Welcome to Concur! Here's how to get started…

Log-In

Go to **udel.edu/concur**. Use your UD single sign on credentials.

Enable E-Receipts

Go to udel.edu/concur > Profile > Profile Settings > Profile Options > E-Receipt Activation. On the E-Receipt Activation page, click the **"here"** link, then click the **"I Agree"** button.

Complete Personal Profile

Go to udel.edu/concur > Profile > Profile Settings > Profile Options. Verify that your first, middle, and last names are identical to those on the photo ID you will present at an airport when traveling. Add and verify any email addresses (work and personal) that you will use to send receipts or travel itineraries to Concur.

Concur Mobile App

Go to udel.edu/concur > Profile > Profile Settings > Profile Options > Concur Mobile Registration. Note that your Concur Username *for your mobile device* will be your UD Employee ID Number @udel.edu. Follow prompts to select your Concur Mobile PIN. Request a link to be sent to your mobile device or go to the App Store, search for Concur, then download app. Log in to app with your Concur Mobile Username and PIN. The first time you log in to the app, you will receive a pop-up alert that your PIN has expired. Close the alert and enter your PIN again. The second login attempt will be successful.

Complete Travel Profile

Go to udel.edu/concur > Profile > Profile Settings > Profile Options > Travel Profile Options. Complete relevant sections. Under My Travel Network, click **"I agree"** to link any current or future loyalty programs you add to Concur.

Activate Your TripIt Pro Subscription

Go to udel.edu/concur, locate the TripIt Pro Travel Alert pop-up and click "Activate Subscription" or go to udel.edu/concur > Profile > Profile Settings > Other Settings > Connected Apps, then click the Connect to TripIt link.

Select a Travel Arranger/Assistant

Go to udel.edu/concur > Profile > Profile Settings > Profile Options > Setup Travel Assistants. Click the **"Add an Assistant"** link. Type the name of your Travel Assistant. Select what actions they can take on your behalf. Click **"Save"** button.

Select a Delegate

Go to udel.edu/concur > Profile > Profile Settings > Profile Options > Expense Delegates. Click **"Add"** button. Type the name of your Delegate. Select what actions they can take on your behalf. ("Can Approve Temporary" allows a delegate to be selected for a limited period of time) Click **"Save"** button.

Find Training Resources at udel.edu/concur > Help > Training & udel.edu/procurement/concur-updates