

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

- **Step 1:** www.concursolutions.com



- **Step 2:** Username will be your full University of Rhode Island email (enter & click next)

A screenshot of the SAP Concur "Sign In" page. It features a white background with the title "Sign In" at the top. Below the title is a label "Username, verified email address, or SSO code" and a text input field containing the placeholder text "EMAIL HERE". A blue "Next" button is positioned below the input field. At the bottom left, there is a checkbox labeled "Remember me" and a blue link "Forgot username?".

- **Step 3:** Where it asks for password you will say "forgot password"

A screenshot of the SAP Concur "Sign In" page, showing the password field. The title is "< Sign In". Below it is a label "password" and a text input field. A blue "Sign In" button is below the input field. At the bottom, the text "Forgot password?" is highlighted in yellow.

- **Step 4:** Watch for an email from DoNotReply@concursolutions.com

Subject: Concur Account Info

Follow the unique link as soon as possible. It expires after 7 days without action.

- **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](#) & the [Direct2U Travel App](#) to book travel on your devices.

