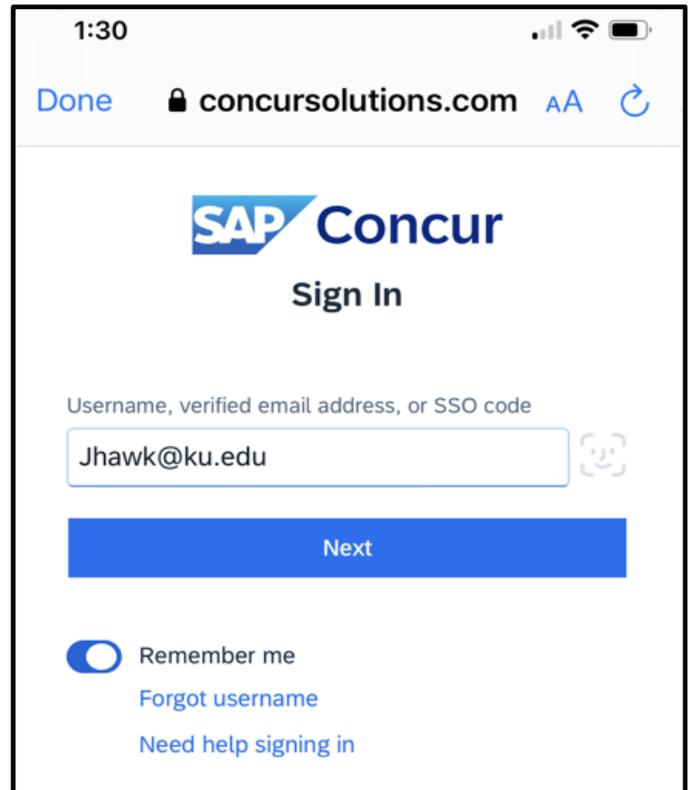


# Signing In to SAP Concur Mobile

1. To sign in to **SAP Concur**, from the **Sign In** screen, enter your **KU email address**, and slide the **Remember me** toggle button as desired.
2. Select Next.
  - KU utilizes Duo single sign on so you must sign into Concur Mobile using your KU email address.



1:30

Done concursolutions.com AA ↻

**SAP Concur**  
Sign In

Username, verified email address, or SSO code

Jhawk@ku.edu

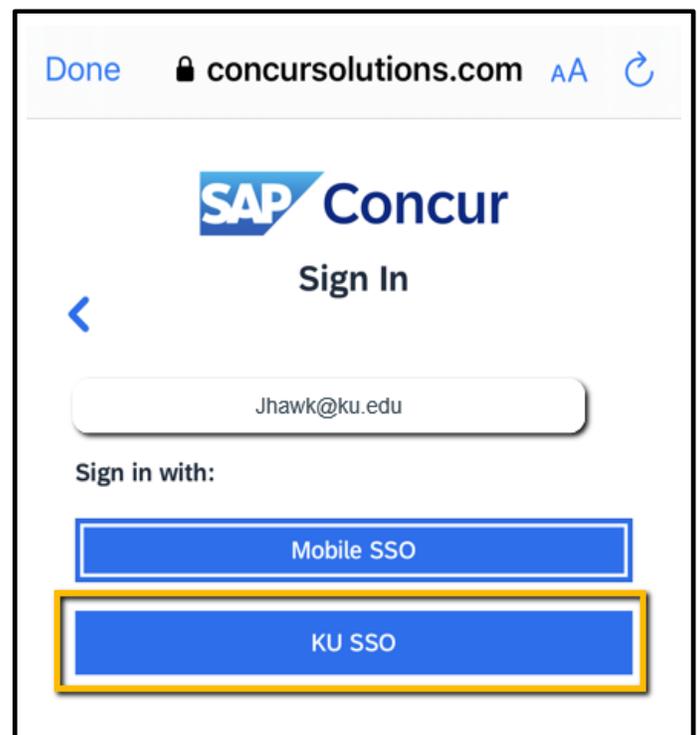
Next

Remember me

[Forgot username](#)

[Need help signing in](#)

