

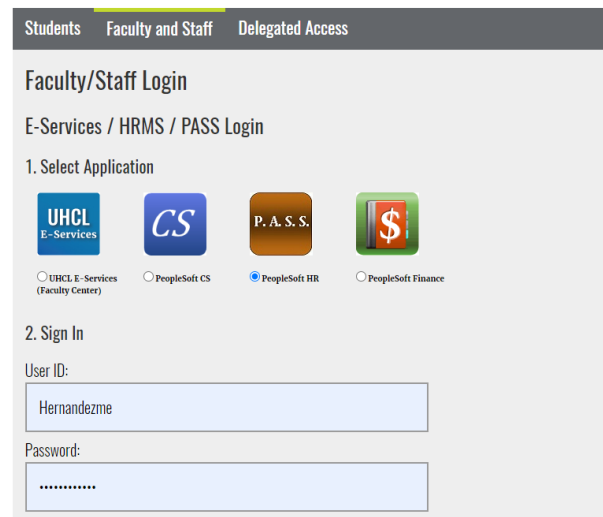
University of Houston  Clear Lake

Concur Self – registration

Go to uhcl.edu and click E-Services

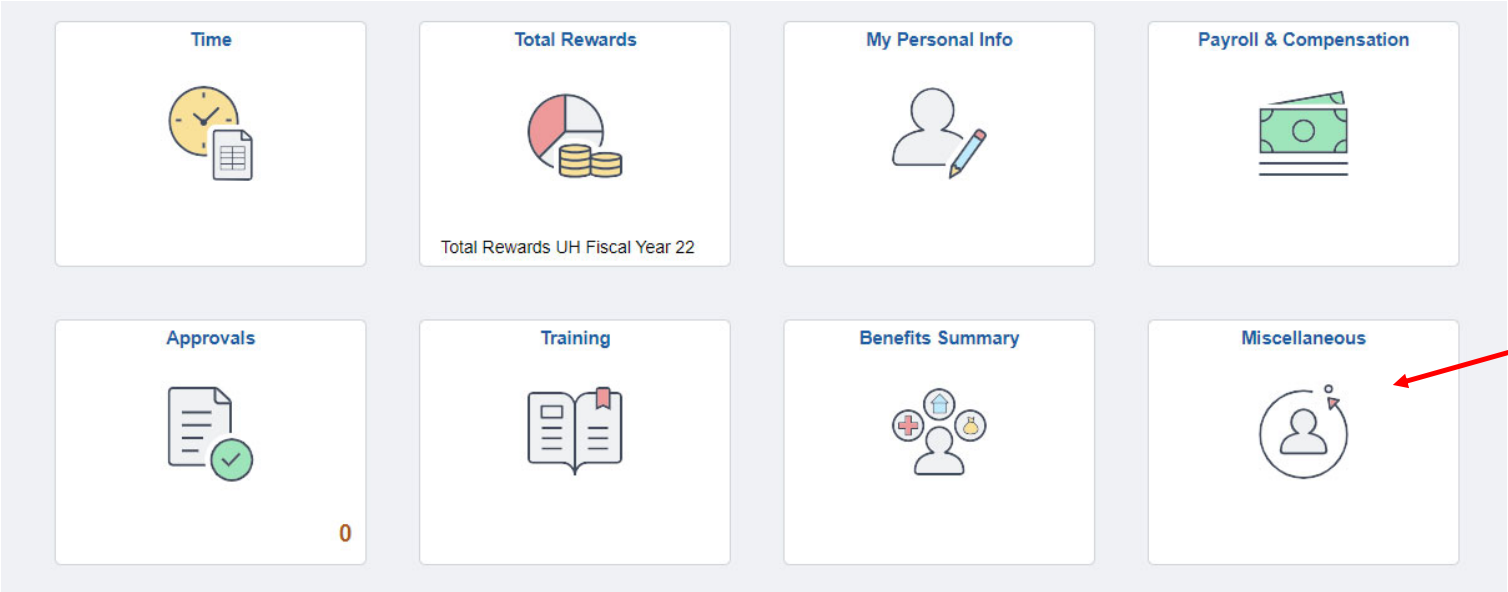


Sign into P.A.S.S

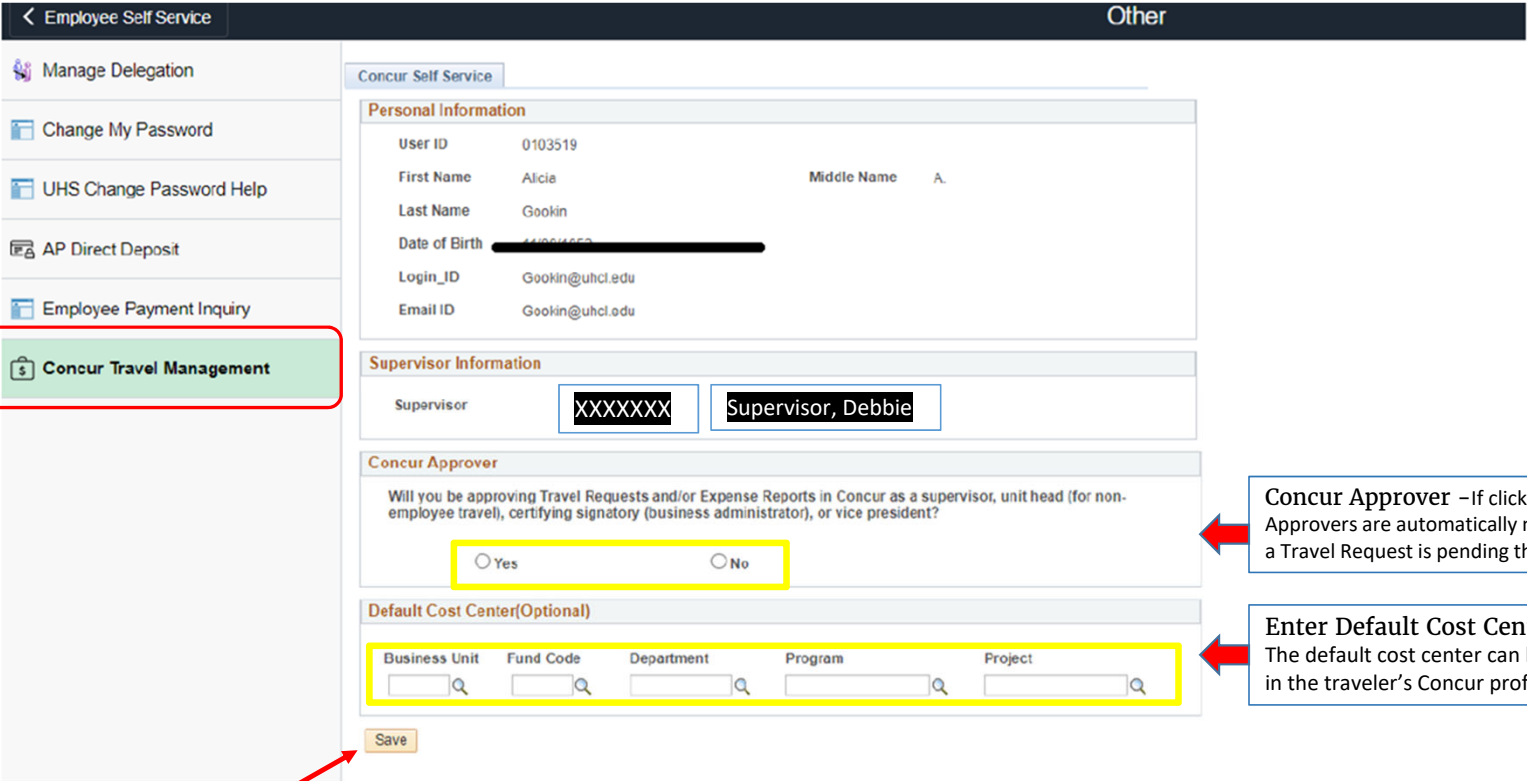


The screenshot shows the 'Faculty/Staff Login' page. At the top, there are tabs for 'Students', 'Faculty and Staff', and 'Delegated Access'. The page title is 'Faculty/Staff Login' and the subtitle is 'E-Services / HRMS / PASS Login'. Under '1. Select Application', there are four options: 'UHCL E-Services (Faculty Center)', 'PeopleSoft CS', 'PeopleSoft HR' (which is selected with a blue radio button), and 'PeopleSoft Finance'. Below this, under '2. Sign In', there are two input fields: 'User ID:' with the text 'Hernandezme' and 'Password:' with a masked password '.....'.

