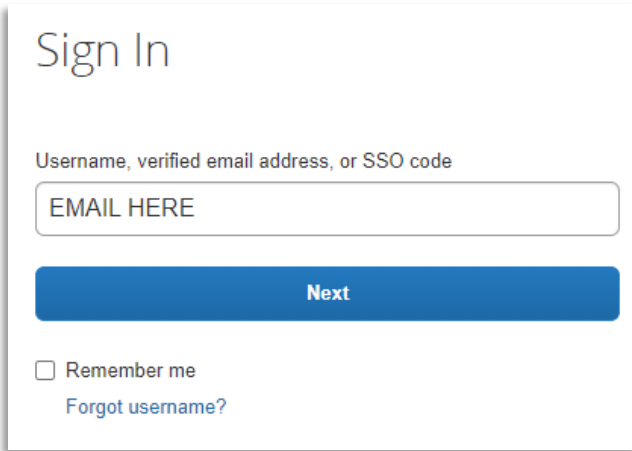
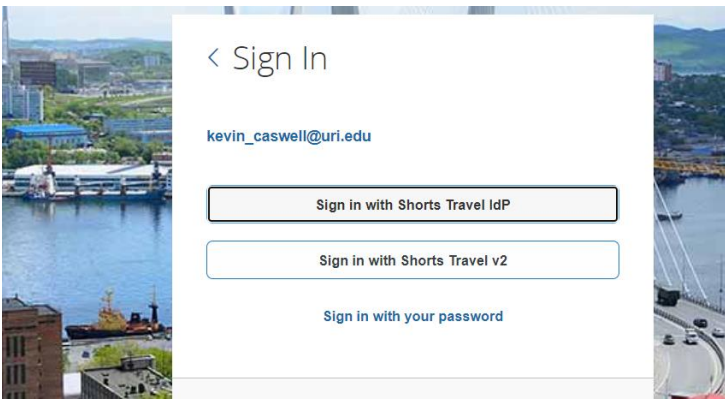


To use Concur with Direct Travel as of 4/12/21 you will log into Concur via computer:

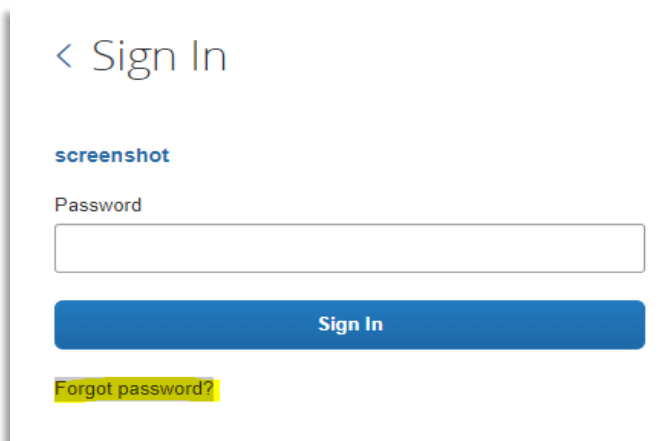
- **Step 1:** [www.concursolutions.com](http://www.concursolutions.com)
- **Step 2:** Username will be your full University of Rhode Island email (enter & click next)



- **Step 3:** Click Sign in with your password



- **Step 4:** Where it asks for password you will click “forgot password”



- **Step 4:** Watch for an email from [DoNotReply@concursolutions.com](mailto:DoNotReply@concursolutions.com)

Subject: Concur Account Info

**Follow the unique link as soon as possible. It expires after 24 hours without action.**

To use Concur with Direct Travel as of 4/12/21 you will log into Concur via computer:

- **Step 5:** Log into Concur with your new credentials. Find your profile in the top right and click into it to review details are current.
- **Optional:** Download the Concur App to book travel on your devices.

