# 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).
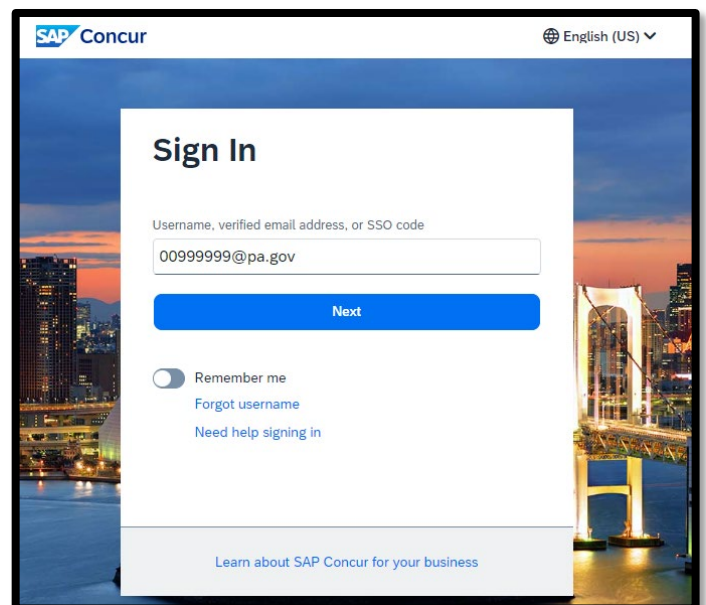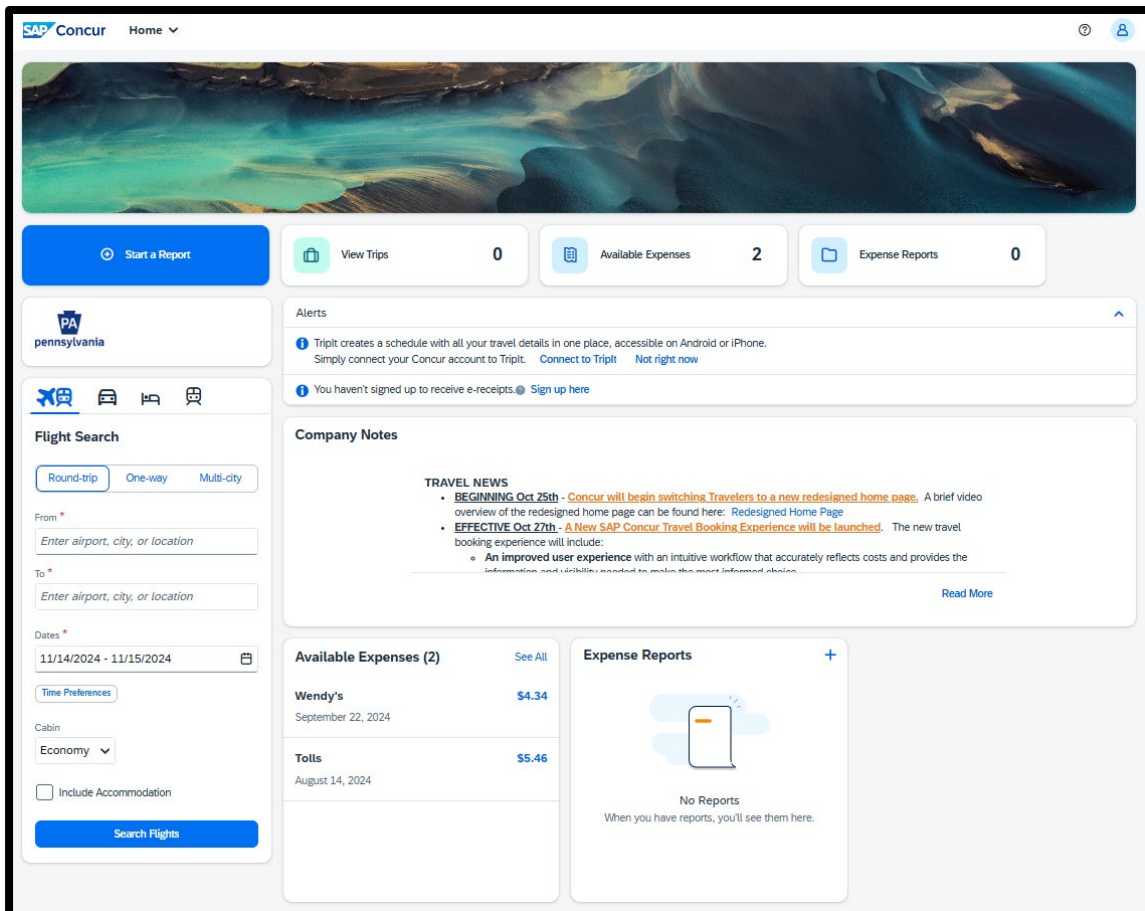
Sign in through Office365

