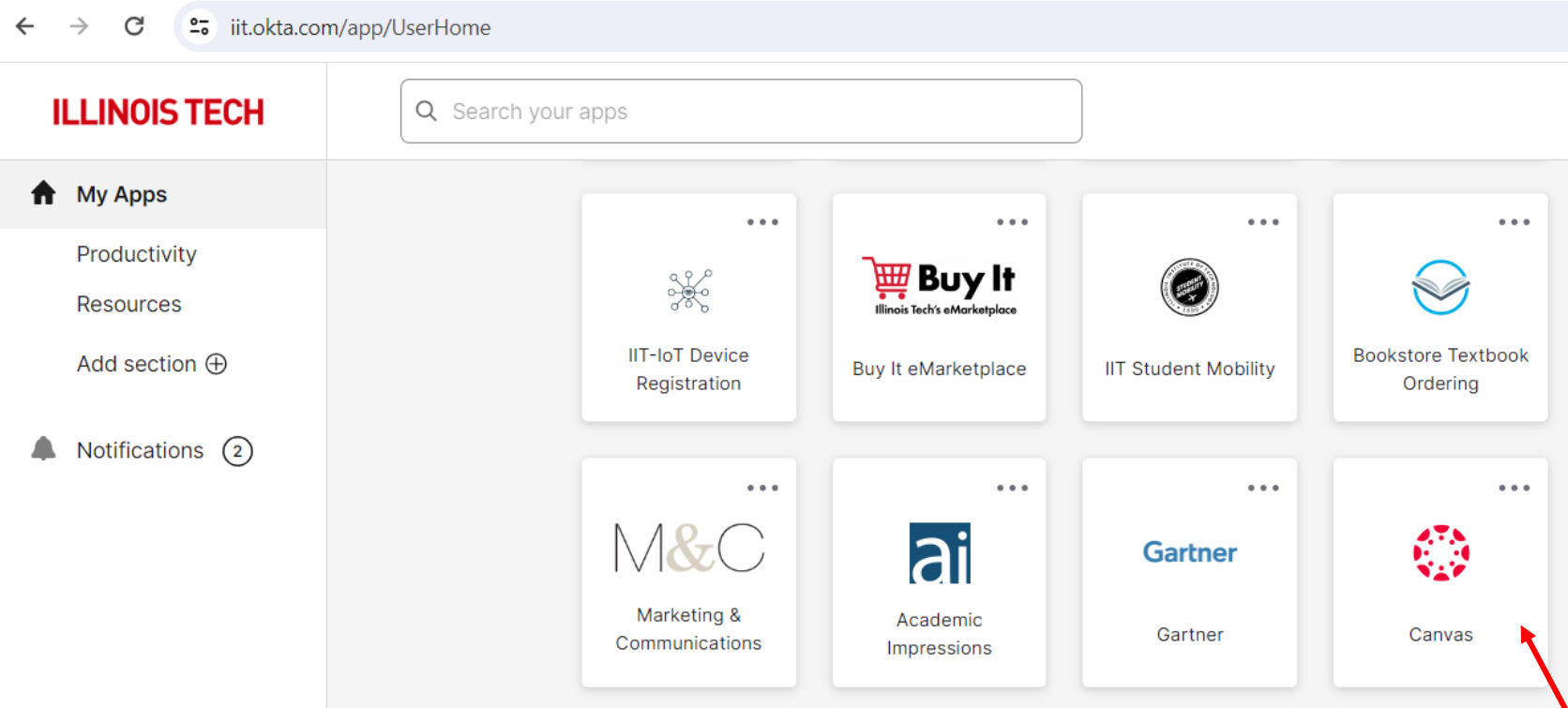