3. Select **KU SSO** to continue signing in.



Done concursolutions.com AA ↻

**SAP Concur**  
Sign In

<

Jhawk@ku.edu

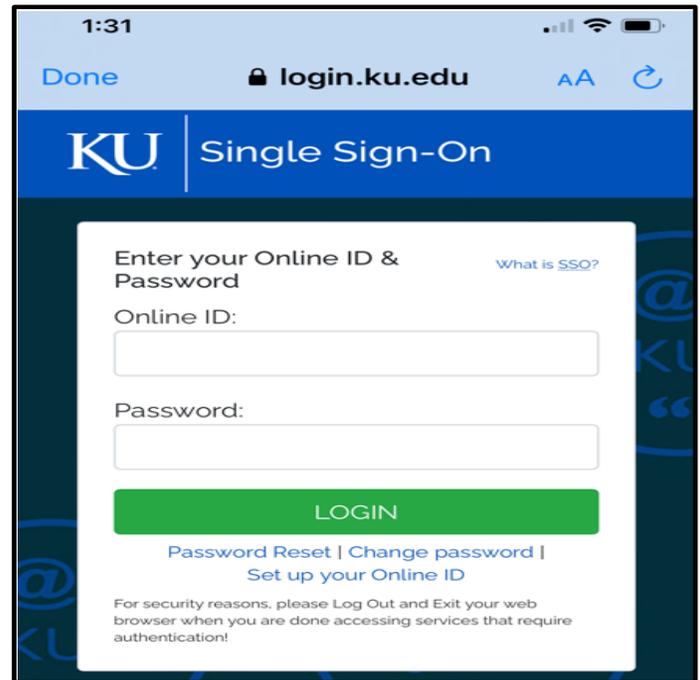
Sign in with:

