

Logging into Concur

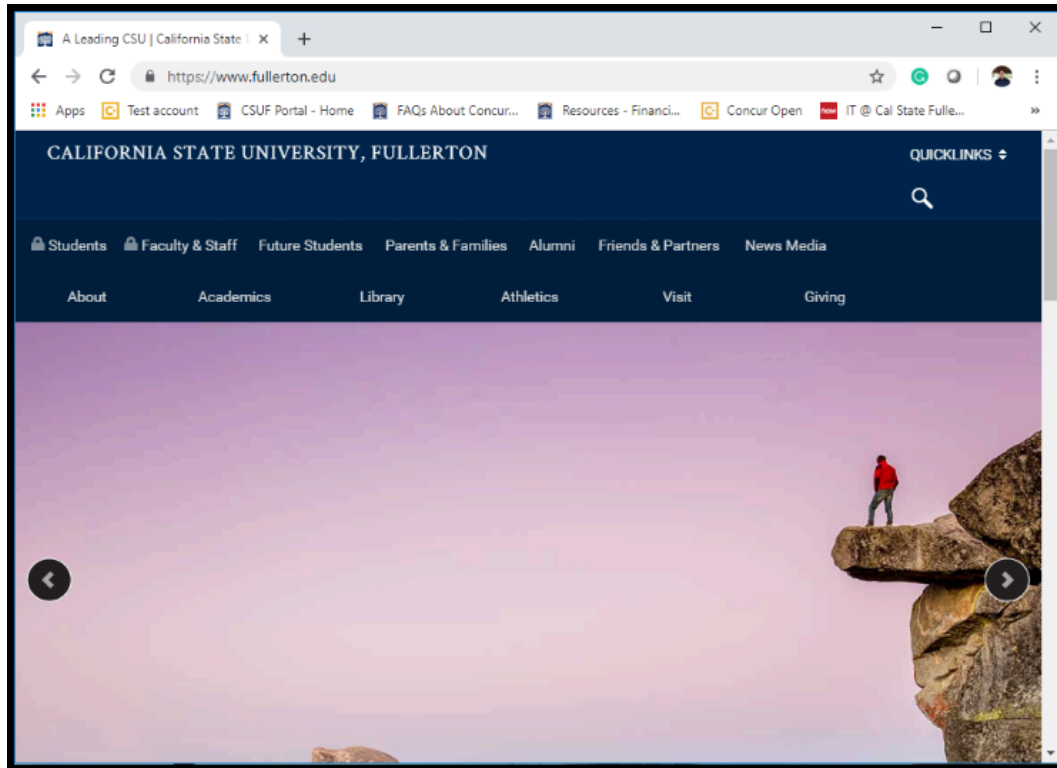
As a Concur user, you have two options to log in and access your account. This quick guide will cover how to sign into Concur from your **CSUF Portal** and the **Financial Services Website**.

