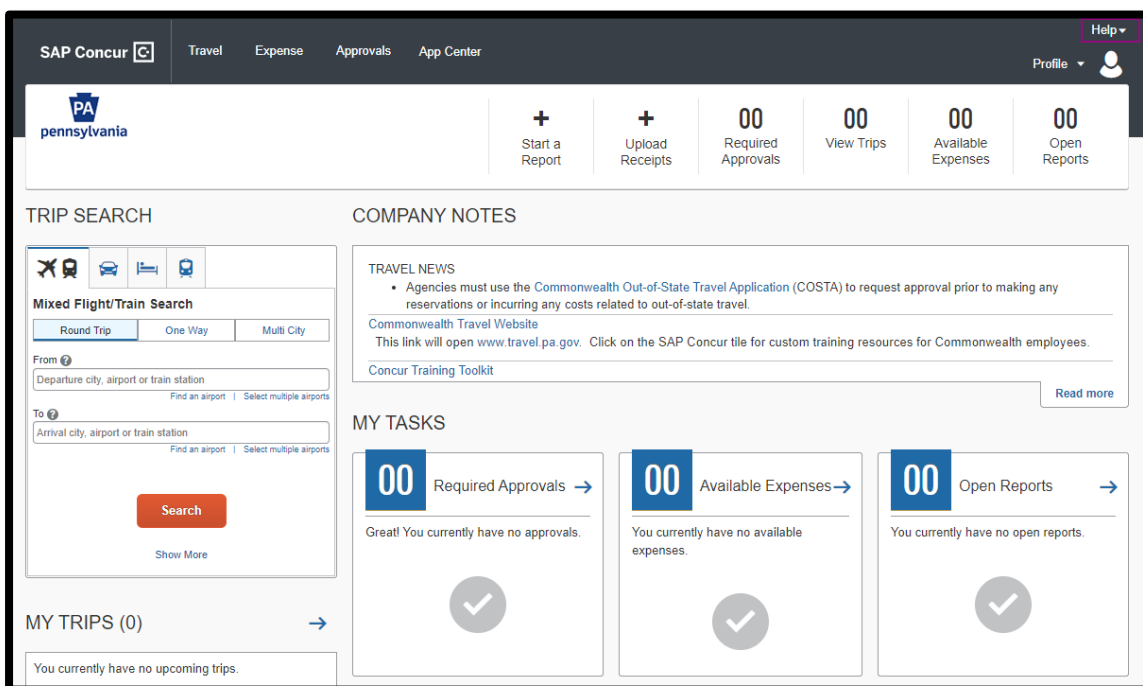# User Guide – Signing In

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 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 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.
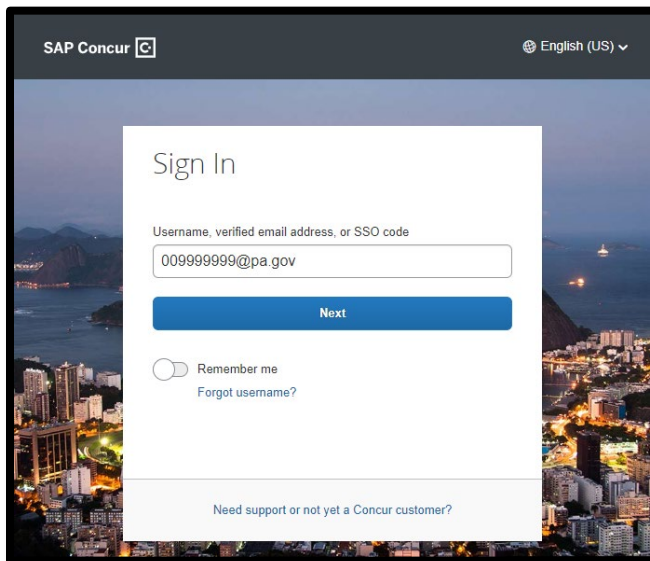
Sign in through Office365