Click the Miscellaneous tile



Click on **Concur Travel Management**.



The screenshot shows the 'Concur Self Service' page within the 'Employee Self Service' portal. The left sidebar contains several menu items, with 'Concur Travel Management' highlighted in green and circled in red. The main content area is divided into sections: 'Personal Information' (User ID: 0103519, First Name: Alicia, Middle Name: A., Last Name: Gookin, Date of Birth: [REDACTED], Login_ID: Gookin@uhcl.edu, Email ID: Gookin@uhcl.edu), 'Supervisor Information' (Supervisor: [REDACTED] Supervisor, Debbie), 'Concur Approver' (a question about approving travel requests with 'Yes' and 'No' radio buttons), and 'Default Cost Center(Optional)' (a table with columns for Business Unit, Fund Code, Department, Program, and Project, each with a search icon). A 'Save' button is located at the bottom of the form. Three red arrows point to specific elements: one to the 'Concur Travel Management' menu item, one to the 'Save' button, and one to the 'Concur Approver' section. Two blue callout boxes provide additional context: one for the 'Concur Approver' section and one for the 'Default Cost Center' section.

Concur Travel Management

Concur Self Service

Personal Information

User ID 0103519
First Name Alicia Middle Name A.
Last Name Gookin
Date of Birth [REDACTED]
Login_ID Gookin@uhcl.edu
Email ID Gookin@uhcl.edu

Supervisor Information

Supervisor [REDACTED] Supervisor, Debbie

Concur Approver

Will you be approving Travel Requests and/or Expense Reports in Concur as a supervisor, unit head (for non-employee travel), certifying signatory (business administrator), or vice president?

Yes No

Default Cost Center(Optional)

Business Unit	Fund Code	Department	Program	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