Mobile SSO

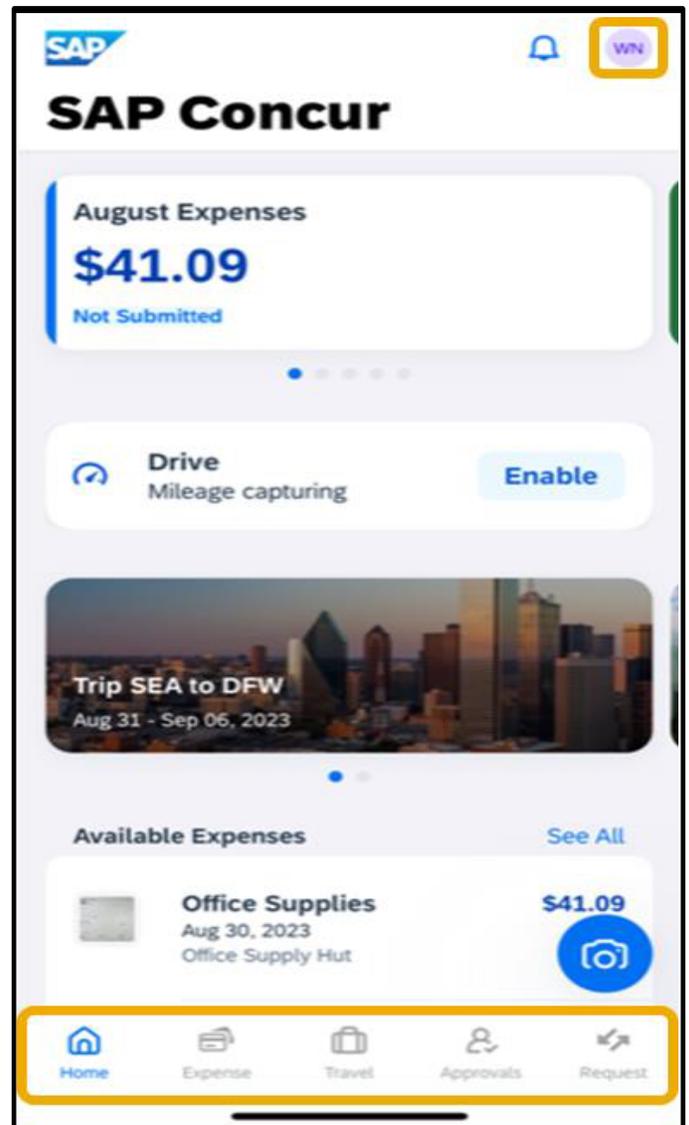
**KU SSO**

4. Enter your **KU Online ID** and **Password**.

5. Select **LOGIN**.



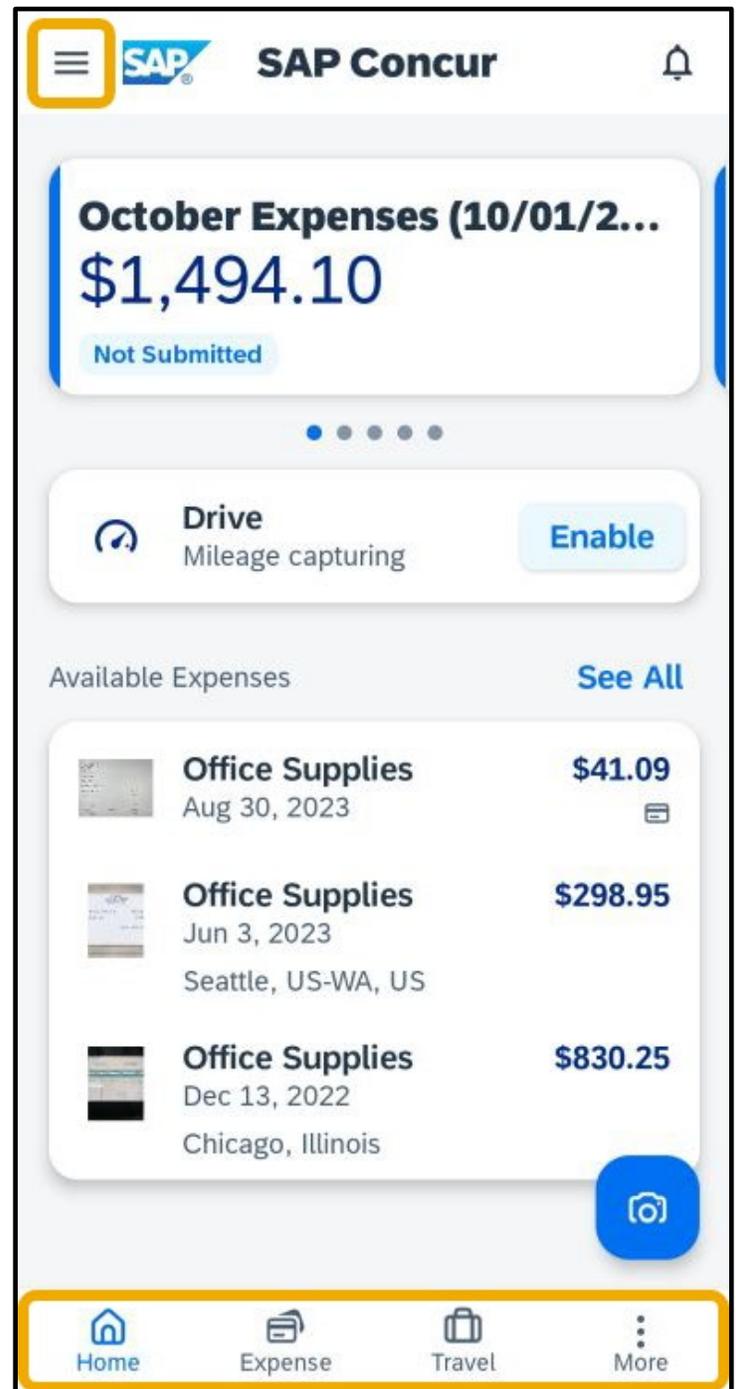
6a. For Concur Mobile *iPhone*, press initials icon on the top right of your device screen to see a list of options and partner apps that make it easy for you to navigate and perform your travel and expense tasks.



You can use the **ExpenseIt** icon or use the menu items along the bottom to access **Home**, **Expense**, **Travel**, **Approvals**, or **Request**.

6b. For Concur Mobile *Android*, press the **SAP Concur** menu icon

located on the top left of your device screen to see a list of options and partner apps that make it easy for you to navigate and perform your travel and expense tasks.



You can use the **Expenselt** camera icon or use the menu items along the bottom to access **Home**, **Expense**, **Travel**, and **More**.