

## How to log into SAP Concur for the first time

**Note:** The first login on SAP Concur should be on your laptop or desktop computer rather than your mobile device.

1. Add your login to the sign in page (this is usually your email address). Then click **Next**.

Username, verified email address, or SSO code

testemp@gloucestershire.gov.uk

Next

2. In the next screen click on the **SAP Concur Password** option.

SAP Concur Password

3. Then click on **Forgot password**

4. In the next screen click on **Send** to send an email to yourself to reset the password.

5. In the email you receive click on

Reset Your Password

6. In the next screen set a password and click **Submit**

New Password

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Confirm New Password

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Submit

Contd on next column

7. Then click **Return to Sign In**

8. In the next screen add your email address and click **Next**

Username, verified email address, or SSO code

testemp@gloucestershire.gov.uk

Next

9. Then click **SAP Concur Password**

10. In the next screen add your new password and click **Next**

11. In the next screen there will be a QR code.

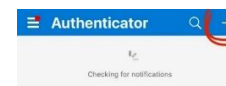


This is used to enable Two-factor Authentication which requires two different authentication factors to establish identity.

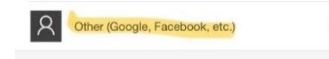
12. Download an authenticator app to your mobile phone from the Apple App Store or Google Play store. **We recommend Microsoft Authenticator.**

13. In the authenticator app click on **Add account** or '+' sign or whichever button is available in the authenticator app for you to add a new account.

Contd on next column



14. Select 'Other'



15. Scan the QR code on the Concur screen to add your SAP Concur to the authenticator app.



16. Add the 6-digit code generated by the app into the **Authentication Code** field on the Concur sign in page before the code expires (after around 30 seconds) then click **Sign In**. If the code expires the app will generate a new one.

Authentication Code

17. You are now logged into SAP Concur, the **IAS** option on the login screen can be used for future logins which means a password does not need to be added (sometimes it may prompt you to add your email again). A 6 digit code from your authenticator app may be required for future logins.