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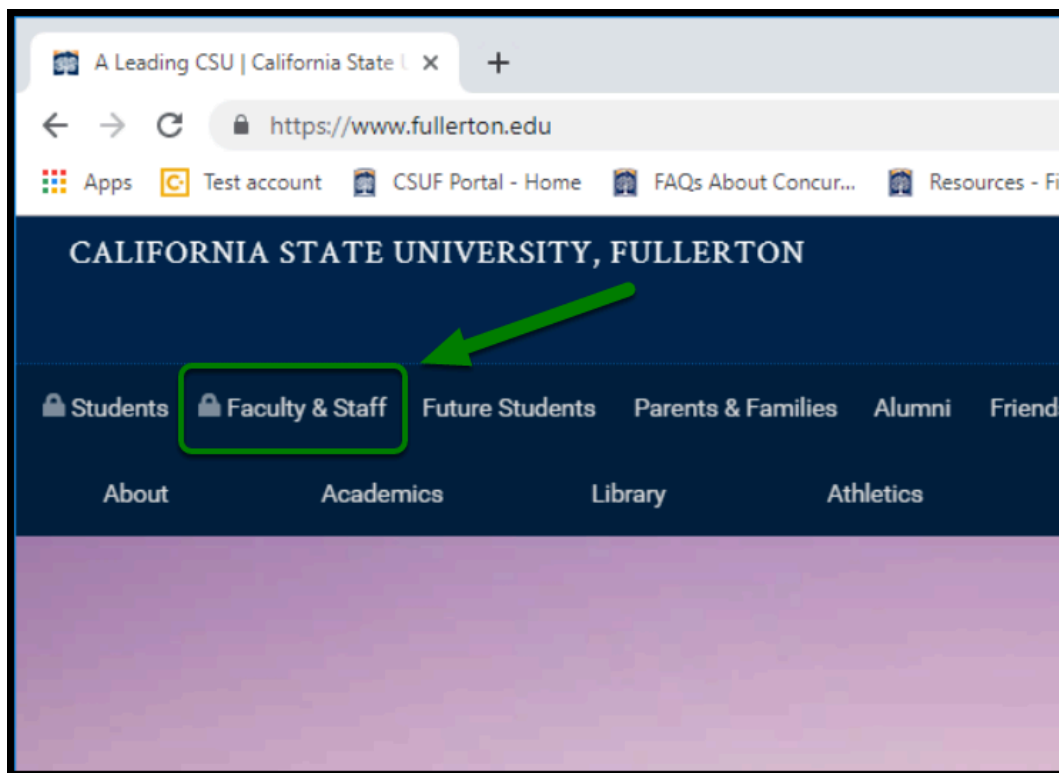
- [Logging in from your CSUF Portal](#)
- [Logging in from the Financial Services Website](#)

Logging in from your CSUF Portal

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



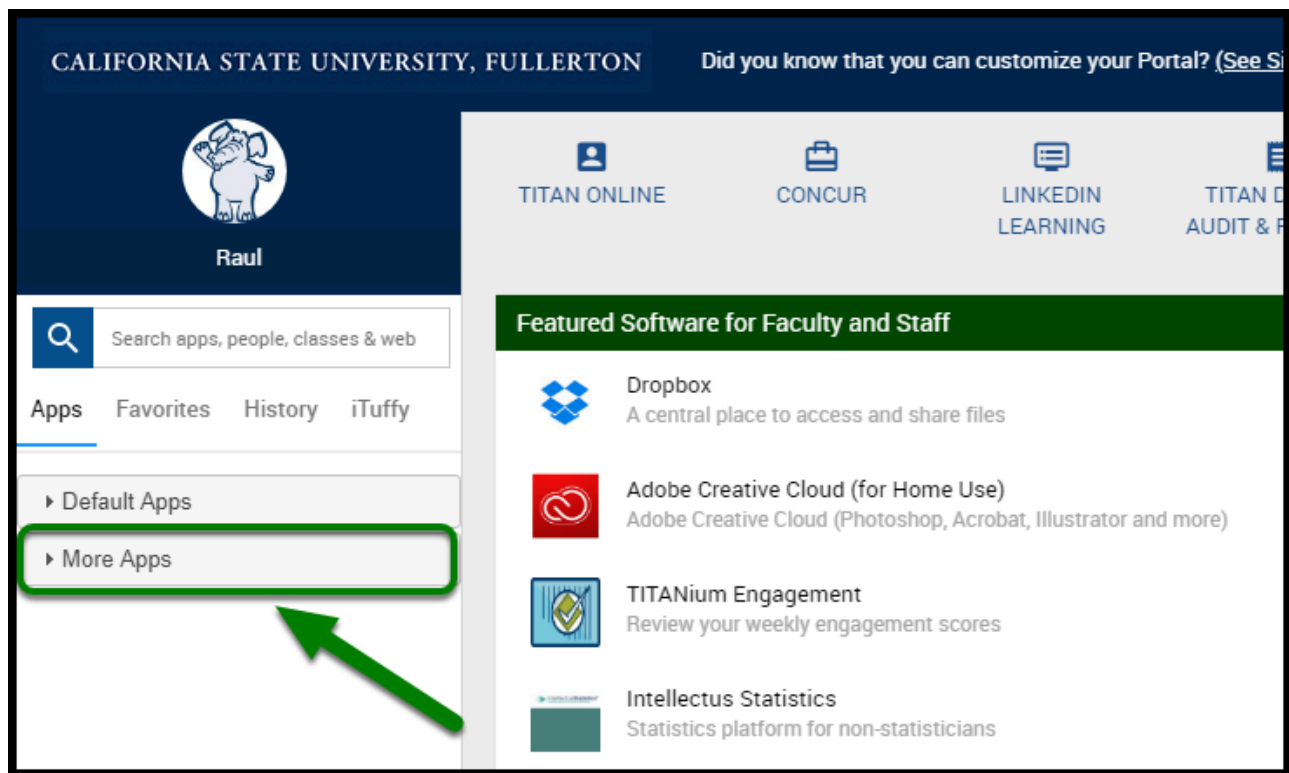
Step 2. From the webpage, click on **Faculty & Staff**.



