

Logging into Concur

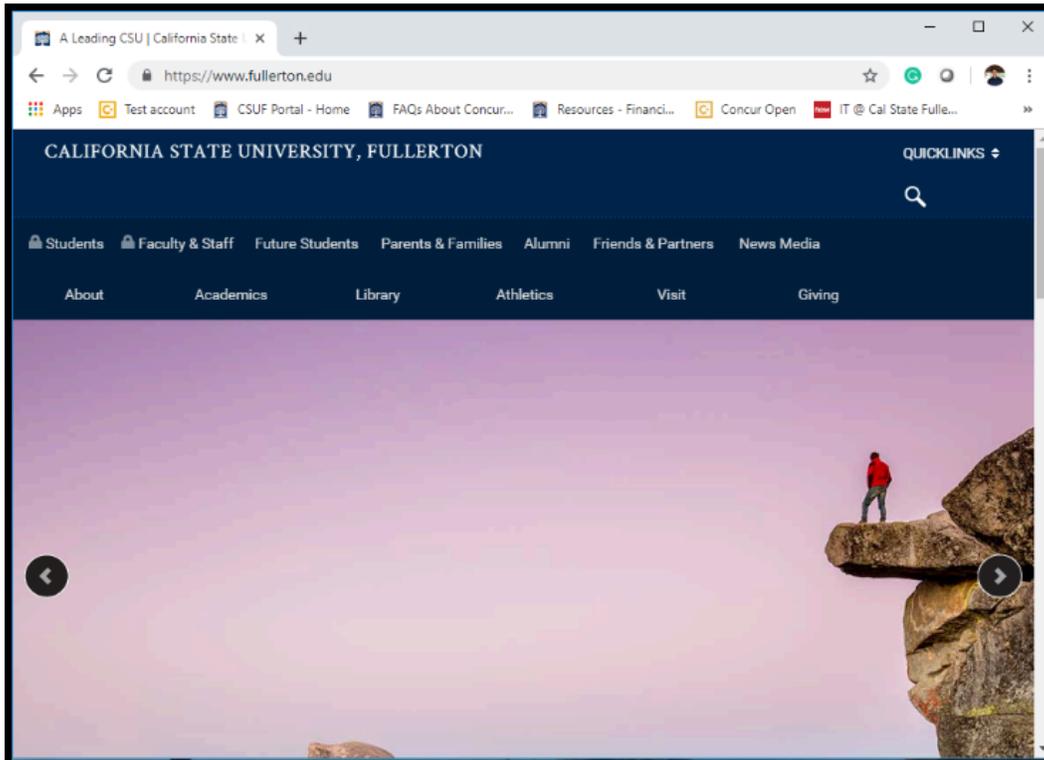
As a Concur user, you have two options to log in and access your account. This quick guide will cover how to sign into Concur from your **CSUF Portal** and the **Financial Services Website**.

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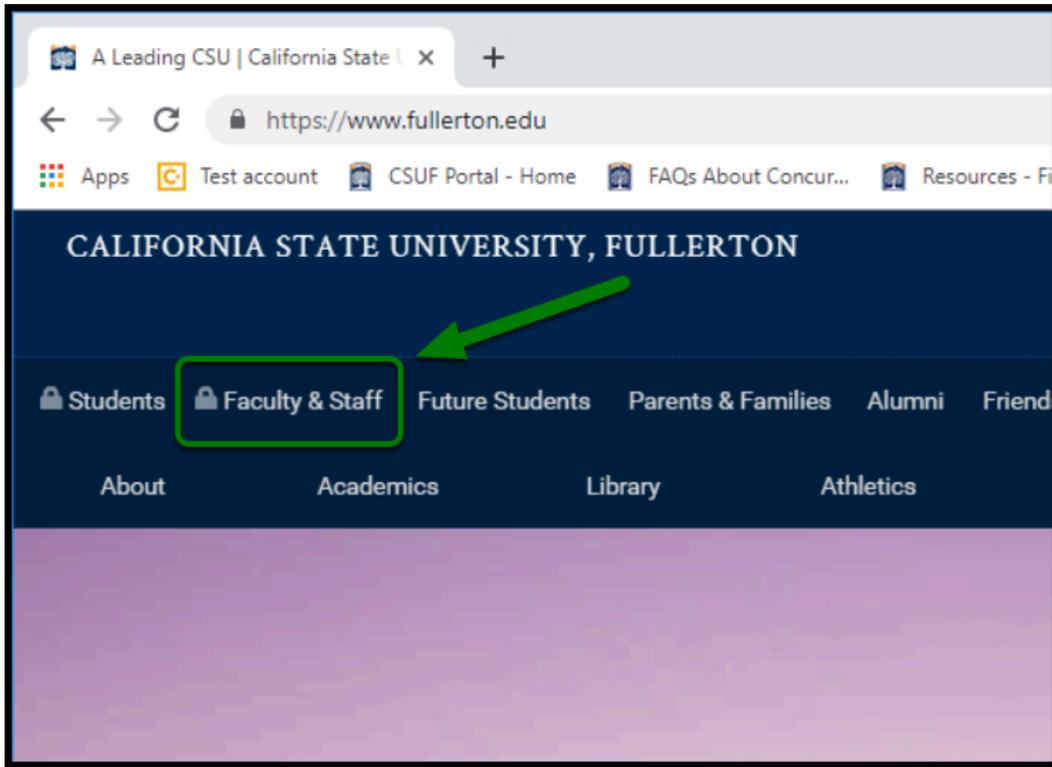
- [Logging in from your CSUF Portal](#)
- [Logging in from the Financial Services Website](#)

