How Does a Traveler Request Access to Concur

Statewide Travel Program

DGS
GENERAL SERVICES

Contents

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.

3.Travel Coordinator Creates the Account

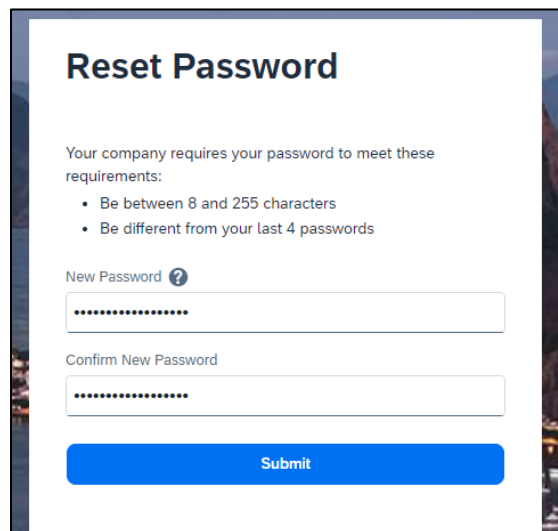If your Travel Coordinator(s) have created the profile for you, or once your self-registration has been approved, you will receive an email from Concur requesting you to reset your password.

Click the 'Reset Your Password' button or link in the email.
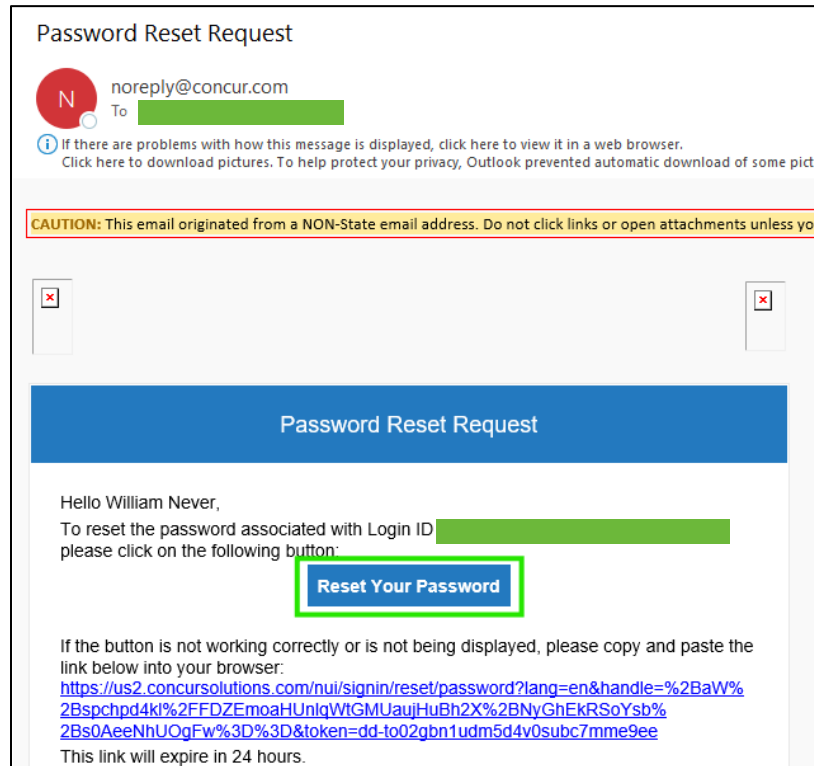
Follow the prompts to create your password.

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

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