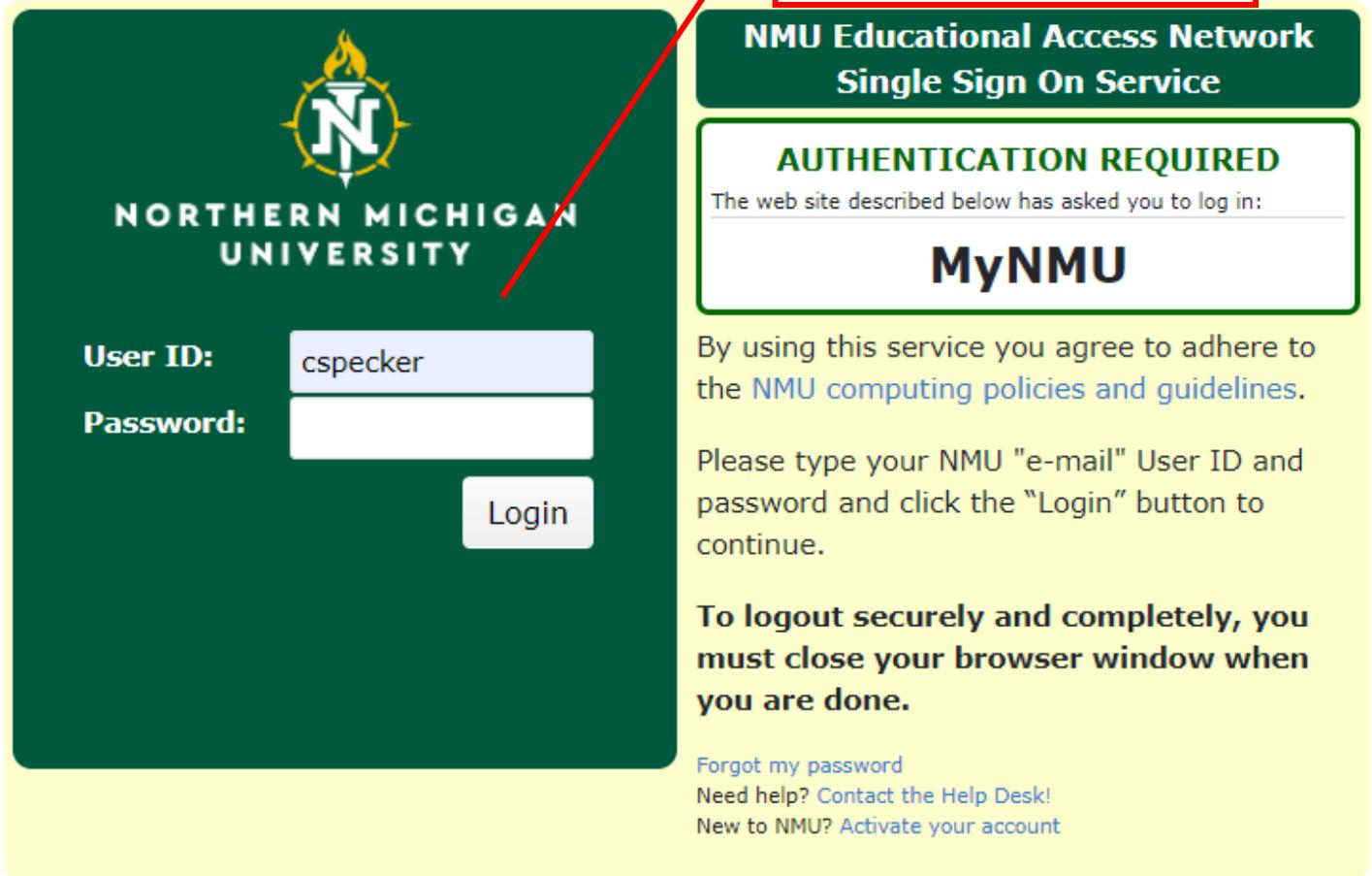


How to set up the MOBILE APP in CONCUR

Begin by logging into “MyNMU” at mynmu.nmu.edu. You will need to have your 2-factor Authentication set up to proceed any further.

Enter your User ID and Password



NORTHERN MICHIGAN UNIVERSITY

User ID:

Password:

**NMU Educational Access Network
Single Sign On Service**

AUTHENTICATION REQUIRED
The web site described below has asked you to log in:

MyNMU

By using this service you agree to adhere to the [NMU computing policies and guidelines](#).

Please type your NMU "e-mail" User ID and password and click the "Login" button to continue.

To logout securely and completely, you must close your browser window when you are done.

[Forgot my password](#)
[Need help? Contact the Help Desk!](#)
[New to NMU? Activate your account](#)

Once logged in, Click on the “Employee Services” tab

The screenshot shows the MyNMU homepage. At the top, there is a green header with the MyNMU logo and the tagline "A link to your NMU information". On the right side of the header, the name "cspecker" and a "Logout" link are visible. Below the header is a navigation bar with three tabs: "Home", "Employee Services", and "Student Services". The "Employee Services" tab is highlighted with a red arrow pointing to it from the text above. The main content area is divided into several sections: a "Welcome" message, an "Account Management" section with a "Manage Your User Account" link, a "Contact Information" section listing various departments and their contact details, and an "EduCat" section with the EduCat logo. At the bottom of the page, there is a green banner with the Northern Michigan University logo and name, followed by a disclaimer and a "Powered by Drupal" note.