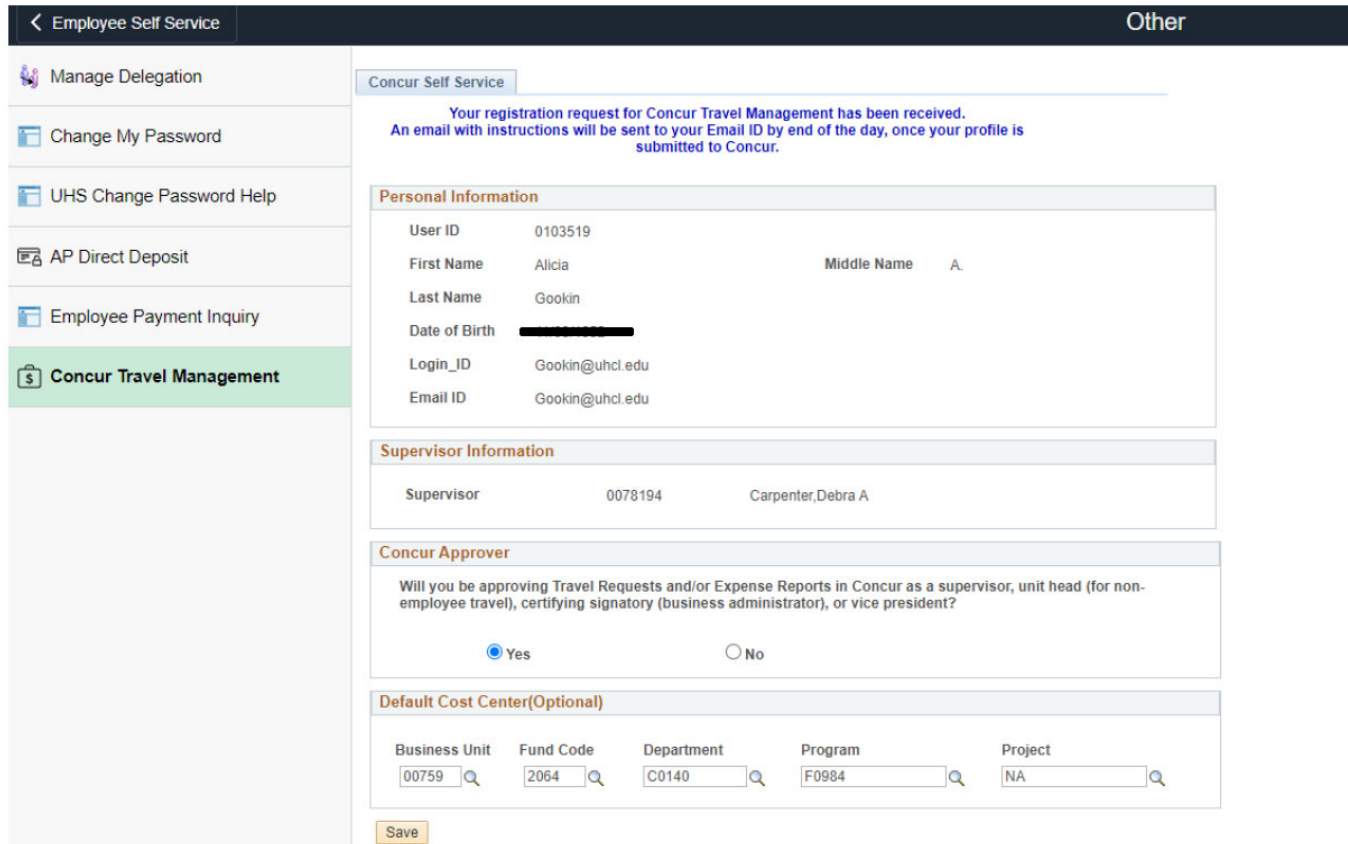
Save

Concur Approver – If clicked yes: Approvers are automatically notified when a Travel Request is pending their approval

Enter Default Cost Center: The default cost center can be updated in the traveler's Concur profile

Click Save

The page will update and display that the traveler's registration has been received.

