

First-Time setup in CONCUR

Open your AccessUH and click on the CONCUR app. Setup page will ask you to confirm your supervisor's name and it will ask for a default cost center. Enter 2091 H0067 B0864 NA, this puts you in Chemical Engineering, but this is not what you will travel on. (You will change this cost center information when you are putting in a real travel request.) Submit this information and the concur team will start creating your profile. By the next workday, you should access to the concur software.