Logging in from your CSUF Portal

Step 1. Go to <https://www.fullerton.edu/>



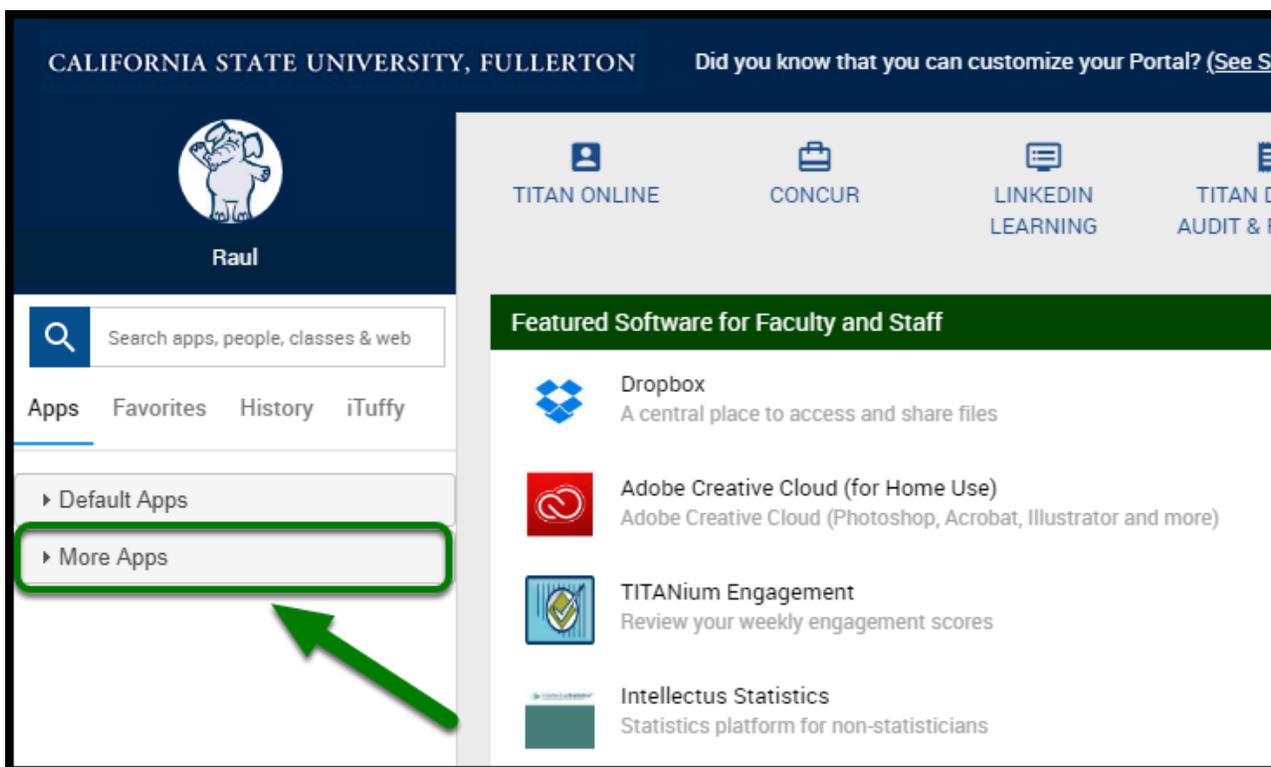
Step 2. From the webpage, click on **Faculty & Staff**.