Once in the “Employee Services” tab you will find the link to “Concur Settlement System”. Click on this link, it will bring you directly into the system. You will **not** need another password to access the system.

The screenshot shows the MyNMU Employee Services page. The header is identical to the previous screenshot. The navigation bar has "Employee Services" selected. The main content area is organized into several columns of service links. A red box highlights the "Concur Settlement System" link in the first column, with a red arrow pointing to it from the text above. The "Concur Settlement System" link is labeled "Click here to:" and "Submit a settlement report for travel or office purchases." Other visible links include "Web For Employees", "Police Department Services", "Administrative Reports", "Additional Employee Resources", "eBill Payment System", "International Travel Registration", "Scholarly Works Resource Site", "Starfish", and "UltraTime".

This is the first “Concur screen, from here the next step is to:

The screenshot shows the SAP Concur home page for a user named Courtney. The top navigation bar includes 'Administration' and 'Help'. Below the navigation bar, the SAP Concur logo and 'NMU' logo are displayed, along with the greeting 'Hello, Courtney'. A red box highlights the 'Profile' dropdown menu in the top right corner, with a red arrow pointing to it. A text box next to the dropdown says: 'Select the 'Profile" down arrow, then click on "Profile Settings"'. Below the navigation bar, there are three task cards: 'Required Approvals' (00), 'Available Expenses' (01), and 'Open Reports' (00). Each card has a checkmark icon and a right-pointing arrow.

You will then,

The screenshot shows the SAP Concur 'Profile Options' page. The top navigation bar includes 'Administration' and 'Help'. Below the navigation bar, there are tabs for 'Profile', 'Personal Information', 'Change Password', 'System Settings', and 'Concur Mobile Registration'. The 'Profile' tab is selected. The main content area is titled 'Profile Options' and contains several sections: 'Your Information', 'Expense Settings', 'Invoice Settings', and 'Other Settings'. A red box highlights the 'Concur Mobile Registration' tab, with a red arrow pointing to it. A text box next to the tab says: 'Click on the "Mobile Registration Tab"'. The 'Concur Mobile Registration' section contains the text: 'Set up access to Concur on your mobile device'.

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Expense Settings

- Expense Information
- Bank Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

Invoice Settings

- Invoice Information
- Invoice Delegates
- Invoice Preferences
- Invoice Approvers

Other Settings

- System Settings
- Connected Apps
- Concur Connect
- Change Password
- Concur Mobile Registration

Concur Mobile

Manage your expenses and business travel on your mobile device.

To get started, enter your email address below and we will send you a link to download the app.

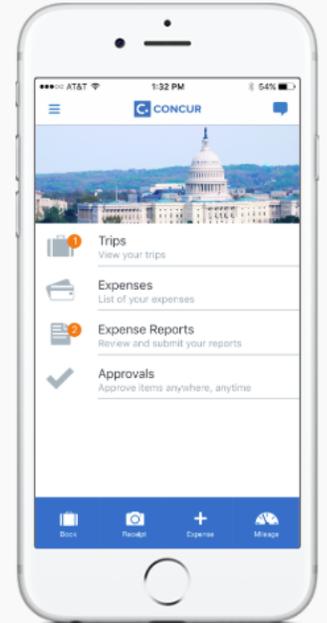
Get Started

Or, review your sign-in details:

Username: cspecker@nmu.edu

Password: Use the same password you use to sign in to Concur for Web. If you don't know your password, you may reset your password or create a Concur Mobile PIN

Enter your email address, then click "Get Started"



Download our free mobile app



SAP Concur

Administration | Help

Profile

Profile Personal Information Change Password System Settings Concur Mobile Registration

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Expense Settings

- Expense Information
- Bank Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

Invoice Settings

- Invoice Information
- Invoice Delegates
- Invoice Preferences
- Invoice Approvers

Other Settings

- System Settings
- Connected Apps
- Concur Connect
- Change Password
- Concur Mobile Registration

Concur Mobile

Manage your expenses and business travel on your mobile device.

To get started, enter your email address below and we will send you a link to download the app.

[Resend Link](#)

✓ Email sent. Please check your email on your mobile device and follow the instructions on how to install and login to Concur Mobile.

Or, review your sign-in details:

Username: cspecker@nmu.edu
Password: Use the same password you use to sign in to Concur for Web. If you don't know your password, you may reset your password or create a Concur Mobile PIN

Download our free mobile app

Download on the App Store | Get it on Google Play

If you do not receive an email, click on “Resend Link”. An email will be sent to your NMU email address. You will need to check your email from your **phone**. The email will contain step-by-step instructions on how to set up and download the app.

The log in information is the same as you would use to sign into Concur from your computer. If you have forgot your password, you can **reset your password** or **create a Concur Mobile PIN** prior to completing the Concur Mobile Setup.