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.
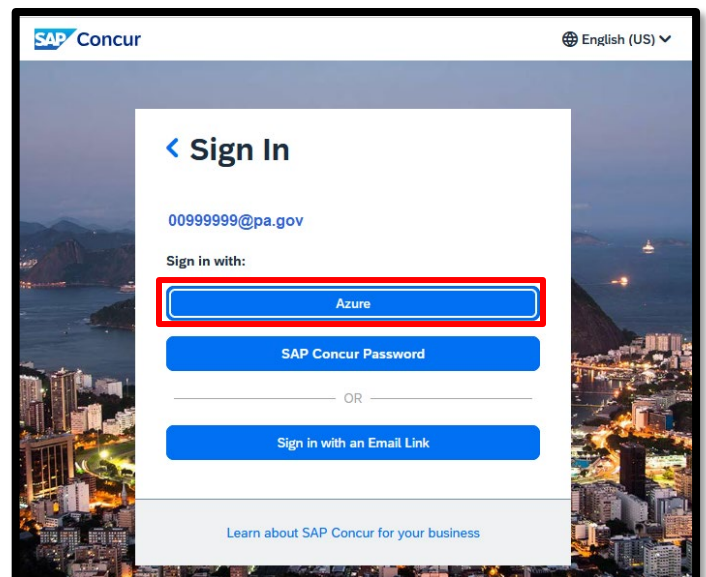
Sign in through SAP Concur website

Commonwealth travelers can also access their SAP Concur Home Page through the www.concursolutions.com website. Users may sign in by using either Azure Multi-Factor Authentication (MFA) or a username and password.

Instructions for Signing in with Azure MFA:

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

2. Enter your SAP Concur 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).
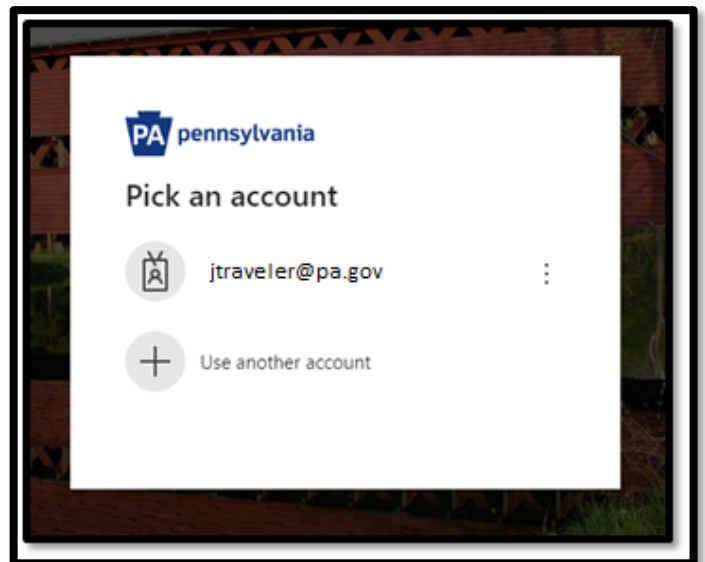

3. Click the **Azure** button.

4. The Azure MFA login screen will be presented.

   Follow the same steps used when signing into Commonwealth resources, such as Office 365, Microsoft Teams, SharePoint, VPN, etc.
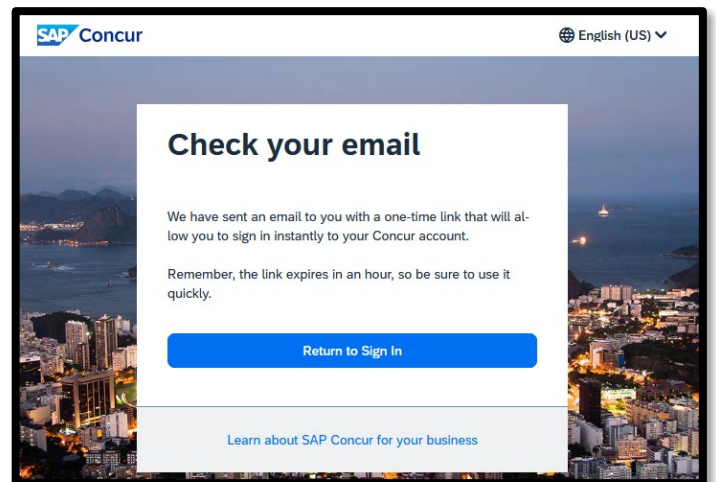