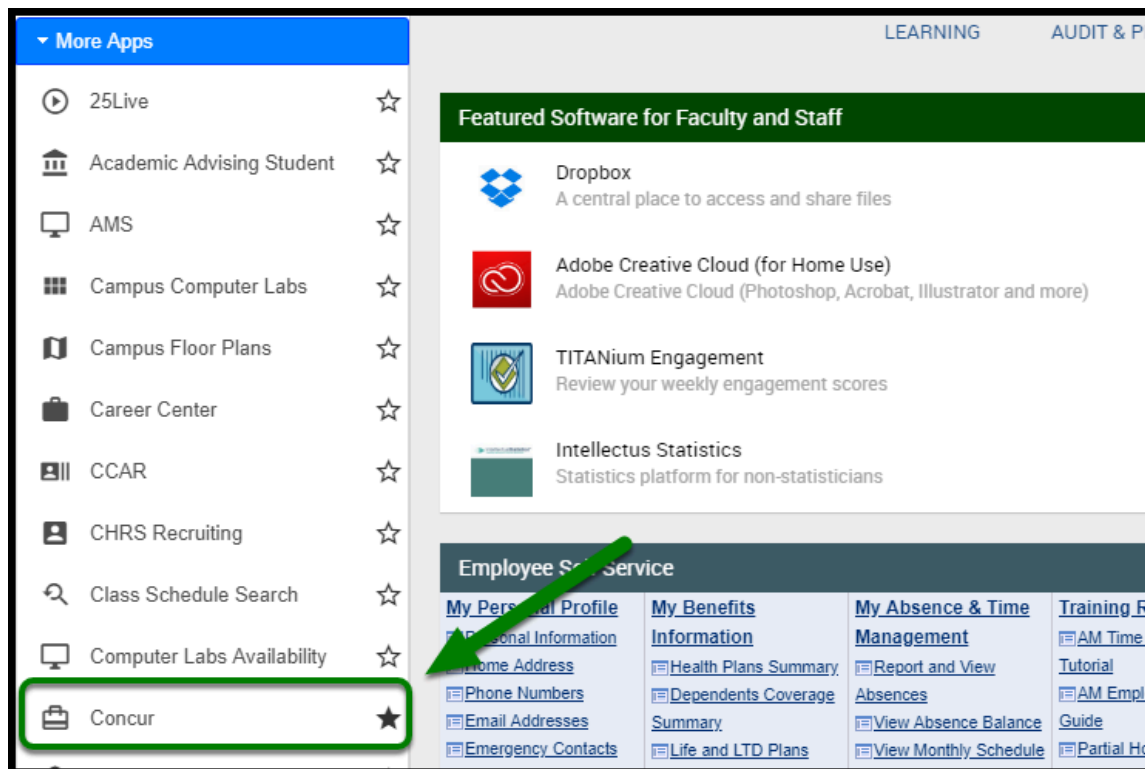
Step 3. Log in with your **CSUF username** and **password**.



