phone	Security: Please make certain that the first, middle, and are identical to those on the photo identification that you irport. Due to increased airport security, you may be turned me on your identification does not match the name on your
Home Ac 2.3	Idress Street Address 1: Street Address 2: City Country/Region State/Province/Region Postal Code	In p.o. boxes please
Configur	ation Settings	
2.4	Time Zone * Date Format *	(UTC-08:00) Pacific Time (US & Canada)
2.5	d fishle see	Submit Reset
Please r travel. T If you ha	remember to review his can be done by ave any difficulties re ce.	and update your travel profile before attempting to arrange clicking on My Travel Profile from the Travel Home page. agistering, please contact your Travel Administrator for

3. Travel Coordinator Creates the Account

If your Travel Coordinator(s) have created the profile for you, or once your selfregistration has been approved, you will receive an email from Concur requesting you to reset your password.

Click the 'Reset Your Password' button or link in the email.

Password Reset Request	
noreply@concur.com To (i) If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download	of some pictu
CAUTION: This email originated from a NON-state email address. Do not click links or open attachmen	nts unless you
×	×
Password Reset Request	
Hello William Never, To reset the password associated with Login ID please click on the following button: Reset Your Password	
If the button is not working correctly or is not being displayed, please copy and paste link below into your browser: https://us2.concursolutions.com/nui/signin/reset/password?lang=en&handle=%2BaW 2Bspchpd4kl%2FFDZEmoaHUnlqWtGMUaujHuBh2X%2BNyGhEkRSoYsb% 2Bs0AeeNhUOgFw%3D%3D&token=dd-to02gbn1udm5d4v0subc7mme9ee This link will expire in 24 hours.	the <u>%</u>

Follow the prompts to create your password.

incour i	4550014	
Your company requ requirements:	ires your password to meet these	
 Be between 8 	and 255 characters	
Be different fro	om your last 4 passwords	
New Password 🕜		
Confirm New Passwo	ord	
	Submit	

You will need to plug in your email and password again.

HOW DOES A TRAVELER REQUEST ACCESS TO CONCUR

Now, you will set up 2 Factor Authentication. If you're unsure how to do that, please see <u>'How to Set Up 2 Factor Authentication'</u> for more information.

Once that is complete, you should be able to log into your Concur account.

4. Additional Resources

As a traveler, your first resource for all travel-related inquiries is your agency Travel Coordinator(s). Other helpful resources are:

Statewide Travel Program Training Resources Page

Concur Two-Factor Authentication (2FA) User Guide

How to Set Up 2FA (Video)

How Does a Traveler Request Access to Concur? (Video)

CI Azumano Web Page

Concur Login Page