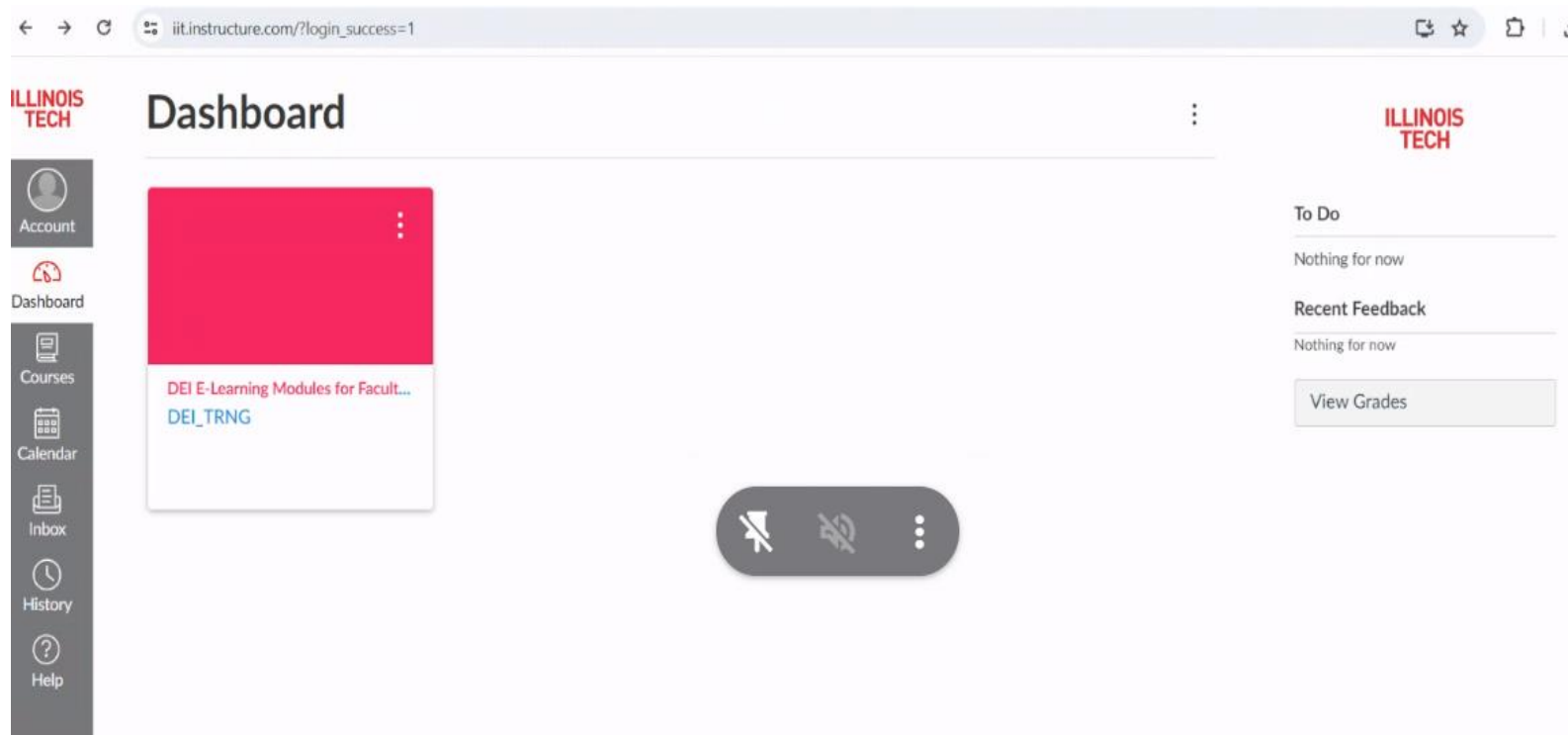