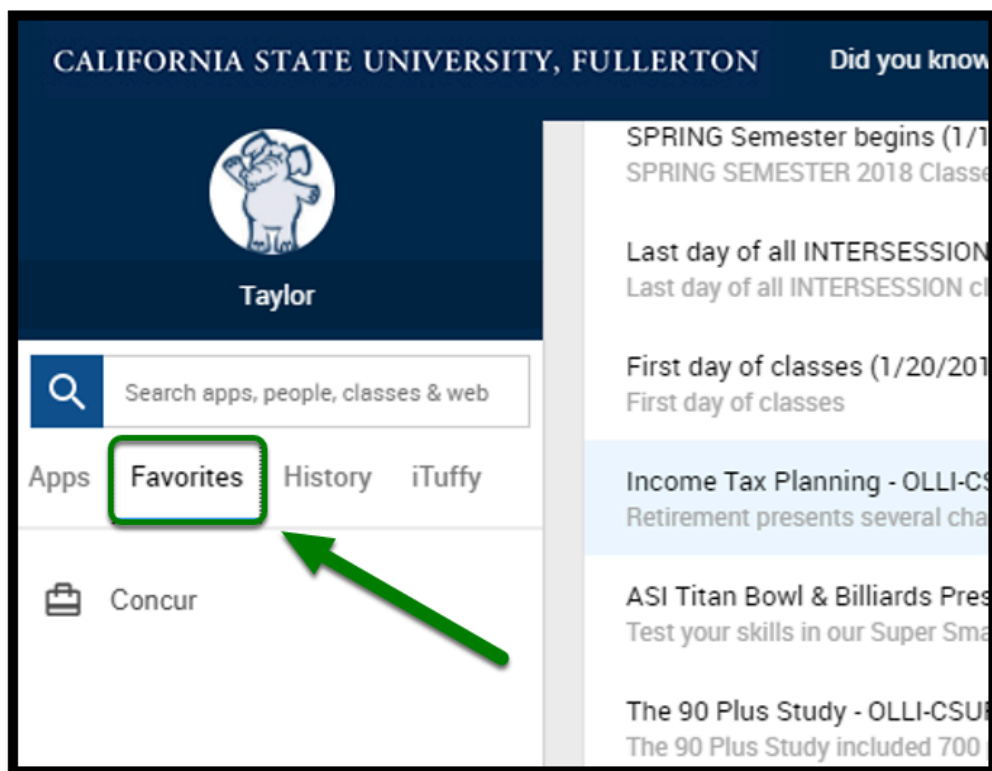
Step 4. From your portal, go to the left-hand side of your screen and click on **More Apps**.