Instructions for Signing in with an Email Link:

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

2. Enter your SAP Concur 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).
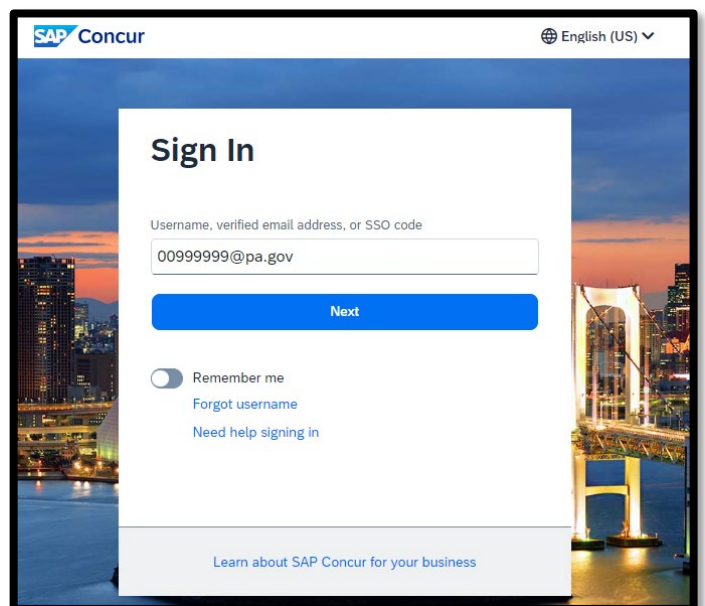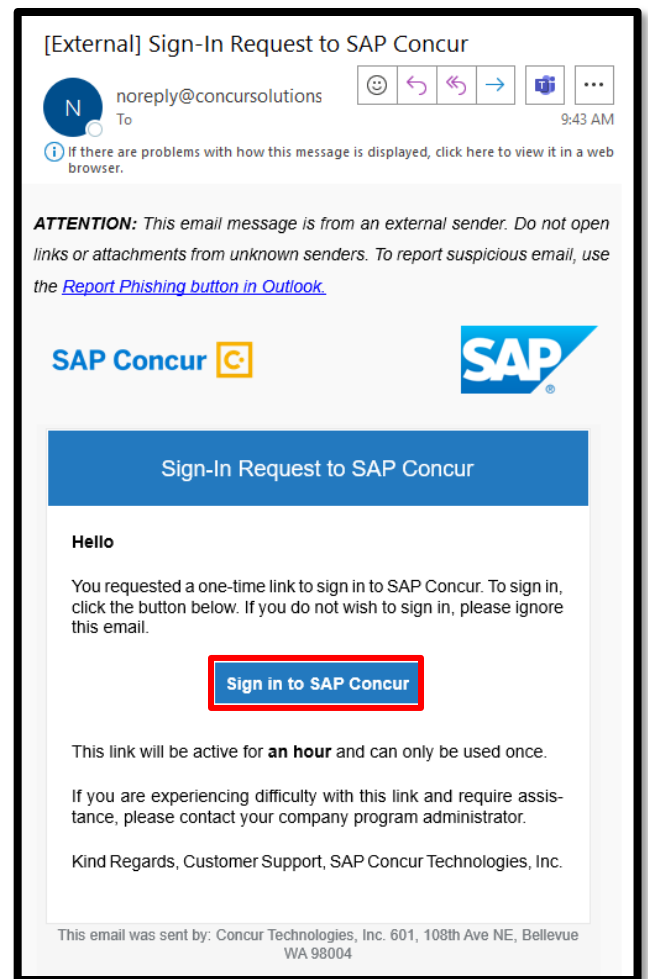
3. Click the **Sign in with an Email Link** button.

