

Columbia University Finance Training

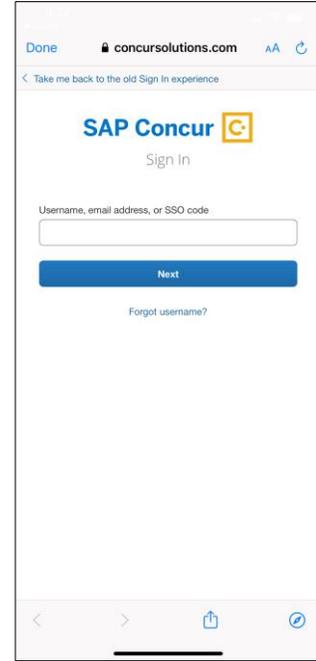
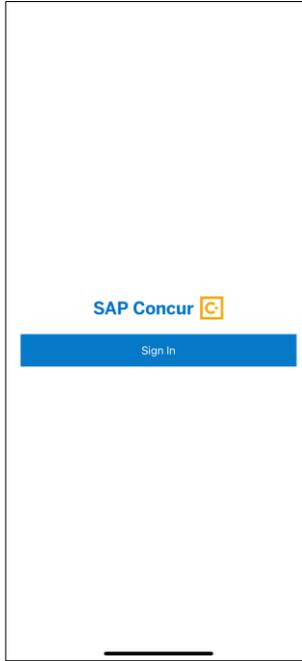
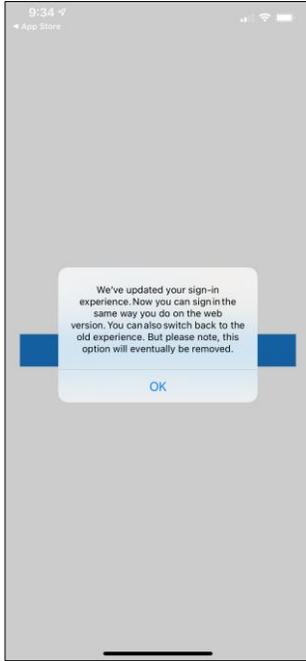
Job Aid: Installing the Concur Mobile App

This job aid covers the steps for installing the Concur mobile app on your phone.

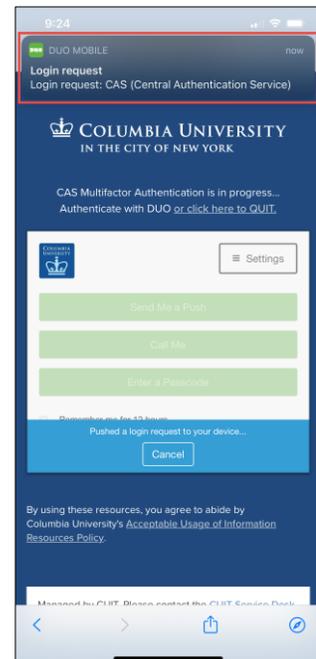
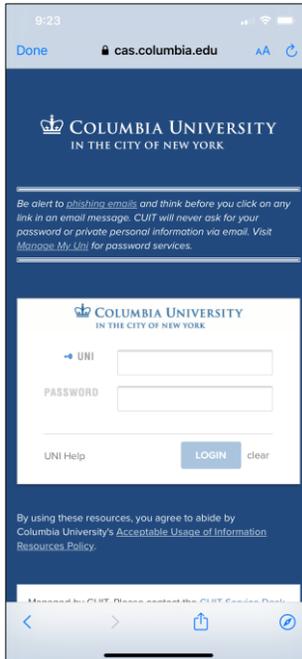
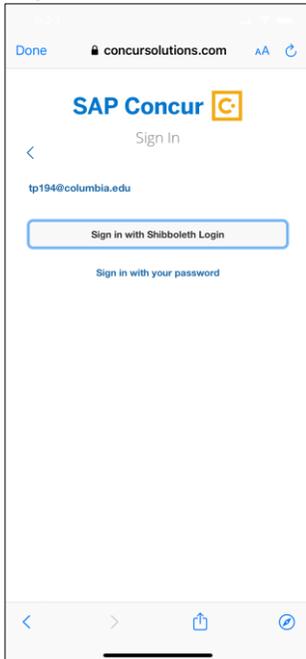
Installing the Concur Mobile App

You must have the **Duo Mobile** app installed. Refer to the [CUIT Multi-Factor Authentication – Duo](#) web page. Install the **SAP Concur** app on your phone via the **App Store** or **Google Play**. If you previously installed the SAP Concur app, ensure that you have downloaded the most recent version.

1. Open the **SAP Concur** app on your phone. Select **OK** to the message, if it appears.
2. Select **Sign In**.
3. For **Username, email address, or SSO code**, enter your **UNI@columbia.edu**, (w/o cumc, Ideo, etc.) and select **Next**.



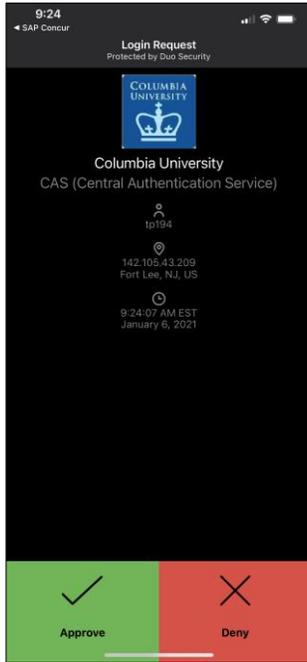
4. Select **Sign in with Shibboleth Login**.
5. Enter your **UNI** and **Password** and select **LOGIN**.
6. Select the **Duo Mobile Login request** alert.



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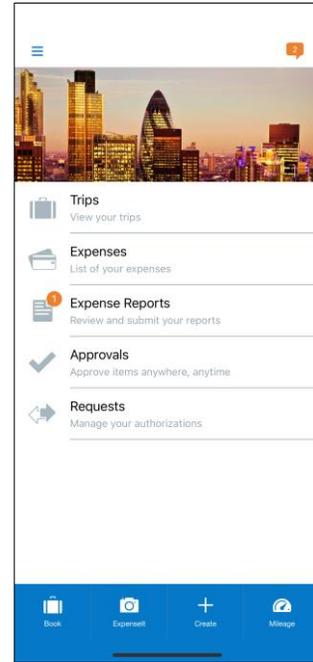
7. Select **Approve**.



8. Select to go back to **SAP Concur**.



You can begin to use the Concur mobile app.



Note: The Concur mobile App is intended for the end user only and does not support Delegation. Delegates must use the Concur Desktop application. Approval of Pre-Trips Requests with an Advance is not currently supported on the Concur mobile app.

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>