

# Concur Horizon Theme Quick Guide



Concur has been updated with new fonts, icons, colors, and shapes. The functionality remains the same but Requests, Travel, and Expense pages are now accessed from the Home dropdown menu. Morning Horizon will be the default theme. However, you will be able to choose between Morning Horizon (light theme) and Evening Horizon (dark theme), or enable High Contrast mode for accessibility purposes.

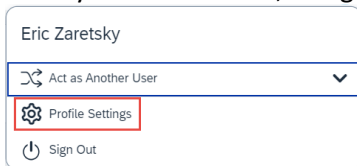
## Navigating Concur

Use the **dropdown** next to the **Home** button to access the Concur **Requests**, **Travel**, and **Expense** pages. The title displayed in the menu will change to indicate the page you are currently viewing.

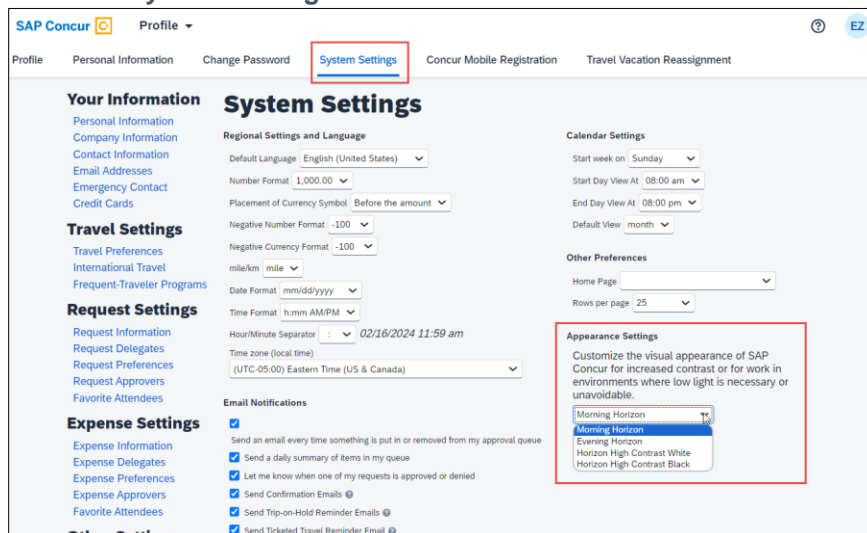
Click your **Profile** icon with your initials to access **Profile Settings** and to **Act as Another User** if you have been designated a Delegate by your colleague(s). You can navigate to the Profile Settings to change Appearance Settings.

## Changing Appearance Settings

1. From your **Profile** icon, navigate to **Profile Settings**.



2. Select the **System Settings** tab.



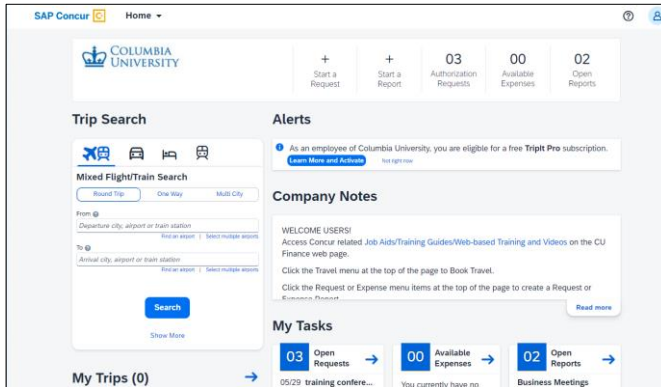
3. Select the desired option from the **Appearance Settings** dropdown.
4. Click the **Save** button.

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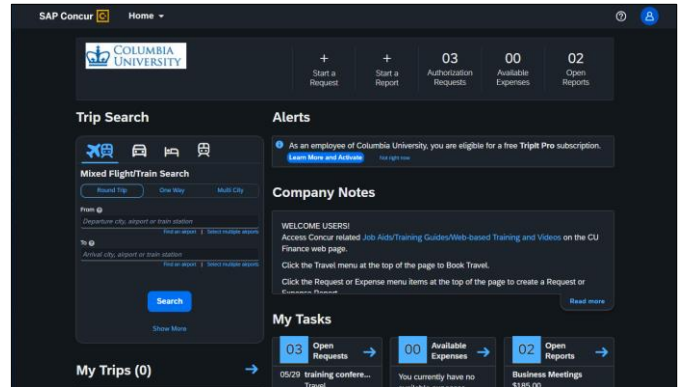


## Appearance Options

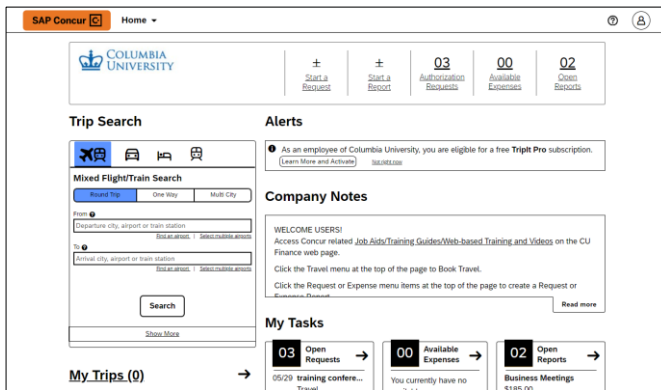
Morning Horizon (Default)



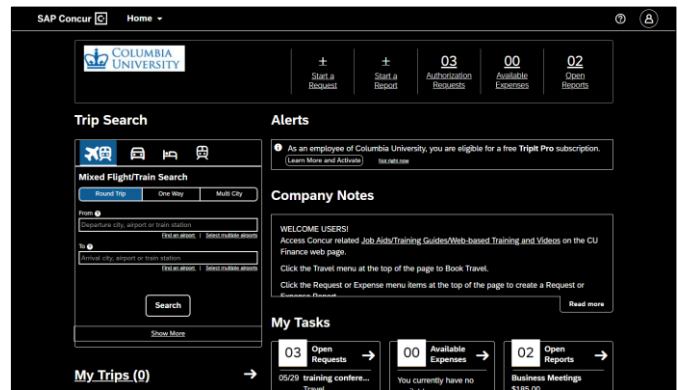
Evening Horizon



Horizon High Contrast White



Horizon High Contrast Black



## 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 ServiceNow

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