FOR THE DEPARTMENT OF COMPUTER SCIENCE ONLY

CONCUR LOGIN INSTRUCTIONS FOR EMPLOYEES

Please log in to AccessUH. Look for Concur Travel Management icon, click on it and you will need to self-register. Follow the instructions they provide. For the question that is asked "if you are an approver" the answer is, "NO." Enter default cost center: 00730-H0108-2091-B1011-NA.

After you have self-registered, Concur will send you an email. If you do not receive the email, just wait about 20 minutes and then try to log in. If you are not able to, try to log in the next day and go to, **Profile/Profile Settings** (just under your name)/**Expense Delegates**. Hit the ADD button and add

(Douglas, Amber, adouglas@cougarnet.uh.edu & Purcell, Shaneil, sapurcel@cougarnet.uh.edu).

(If you type in the first three letters of the last name, it will pop up for you to select.) THEN please place a check mark in all allowable boxes and hit save. *Amber will be your primary contact*.

Now look to the left of the screen and choose **Personal Information.** Scroll down to "Email Addresses" and hit VERIFY and follow their instructions.

Let Amber know when you have completed all this. As your delegates, they will be able to pull your record to assist with travel arrangements.