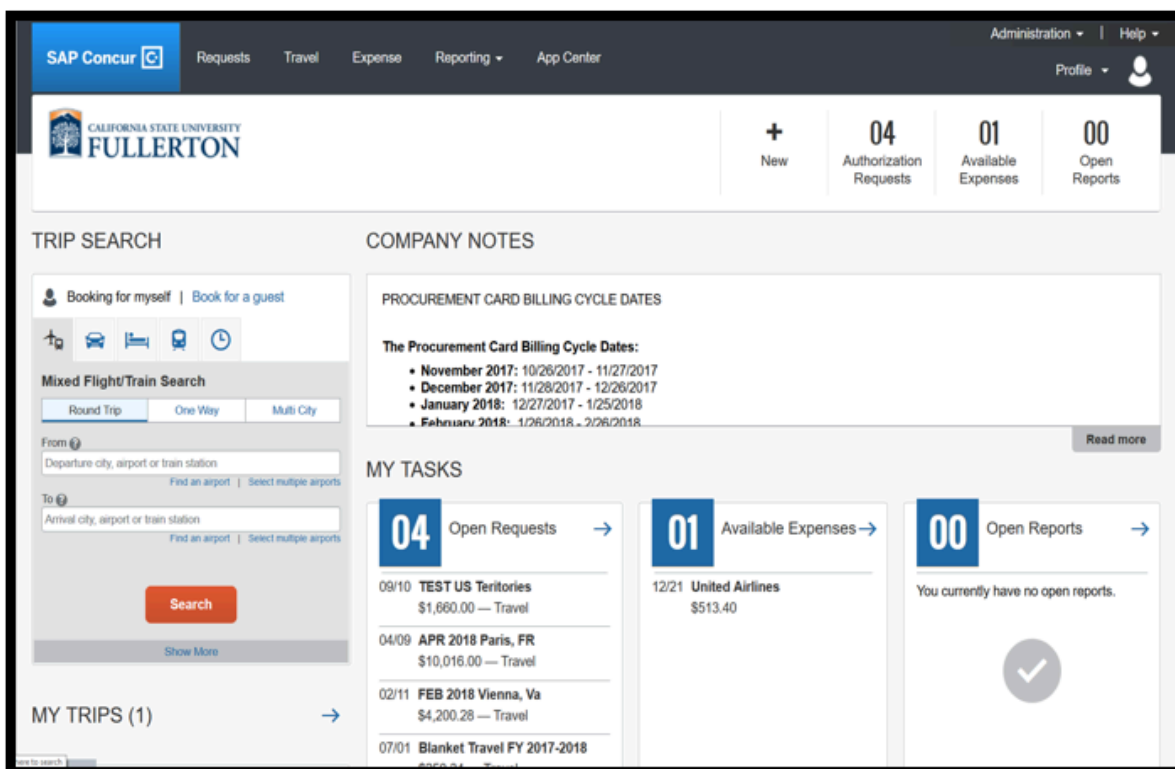
Step 5. To add the Concur app to your Favorites, click on the **star** next to Concur.