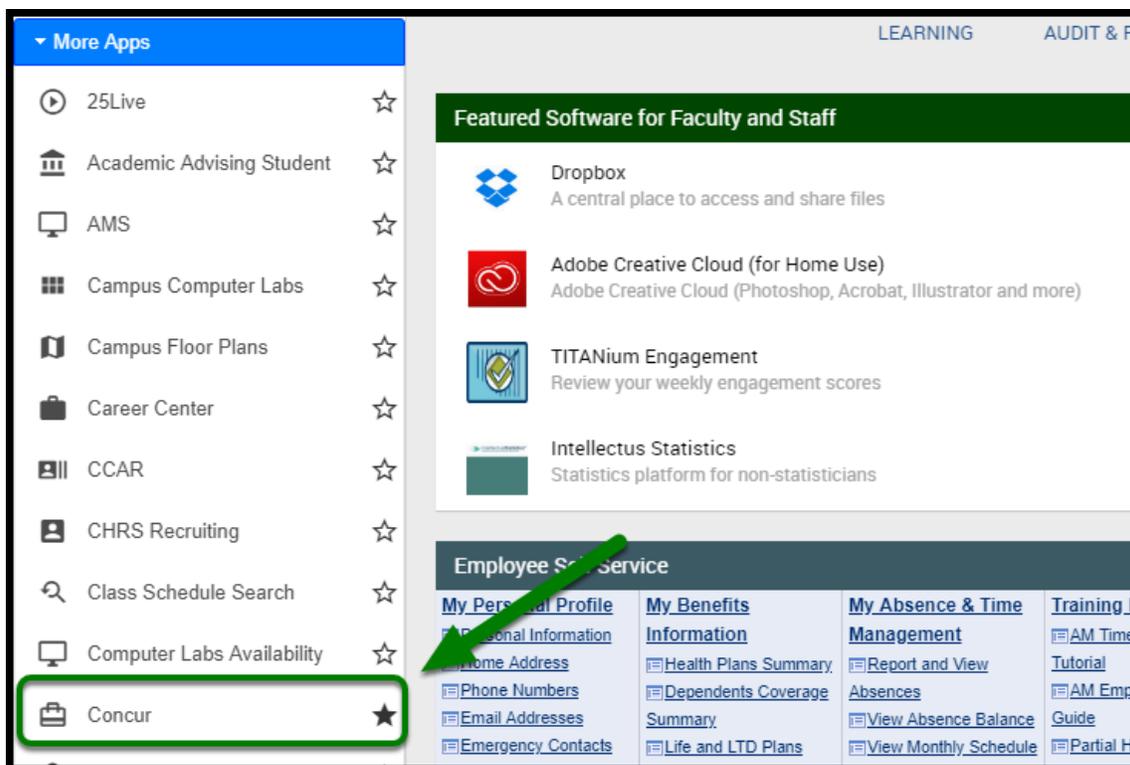
Step 3. Log in with your **CSUF username** and **password**.



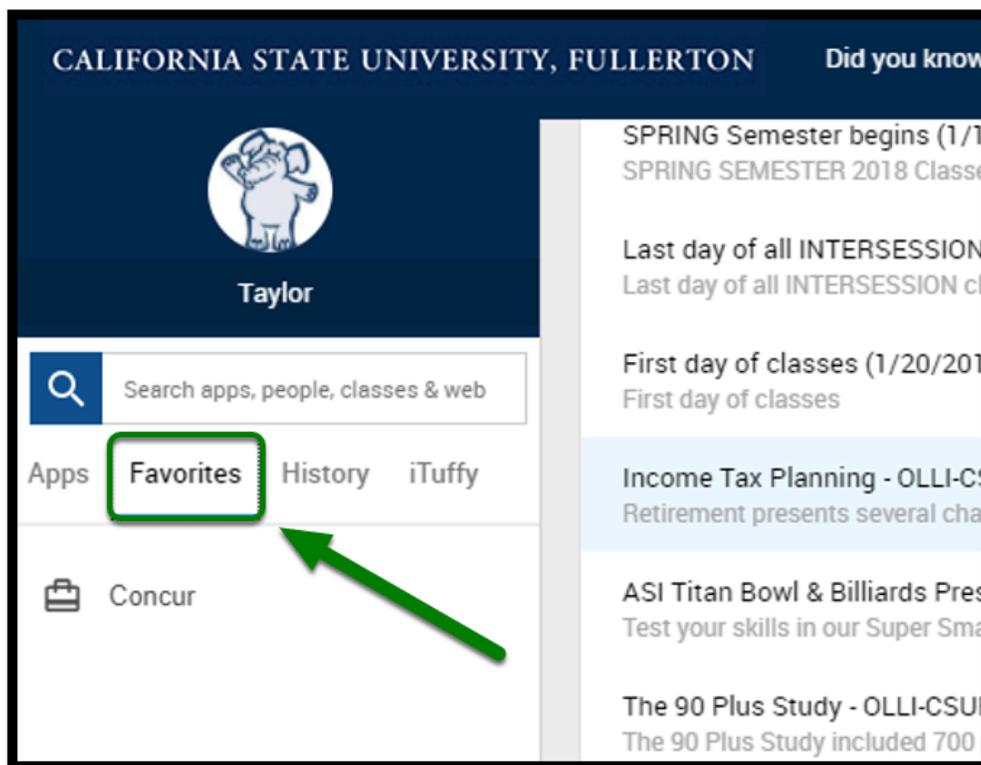
Step 4. From your portal, go to the left-hand side of your screen and click on **More Apps**.



