

Step-by-Step Guide

Registering for Concur Mobile

What is Concur Mobile?

Concur Mobile is an app which provides access to the Concur Travel & Expense System from your iPhone, iPad, Blackberry, or Android device.

With Concur Mobile you can:

- View your travel itineraries and flight status updates
- Book airfare, rental cars, and hotels for your university travel
- Capture receipt images with your camera phone and add to your [receipt store](#)
- Create and submit expenses reports
- Review and approve expense reports (if you are an approver)

How to Register for Concur Mobile

Begin by accessing Concur via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select **Concur Travel & Expense System**.

From the home page of the Concur Travel & Expense System, click **Profile** along the top of your screen. Then, also along the top of your screen, select **Mobile Registration**.

Create a PIN in order to log in to Concur Mobile. Click the **create a mobile PIN** link, enter your PIN once in each field, and click **Set PIN**.

Capture your receipts and manage your travel on the go!

Review your login details

Login Information
Username: 158767@cu.edu
Password: Use the same password you use to log in to Concur for Web. If you don't know your password, you may [create a mobile PIN](#)

Download the app

Or send a link to your device - enter your email address or mobile phone number (including country code for non-US numbers) and we will send you a link to get the app.

john.doe@cu.edu **Send Link**

Then, download the Concur Mobile app.

One way to do this is through your device's app store.

Or, you can send an app link to your device – enter your mobile phone number or email address and click **Send Link**.

How to Log in to Concur Mobile on Your Device

Enter your Username and PIN to log in to Concur Mobile on your device. Your Username is available within the **Review your login details** section of your Concur Profile (pictured above). Your PIN was set in a previous step.