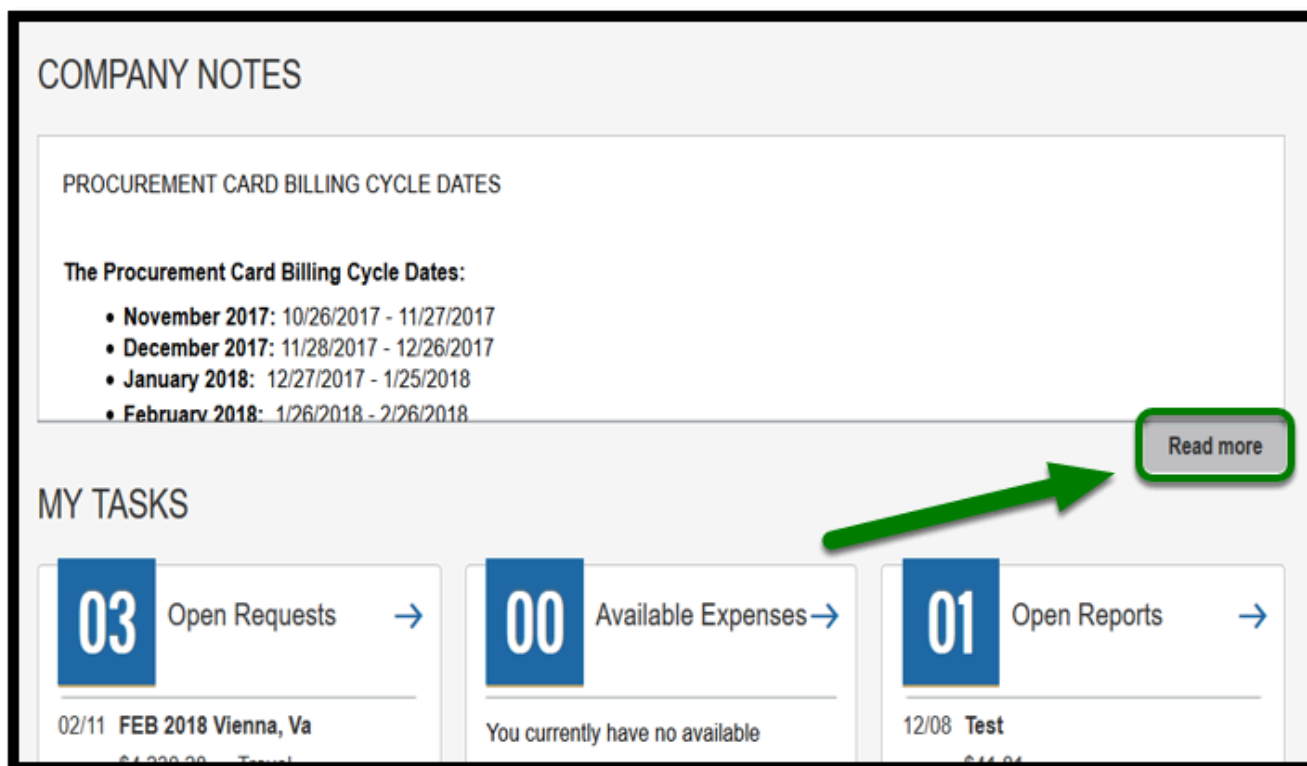
Step 6. Now you will be able to access the Concur App from the Favorites Tab.



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.



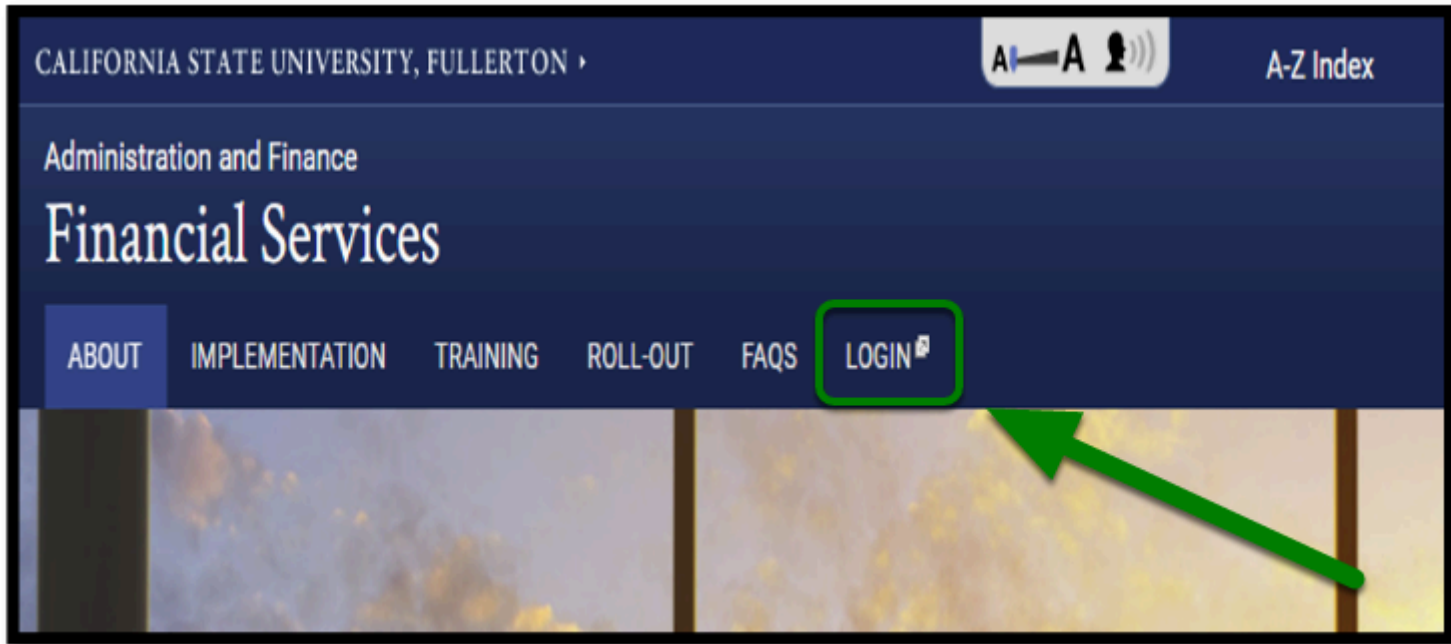
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Logging in from the Financial Services Website