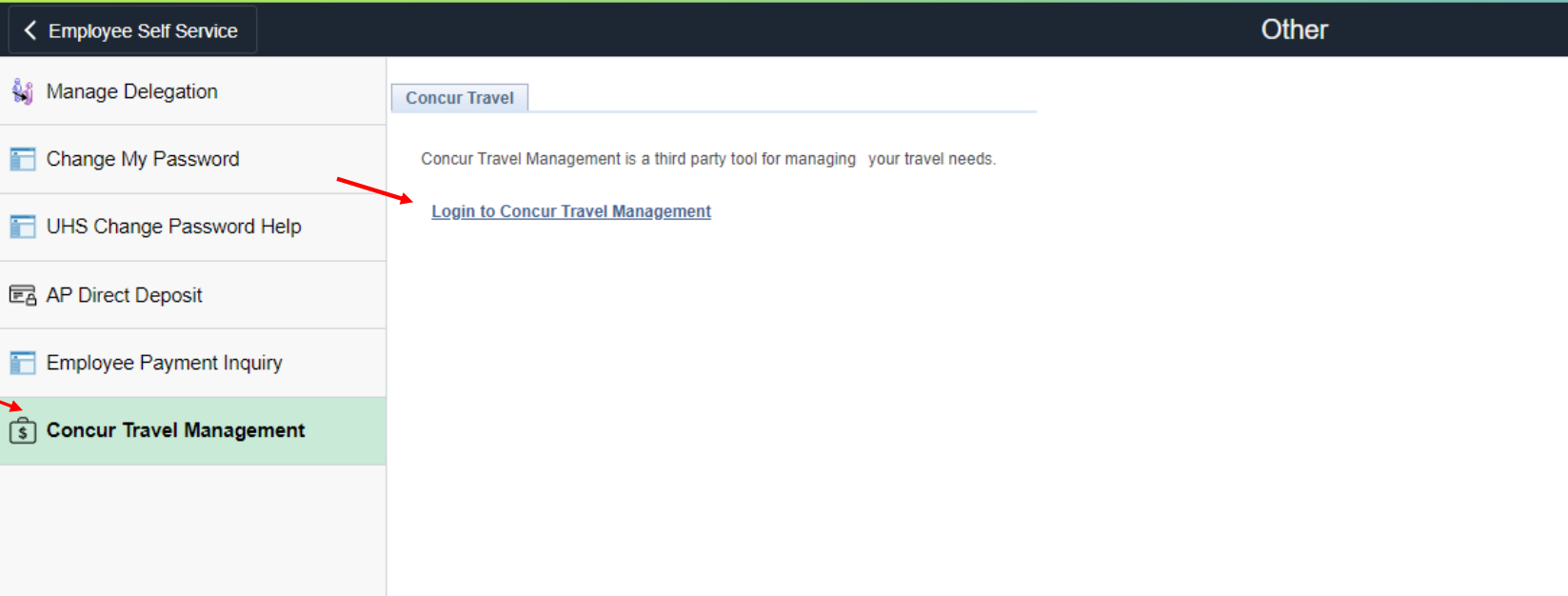


The screenshot shows the 'Employee Self Service' interface with a navigation menu on the left and a main content area. The 'Concur Self Service' section is active, displaying a confirmation message: 'Your registration request for Concur Travel Management has been received. An email with instructions will be sent to your Email ID by end of the day, once your profile is submitted to Concur.' Below this, there are three sections: 'Personal Information', 'Supervisor Information', and 'Concur Approver'. The 'Personal Information' section includes fields for User ID (0103519), First Name (Alicia), Middle Name (A), Last Name (Gookin), Date of Birth (redacted), Login_ID (Gookin@uhcl.edu), and Email ID (Gookin@uhcl.edu). The 'Supervisor Information' section shows Supervisor ID (0078194) and Name (Carpenter, Debra A). The 'Concur Approver' section has a question: 'Will you be approving Travel Requests and/or Expense Reports in Concur as a supervisor, unit head (for non-employee travel), certifying signatory (business administrator), or vice president?' with radio buttons for 'Yes' (selected) and 'No'. At the bottom, there is a 'Default Cost Center(Optional)' section with dropdown menus for Business Unit (00759), Fund Code (2064), Department (C0140), Program (F0984), and Project (NA). A 'Save' button is located at the bottom left of the form area.

****Please note that this is an overnight process and once access has been given an email will be sent to the traveler****

Once an email has been received informing traveler's access in Concur.

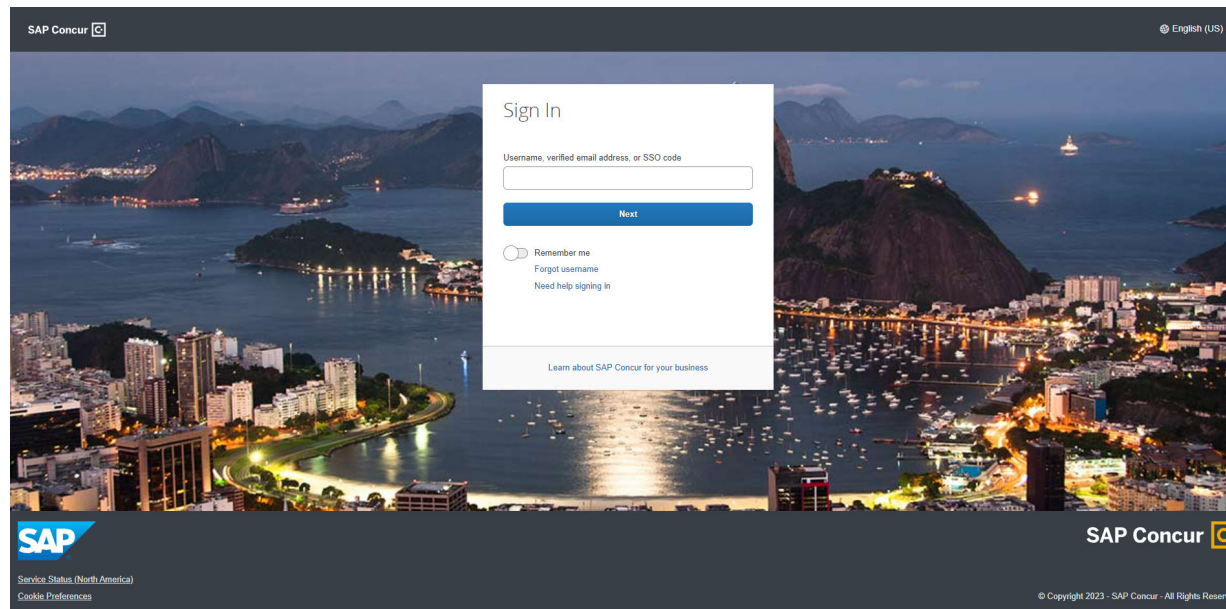
Access Concur by returning to PASS – **Click** the Miscellaneous tile – **Click** Concur Travel Management link