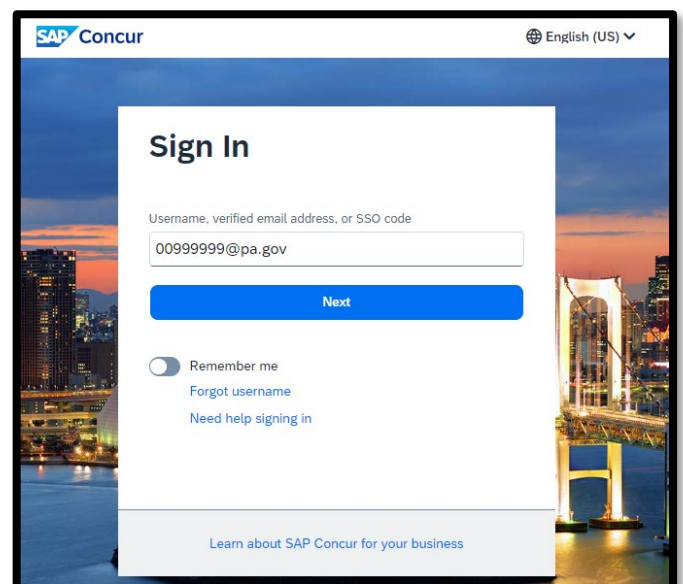4. An email will be sent to the primary email address stored within your profile.

5. Click the **Sign in to SAP Concur** link in the email to access SAP Concur.

Instructions for Signing in with an SAP Concur password for the first time:

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

2. Enter your SAP Concur 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).
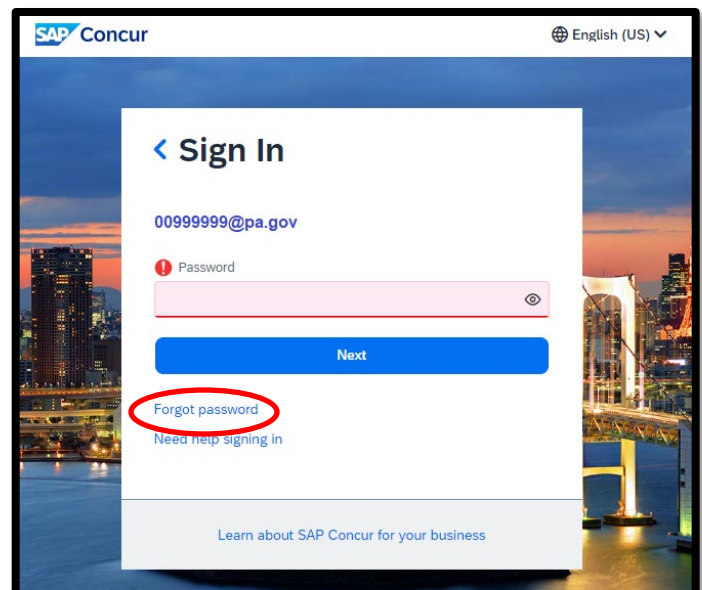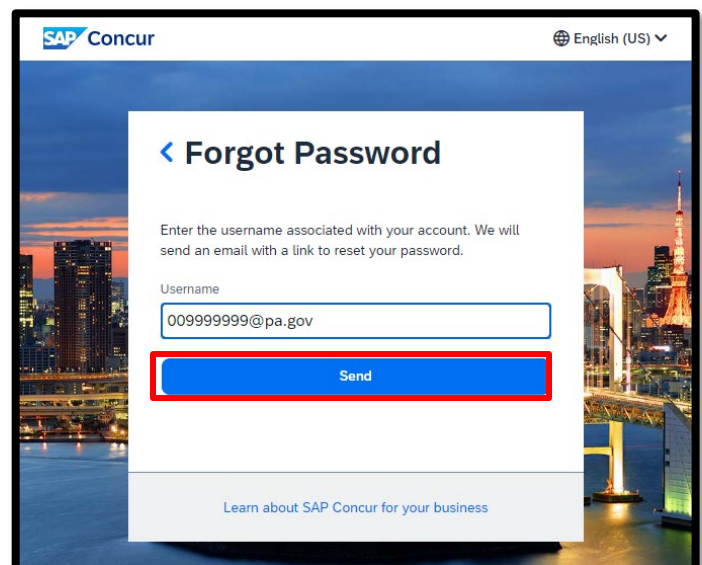
3. Click the **SAP Concur Password** button.
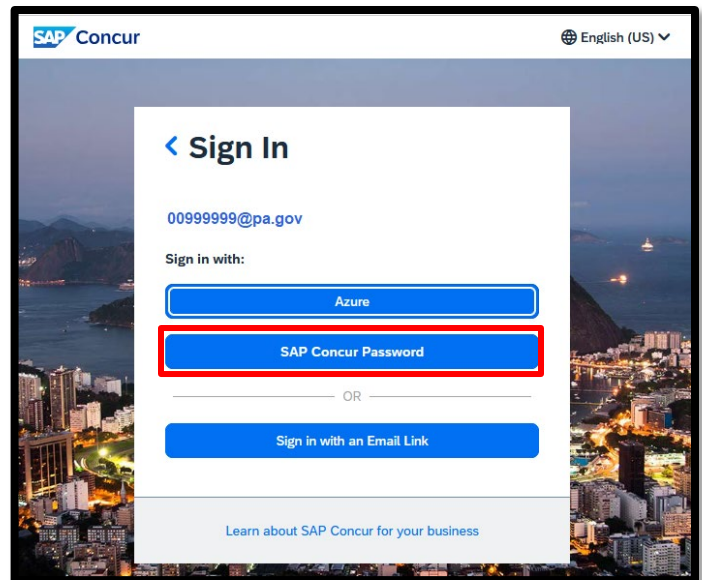
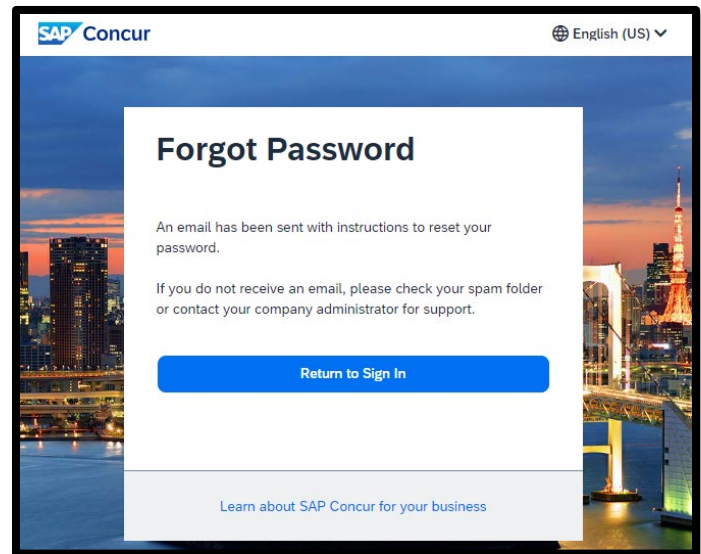4. Click the **Forgot password** link.

