

OCT
2024

How Does a Traveler Request Access to Concur

Statewide Travel Program



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 StatewideTravelProgram@dgs.ca.gov. 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.

User Registration

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 out all fields. Typically, your Cliqbook Log-in should be the same as the first part of your email address (before the "@").

Account Information

2.1 Concur Login * @

Contact Information

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

2.2

First Name *

Middle Name

Last Name *

Work Email Address * @

Work Phone *

Home Phone

Home Address

2.3 no p.o. boxes please

Street Address 1:

Street Address 2:

City

Country/Region United States of America ▼

State/Province/Region None Selected ▼

Postal Code

Configuration Settings

2.4

Time Zone * (UTC-08:00) Pacific Time (US & Canada) ▼

Date Format * M/D/Y ▼

2.5

* marked fields are mandatory

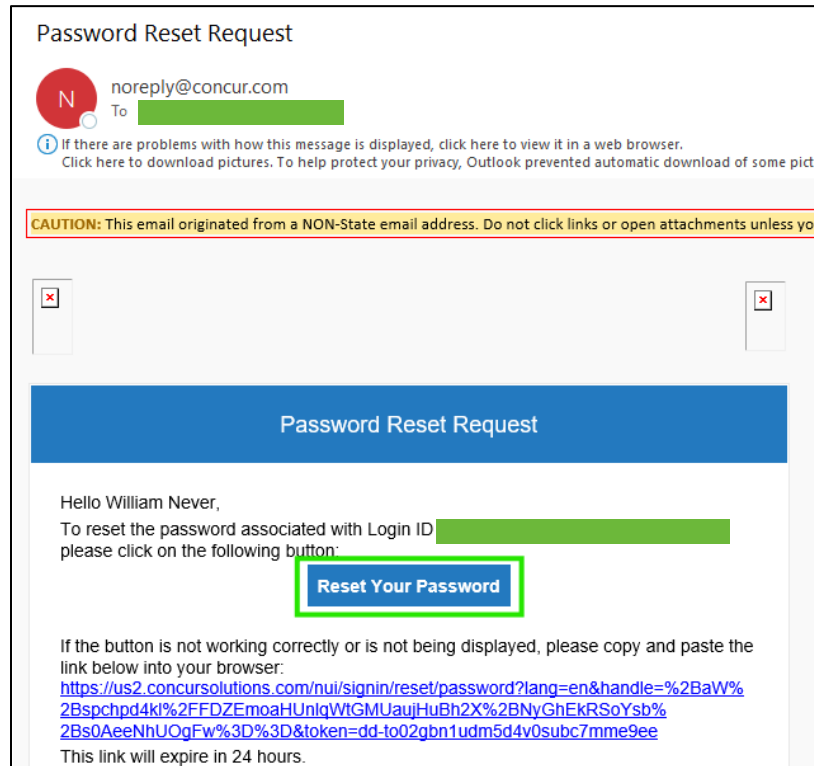
Please remember to review and update your travel profile before attempting to arrange travel. This can be done by clicking on **My Travel Profile** from the Travel Home page.

If you have any difficulties registering, please contact your Travel Administrator for assistance.

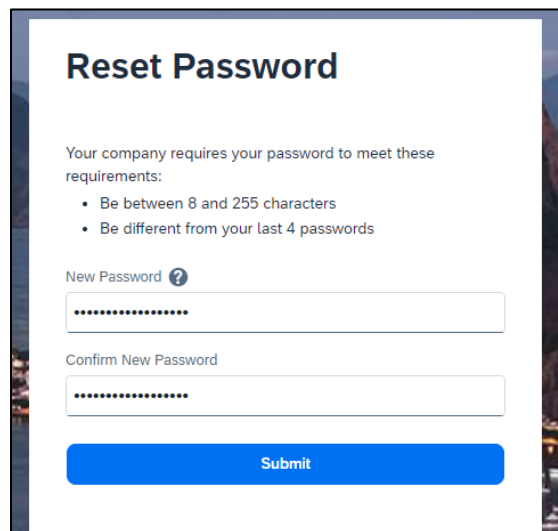
3.Travel Coordinator Creates the Account

If your Travel Coordinator(s) have created the profile for you, or once your self-registration 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.



Follow the prompts to create your password.



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 ['How to Set Up 2 Factor Authentication'](#) 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](#)