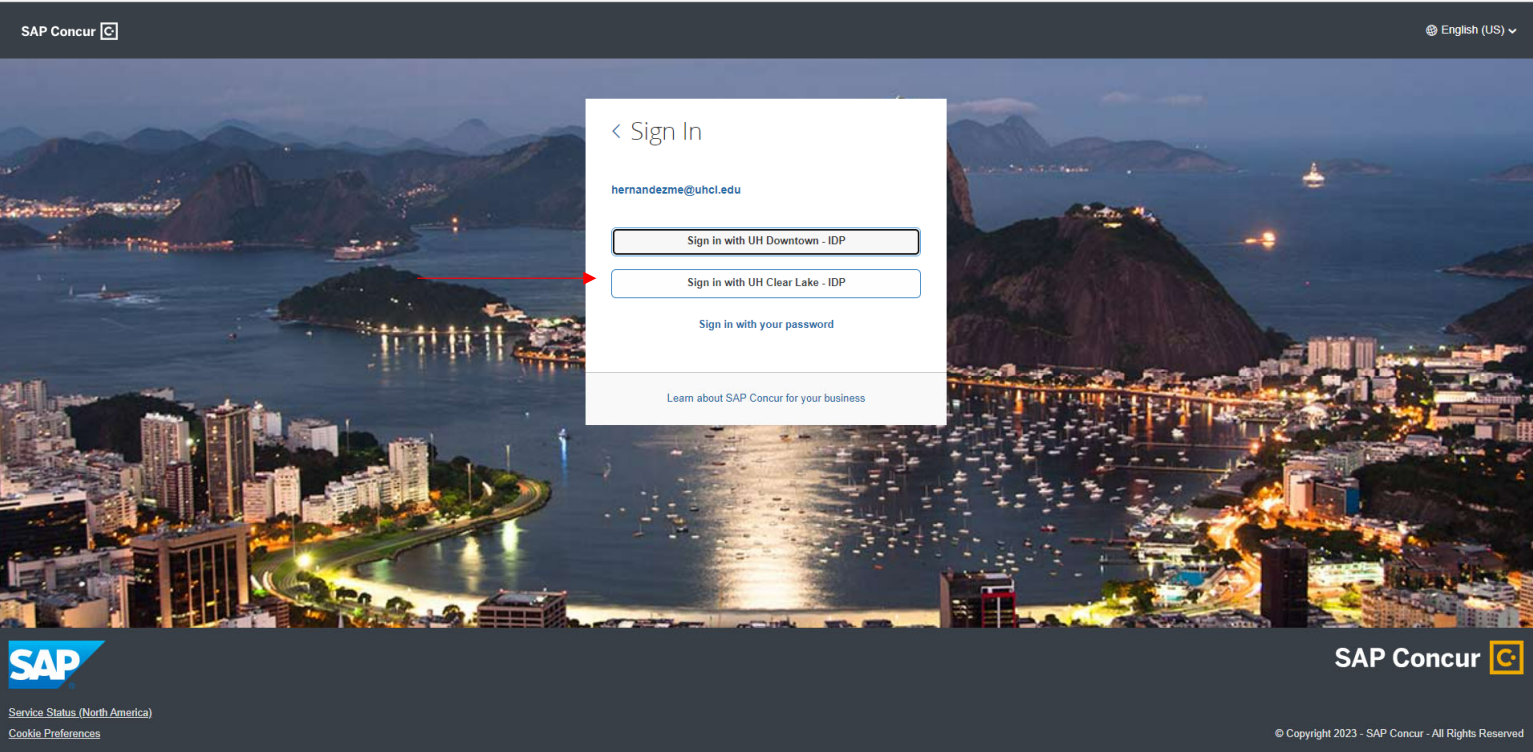
The screenshot displays the 'Employee Self Service' portal interface. On the left, a sidebar lists various services: Manage Delegation, Change My Password, UHS Change Password Help, AP Direct Deposit, Employee Payment Inquiry, and Concur Travel Management. The 'Concur Travel Management' item is highlighted with a green background and a red arrow pointing to it from the left. The main content area on the right features a 'Concur Travel' header, a descriptive sentence: 'Concur Travel Management is a third party tool for managing your travel needs.', and a blue underlined link: 'Login to Concur Travel Management'. A red arrow also points from the 'UHS Change Password Help' item in the sidebar to this link. The top navigation bar includes a back arrow, 'Employee Self Service', and 'Other'.

