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.

3. Select **KU SSO** to continue signing in.
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 ExpensesIt 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 ExpensesIt camera icon or use the menu items along the bottom to access Home, Expense, Travel, and More.