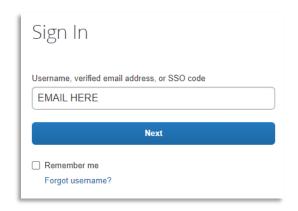
## To use Concur with Direct Travel after 4/12/21 you will log into Concur via computer:

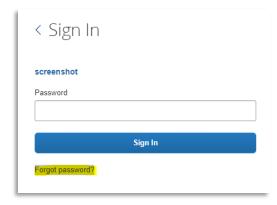
• Step 1: www.concursolutions.com



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



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



Step 4: Watch for an email from <u>DoNotReply@concursolutions.com</u>

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.



