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

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



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



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

ANIA STA	Login to CSUF Portal Username
	Password
E STATE	Login Need help logging in?
	First time students and applicants Create my campus account
A 1957 7 7	Alumni Portal Alumni click here
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Step 4. From your portal, go to the left-hand side of your screen and click on **More Apps.**

CALIFORNIA STATE UNIVERSITY, FULLERTON		Did you know that you can customize your Portal? <u>(See Si</u>				
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Q Search apps, people, classes & web Featured Software for Faculty and Staff						
Apps Favorites History iTuffy	Dropbox A central place to access and share files					
▶ Default Apps	Adobe Creative Cloud (for Home Use) Adobe Creative Cloud (Photoshop, Acrobat, Illustrator and more) Image: TitANium Engagement Review your weekly engagement scores					
► More Apps						
	Statis	ectus Statistics tics platform for non-stati	sticians			

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.

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CALIFORNIA STATE UNIVERSITY FULLERTON		+ New	04 Authorization Requests	01 Available Expenses	00 Open Reports
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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 DA	TES	
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02/11 FEB 2018 Vienna, Va	You currently have no available	12/08 Test

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Need more help?

Contact Concur Support at <u>concur@fullerton.edu</u> or at 657-278-3600.