Alternatively, go to your web browser and go to <http://www.concursolutions.com>

Enter your UHCL email address and click next (example: `doej@uhcl.edu`)



Click Sign in with UHCL - IDP

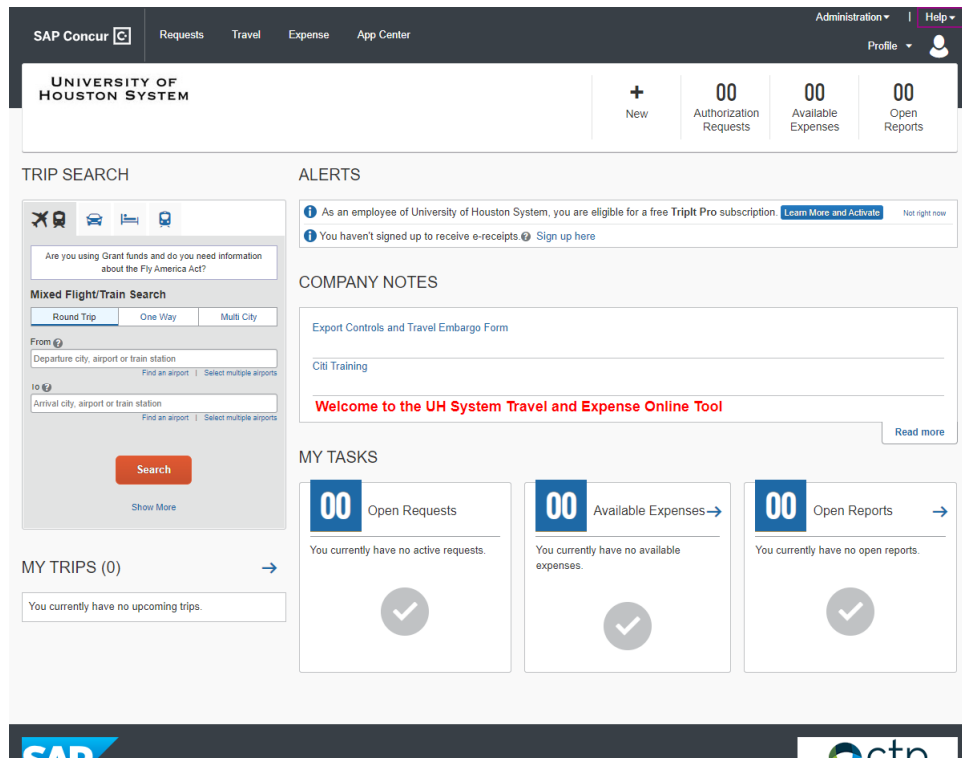


The screenshot shows the SAP Concur sign-in interface. At the top left is the 'SAP Concur' logo, and at the top right is a language selector set to 'English (US)'. The background is a scenic night view of a city harbor. A white modal dialog titled '< Sign In' is centered on the screen. It displays the email address 'hernandezme@uhcl.edu'. Below the email are three sign-in options: 'Sign in with UH Downtown - IDP', 'Sign in with UH Clear Lake - IDP', and 'Sign in with your password'. A red arrow points to the 'Sign in with UH Clear Lake - IDP' button. At the bottom of the modal is a link: 'Learn about SAP Concur for your business'. The bottom of the page features the SAP logo on the left, 'SAP Concur' with its logo on the right, and footer text including 'Service Status (North America)', 'Cookie Preferences', and '© Copyright 2023 - SAP Concur - All Rights Reserved'.

Sign in using your user name and password



Welcome to Concur!



The screenshot displays the SAP Concur user interface for the University of Houston System. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', and 'App Center'. On the right, there are links for 'Administration', 'Help', and 'Profile'. The main header area shows the 'UNIVERSITY OF HOUSTON SYSTEM' logo and four summary cards: '+ New', '00 Authorization Requests', '00 Available Expenses', and '00 Open Reports'. Below this, the interface is divided into several sections: 'TRIP SEARCH' with a search form for 'Mixed Flight/Train Search' (including 'From' and 'to' fields and a 'Search' button), 'ALERTS' with two informational messages, 'COMPANY NOTES' with a 'Welcome to the UH System Travel and Expense Online Tool' message, and 'MY TASKS' with three task cards: '00 Open Requests', '00 Available Expenses', and '00 Open Reports'. Each task card includes a status message and a checkmark icon. The bottom of the page features the SAP logo and the 'actp' logo.