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



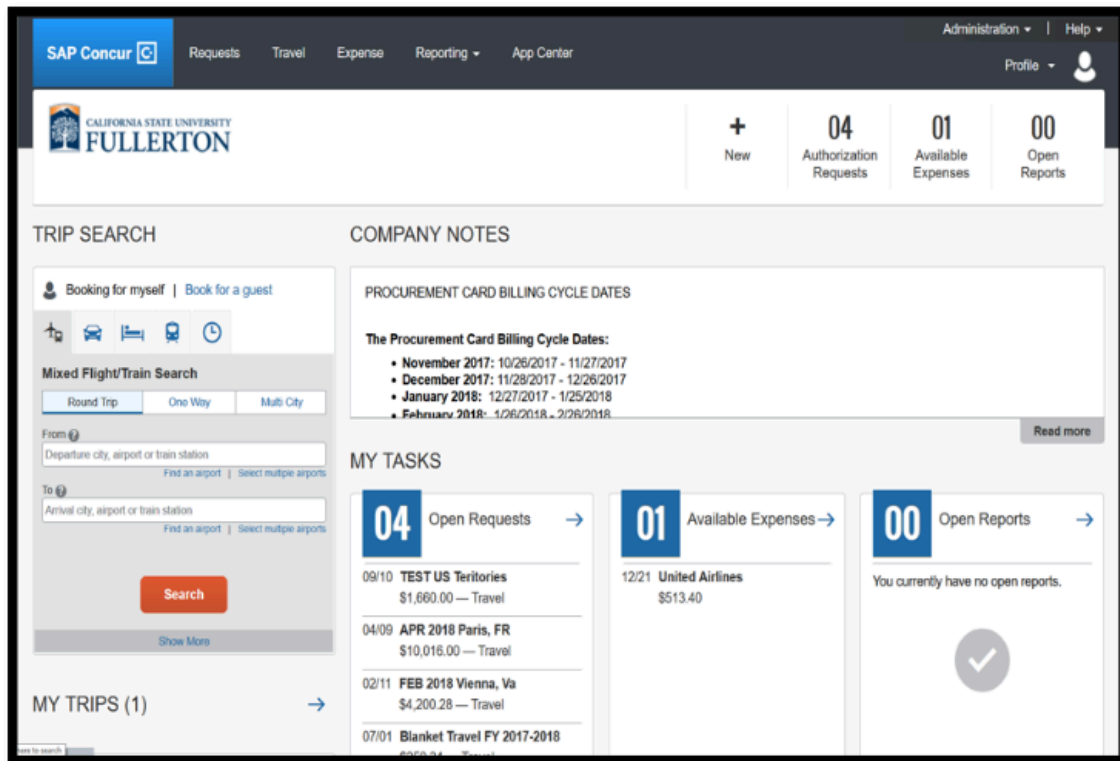
Step 2. From the website, click on **Login**.



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

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

00

Available Expenses →

You currently have no available

01

Open Reports →

12/08 Test

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Need more help?



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