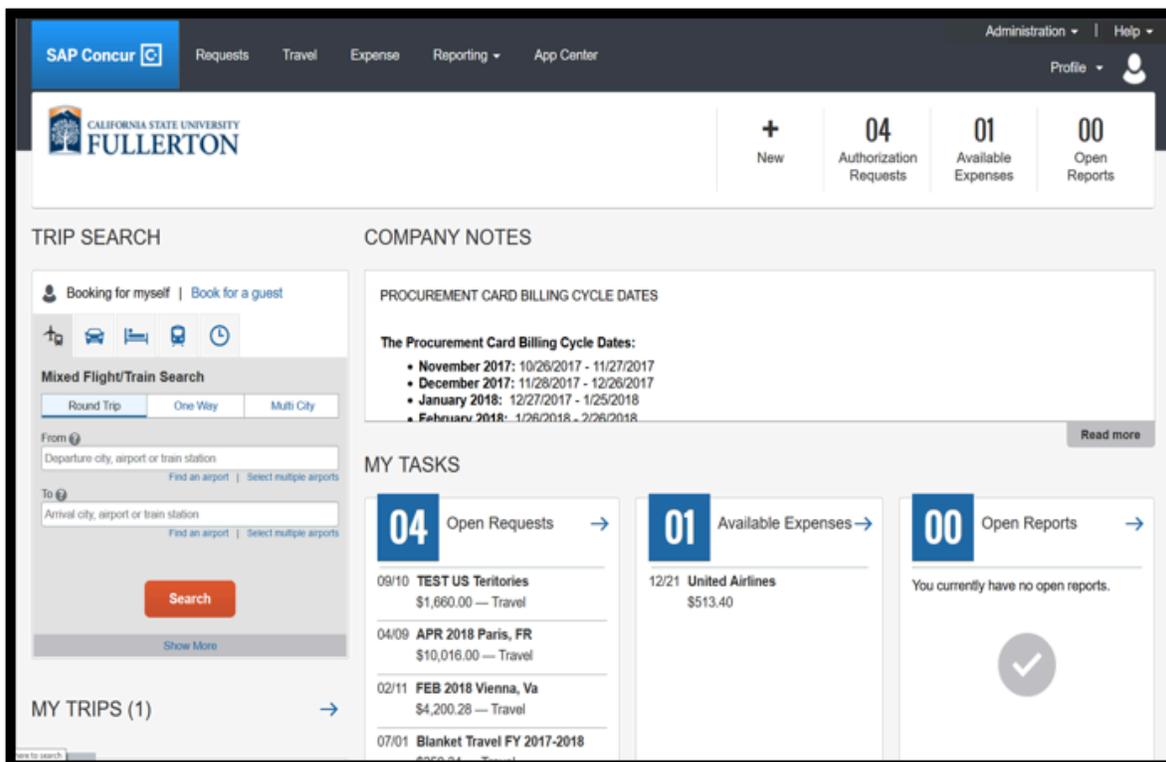
Step 5. To add the Concur app to your Favorites, click on the **star** next to Concur.



Step 6. Now you will be able to access the Concur App from the Favorites Tab.



Step 7. From there you will be logged into Concur where you can access your travel request and expense reports.



Step 8. You can go to Company Notes and click on **Read More** for Travel & Procurement updates.

