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.

NORTHERN MICHIGAA UNIVERSITY			NMU Educational Access Network Single Sign On Service	
			AUTHENTICATION REQUIRED The web site described below has asked you to log in:	
			MyNMU	
User ID:	cspecker		By using this service you agree to adhere to the NMU computing policies and guidelines.	
Password:			Please type your NMU "e-mail" User ID and	
	Login		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



Powered by Drupal

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.

ome Employee Services Student Services		
Veb For Employees	Police Department Services	Administrative Reports
Main Menu Use the following links to view & update addresses or phone numbers, set up direct deposit, process personnel changes, view loave belease, view up information access the position.	Bicycle Registration Vehicle Registration & Citation Appeals CSA Report Form	Click here to: Access Finance, WorkStudy, and Labor reports.
management and recruiting system, access performance	Qualtrics	Additional Employee Resources
evaluations, view tax mormation, record leave time, request the tuition benefit, and find information about name and SSN changes. Addresses & Phone Numbers - view/update	Click here to: Access the Qualtrics Survey System.	A/P Career Path Workbook Employee Satisfaction Survey Results
Sirect Deposit Employee Personnel Action (EPAF)	Retirement Plan Information	Policies, Procedures, Guidelines, Ordinances, Handbooks, Bylaws and Union Contracts
Texible Spending Account (FSA) Enrollment Foundation Giving - Payroll Deduction Leave Balances	Click here to: Access investment and performance information about the defined contribution retirement plans at NMU	Holiday/Seasonal Bonus Day Schedules
Name Change Pay Information Position Management and Recruiting	Click here to: Access the Human Resources Web page regarding retirement.	ASNMU Dozing Discounts from the Wyndham Hotel Group. Read about the Wyndham Hotel Group Discount and the ASNMU Dozing Discounts Program.
Performance Evaluations	Safety Department Services	
rime Sheet Fuition Benefit Request	Safety Department Training System Key and Electronic Building Access Requests Submit an Incident Report	Handshake Post a student job and register your department for job fairs.
oncur Settlement System	Scholarly Works Resource Site	 Mental Health Resources If a student comes to you for help with an emotional crisis or you believe a student needs assistance, use these resources to find information and help. TAO Connect NMU now offers a free service called TAO Connect, an app and online program that can help you feel happier, healthier and more productive when you're going through tough times. Wildcat Express/Dining Services View your CatCa\$h and Dining Dollar transactions/balances, report a lost card and deposit funds into your CatCa\$h account
Click here to: Submit a settlement report for travel or office purchases.	Enter your scholarly activities including presentations, publications, exhibitions, performance art, and funded grants.	
Bill Payment System	attachments.	
Click here to: View account information or pay your bill (credit/debit card or	Starfish	
eCheck Students may also sign up for a payment plan.	Click here to: Access your Starfish account: Manage your student lists, tracking it one office hours and more	
ternational Travel Registration	Click here to: View Starfish FAQ, how-to's and other resources.	
Click here to: Register faculty/stat international travel.	UltraTime	
	Click here for:	
Click here to access the system	Supervisor access to the UltraTime Timekeeping System. Click here for: Employee access to the UltraTime Timekeeping System. Click here for: Employee access to the UltraTime Mobile Website	

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



You will then,

SAP Concur Requests Expense Invoice Apportants App Center Profile Personal Information Change Password System Settings Concur Mobile Registration Your Information Contact Information Contact Information Select one of the following to customize your user profile Compary Information Expense Profile Personal Information Select one of the following to customize your user profile Expense Settings Expense Delegates Select one of the following to customize your user profile Personal Information Expense Proferences Expense Proferences Change your password. System Settings Invoice Settings Change your password. Concur Mobile Registration Set on early on the set of the following to customize your user profile Invoice Settings Change your password. Concur Mobile Registration Set on early on the set o	SAP Concur Requests Expense Invoice App Center Profile Personal Information Change Password System Settings Concur Mobile Registration Your Information Company Information Concur Mobile Registration Company Information Concur Mobile Registration System Settings Expense Settings Select one of the following to customize your user profile Personal Information Expense Settings Expense Preferences Delegates are employees who are allowed to perform york on Expense Preferences Change Password Concur Mobile Registration Invoice Settings Nucle Information Concur Mobile Registration Invoice Settings Concur Mobile Registration Set on each in the Concept Approvers Invoice Information Concur Mobile Registration Concur Mobile Registration Invoice Preferences Concur Approvers Concur Mobile Registration Invoice Approvers Concur Approvers Concur Mo						Administration 🗸 🕴 Help 🗸
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Your Information Personal Information Company Information Sete one of the following to customize your user profile Email Addresses Personal Information Expense Settings Expense Delegates Expense Information Delegates are employees who are allowed to perform forth on the tholewing to customize your user profile Bank Information Expense Delegates Expense Performces Delegates are employees who are allowed to perform forth on the tholewing your password. Invoice Settings Change your password. Invoice Information Change your password. Other Settings Change Password Invoice Approvers Concur Mobile Registration System Settings Concur Connect Change Password Concur Settings System Settings Concur Mobile Registration	Your Information Company Information Contact Information Email AddressesPersonal Information Estenses Settings Expense Delegates Expense Delegates Expense Approvers Favorite AttendeesPersonal Information Estense Preferences Expense Approvers Favorite AttendeesPersonal Information Estense Preferences Expense Approvers Favorite AttendeesPersonal Information Estense Preferences Expense ApproversSet one of the following to customize your user profile Delegates are employees who are allowed to perform for the behalf of other employees.Set one of the following to customize your user profile Delegates are employees who are allowed to perform for the behalf of other employees.Set one of the following to customize your user profile Delegates Thouse Preferences Invoice Preferences Invoice Preferences Invoice Preferences Invoice Preferences System Settings Connected ApproversPersonal Information Expense Delegates Througe Preferences System Settings Connected ApproversConcur Mobile Registration Tab"Other Settings System Settings Connected ApproversSystem Settings Connected ApproversClick on the "Mobile Registration Tab"	Profile Personal Inf	ormation Change	e Password Sys	tem Settings	Concur Mobile F	Registration
	Concur Mobile Registration	Your Information Personal Information Company Information Contact Information Email Addresses Expense Settings Expense Settings Expense Information Bank Information Expense Delegates Expense Preferences Expense Approvers Favorite Attendees Invoice Settings Invoice Settings Invoice Preferences Invoice Preferences Invoice Approvers Other Settings System Settings Connected Apps Concur Connect Change Password Concur Mobile Registratio	Profile Select one of the Personal Inforr Expense Del Delegates are behalf of other Change Pass Change your p	e Options the following to custo ormation mation legates employees who are r employees. sword bassword.	mize your user p	orofile. rm work on Click	System Settings Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end? Expense Preferences Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print. Concur Mobile Registration Set up access to Concur on your mobile device on the "Mobile Registration Tab"





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.