

## User Guide – Signing In

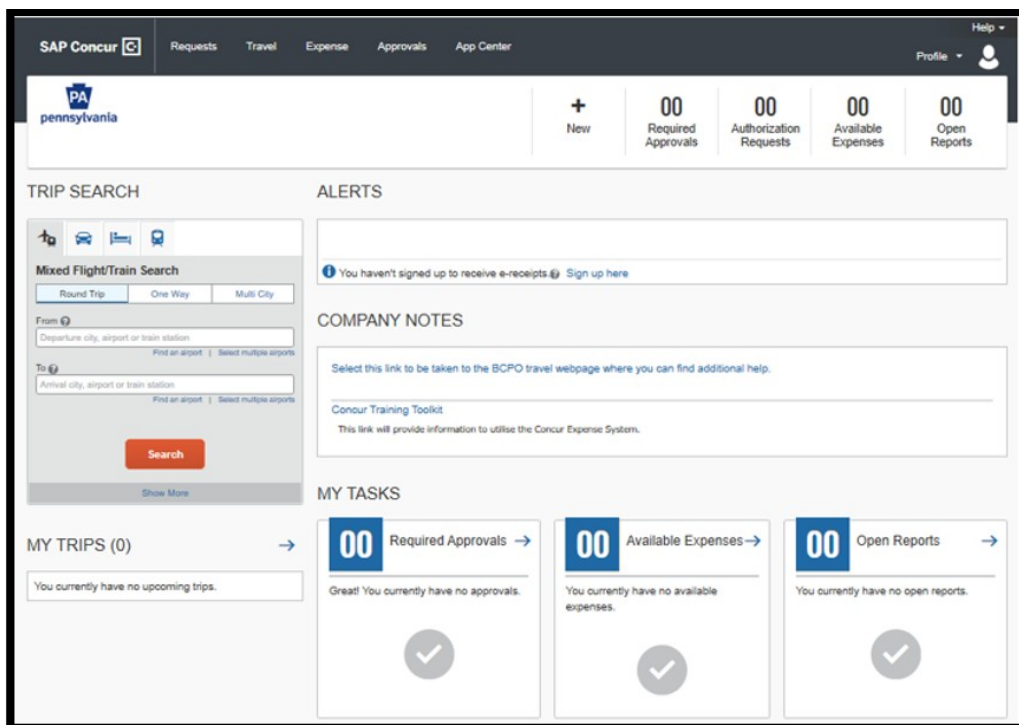
SAP Concur is a web-based software platform. Employees can access their personalized home page through Employee Self Service (ESS), Office365 or via the [www.concursolutions.com](http://www.concursolutions.com) website.

### Sign in through Employee Self Service (ESS)

Commonwealth employees can access their SAP Concur Home Page through Employee Self Service (ESS). When using ESS, employees do not need to enter a username and password.

1. Go to [www.myworkplace.pa.gov](http://www.myworkplace.pa.gov) and click on **Travel** link in the top navigation menu.
2. With the Travel section displayed, click on the **Concur Travel & Expense** tile.

Your personalized SAP Concur home page will appear. Note: Your home page may look different than the image below depending on your travel related role(s). For example, employees may not have “Approvals” as a menu option and “Required Approvals” in the My Tasks area as these functions are specific to supervisors.



## Sign in through Office365

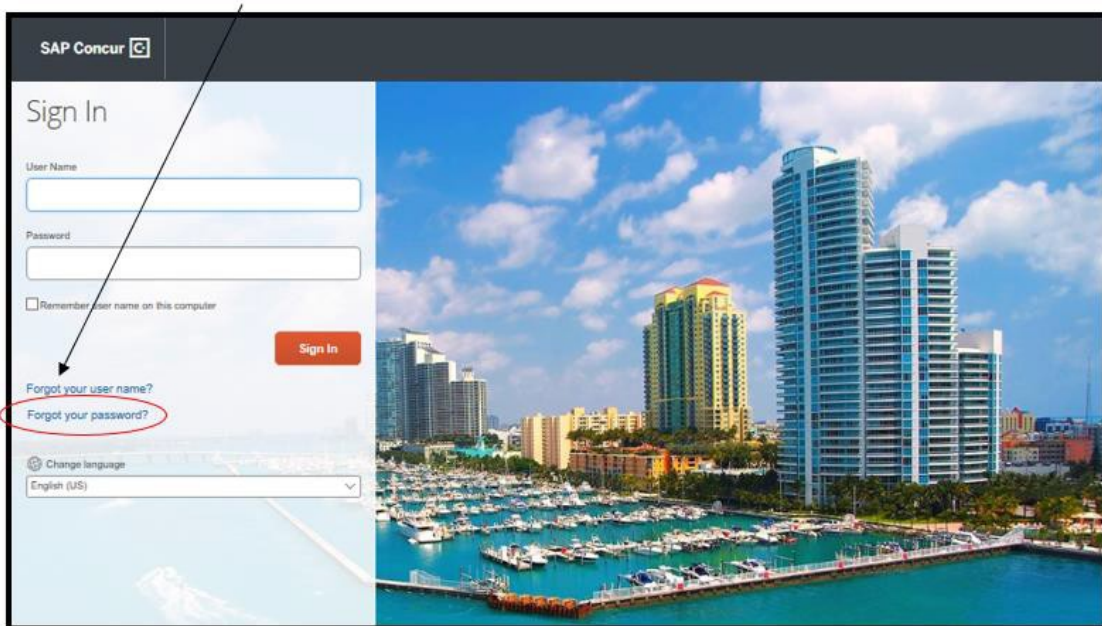
Commonwealth travelers can access their SAP Concur Home Page through Office365 at [www.office.com](http://www.office.com). Search for “concur” and select the OA-SAP-CONCUR-PRD application to be connected without needing a username and password.

## Sign in through SAP Concur website

Commonwealth travelers can also access their SAP Concur Home Page through the [www.concursolutions.com](http://www.concursolutions.com) website. By using this method, a username and password must be entered.

### Instructions for first time Sign In:

1. Open your web browser and go to [www.concursolutions.com](http://www.concursolutions.com)
2. Click on the “Forgot your password?” link.

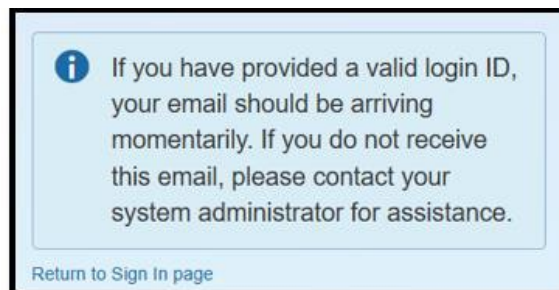


3. Enter your User ID in the username field and then click the Submit button. Your User ID is your 8-digit employee number, including the leading zeros, followed by @pa.gov (i.e. 00999999@pa.gov). A link to reset your password will be sent to the primary email address stored within your profile.

Forgot Password

Enter your user name

Cancel Submit



4. Follow the instructions to set up your password and proceed to your personalized SAP Concur home page.

Note: Your home page may look different than the image below depending on your travel related role(s). For example, employees may not have “Approvals” as a menu option and “Required Approvals” in the My Tasks area as these functions are specific to supervisors.