COMPANY NOTES

PROCUREMENT CARD BILLING CYCLE DATES

The Procurement Card Billing Cycle Dates:

- **November 2017:** 10/26/2017 - 11/27/2017
- **December 2017:** 11/28/2017 - 12/26/2017
- **January 2018:** 12/27/2017 - 1/25/2018
- **February 2018:** 1/26/2018 - 2/26/2018

Read more

MY TASKS

03 Open Requests → 02/11 FEB 2018 Vienna, Va \$1,220.00 - Travel	00 Available Expenses → You currently have no available	01 Open Reports → 12/08 Test \$14.04
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Logging in from the Financial Services Website

Step 1. Go to <http://finance.fullerton.edu/concur/>

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Administration and Finance

Financial Services

ABOUT IMPLEMENTATION TRAINING ROLL-OUT FAQs LOGIN

Concur

CONCUR TRAVEL GO LIVE - FALL 2017

The following Divisions are required to submit travel requests and expense reports through Concur based on their Go-Live Date. Manual / paper travel requests and travel expense claims will no longer be accepted. If you have any questions, please contact concur@fullerton.edu

- Division of Administration and Finance - Go Live September 1, 2017
- Division of Information Technology - Go Live October 1, 2017

Step 2. From the website, click on **Login**.

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Administration and Finance

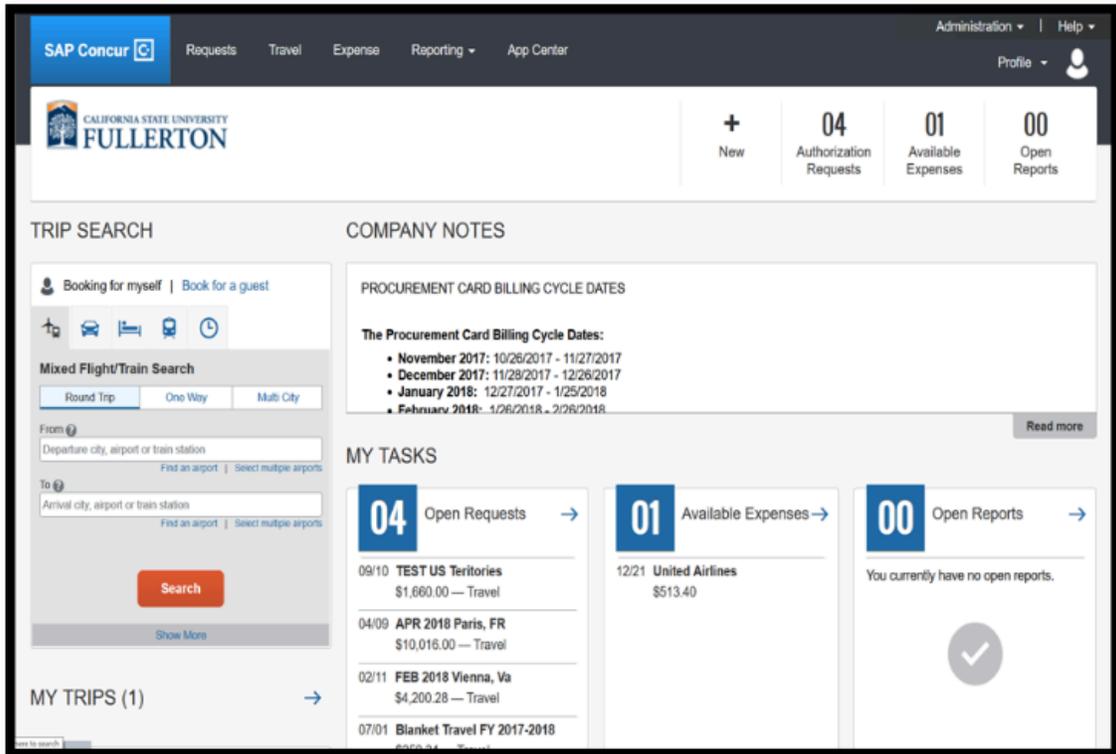
Financial Services

ABOUT IMPLEMENTATION TRAINING ROLL-OUT FAQs LOGIN

Step 3. Log in with your **CSUF username** and **password**.



Step 4. From there you will be logged into Concur where you can access your travel request and expense reports.



Step 5. Click on **Read More** under Company Notes for Travel & Procurement updates.

COMPANY NOTES

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12/08 Test

Read more

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Need more help?

 Contact Concur Support at concur@fullerton.edu or at 657-278-3600.