Commonwealth travelers can access their SAP Concur Home Page through Office365 at www.office.com. Search for "concur" and select the OA-SAP-CONCUR-PRD application to be connected without needing a username and password.
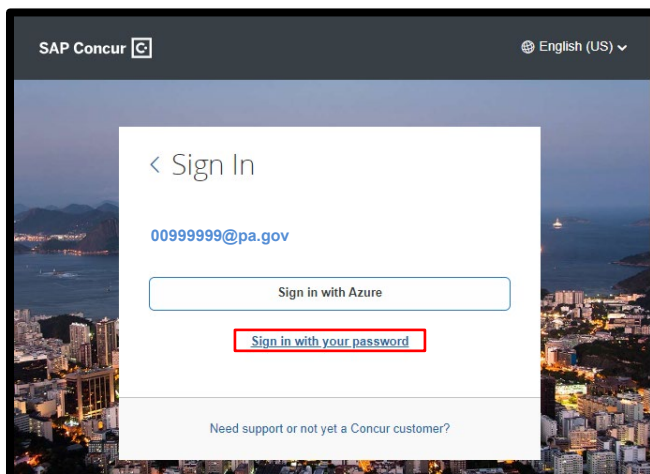
Sign in through SAP Concur website

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

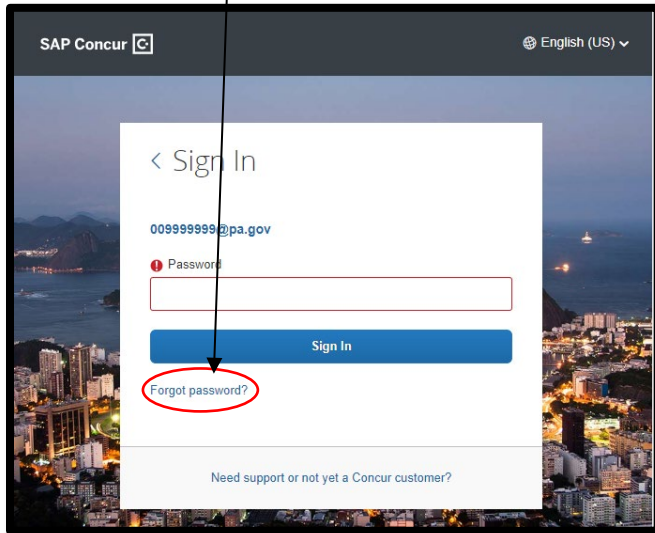**Instructions for first time Sign In:**

1. Open your web browser and go to www.concursolutions.com

2. Enter your User ID in the username field and then click the **Next** button. Your User ID is your 8-digit employee number, including the leading zeros, followed by @pa.gov (i.e., 00999999@pa.gov).
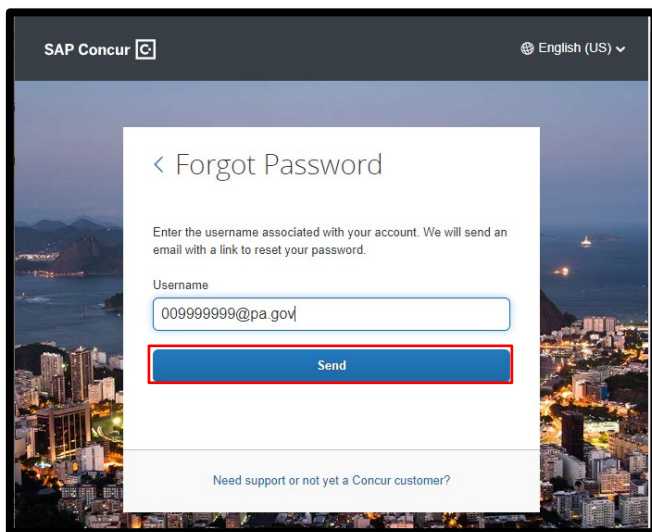

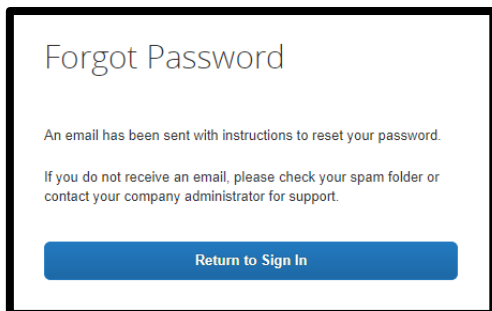3. Click the **Sign in with your password** link if presented with the screen below.

4. Click the "Forgot password?" link.

5. Click the **Send** button.

6. A link to reset your password will be sent to the primary email address stored within your profile.

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