5. Click the **Send** button.

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

   Follow the instructions to set up your password.

7. You must set up two-factor authentication to continue signing in.

   To add your SAP Concur account to an authenticator app, scan the QR Code on the **Sign In** page.

   Note: You can use an authenticator (such as Microsoft Authenticator or Google Authenticator) to scan the QR Code. If you cannot scan the QR code, select the **Set up manually with a key** link.
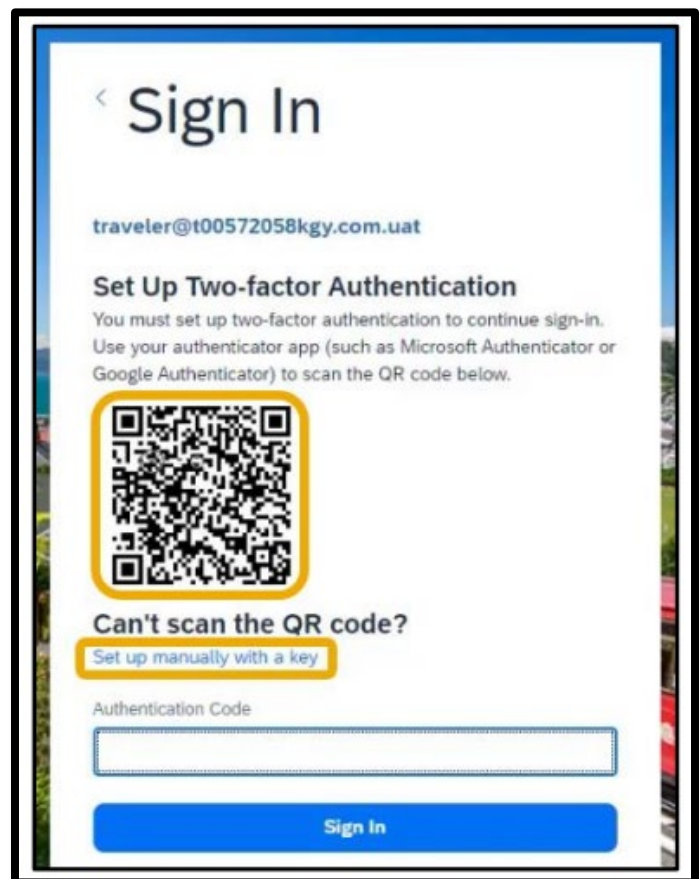
8. Copy the six-digit code that was generated from the app into the **Authentication Code** field, and then select **Sign In**.