How to Access & Complete Concur Training on Canvas

To access Concur training, log in to [Okta](#) (Access Illinois Tech). Then navigate to the Canvas tile and click on it to open Canvas.

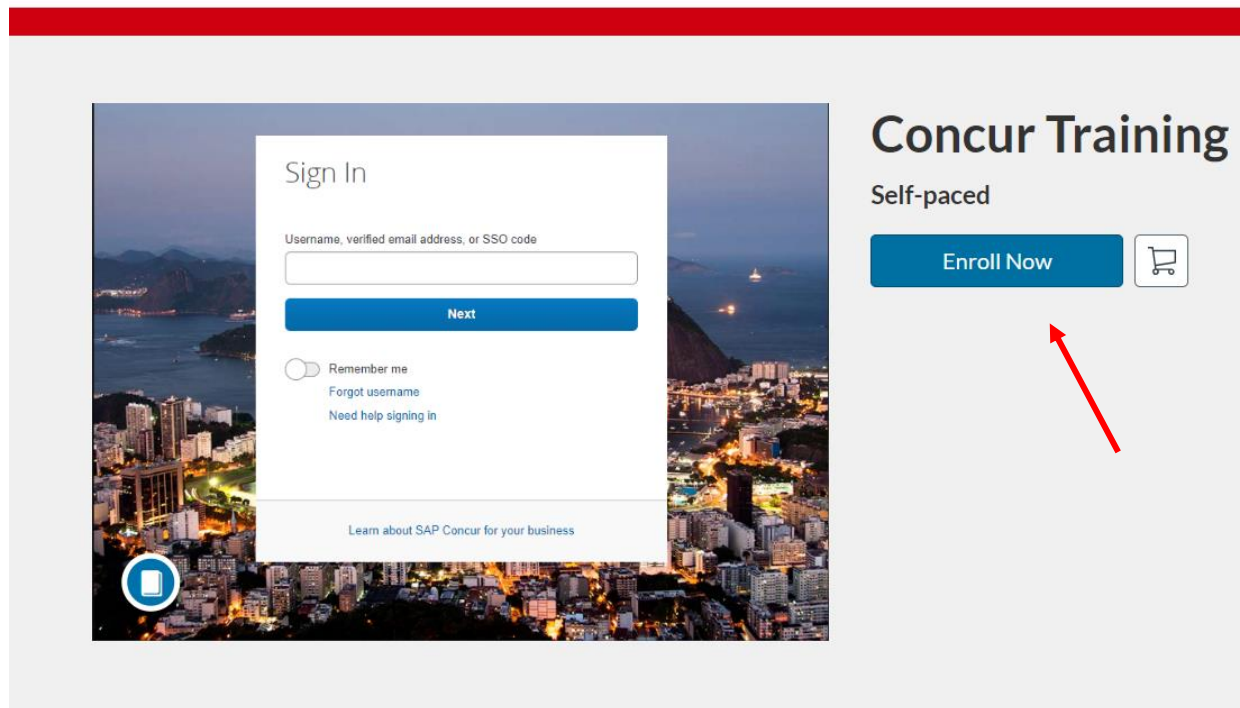


Once Canvas is open, the Dashboard will display. Leave the tab with Canvas open in your browser and then open a new tab in the same browser and copy/paste the following link in the new browser tab:
<https://professionallearning.catalog.iit.edu/browse/training/courses/concur-training>



This will bring you to the Concur training module. Click on Enroll Now.

ILLINOIS TECH



The screenshot displays a user interface for 'Concur Training'. On the left, there is a 'Sign In' form with a text input field for 'Username, verified email address, or SSO code', a 'Next' button, and links for 'Remember me', 'Forgot username', and 'Need help signing in'. Below the form is a link to 'Learn about SAP Concur for your business'. On the right, the text 'Concur Training' is displayed above 'Self-paced', followed by a blue 'Enroll Now' button and a shopping cart icon. A red arrow points to the 'Enroll Now' button.

If you are new to Canvas, you will be prompted to create an account. If you already have a Canvas account, disregard the slides related to account registration.

ILLINOIS TECH

Create an Account

[Already have an account? Sign in here](#)

Full Name

Email

Confirm Email

Job Title (Optional)

Organization (Optional)

Phone Number (Optional)

Complete all fields and click on Register New Account

Full Name

John Doe

Email

email@iit.edu

Confirm Email

email@iit.edu

Job Title (Optional)

Enter Answer

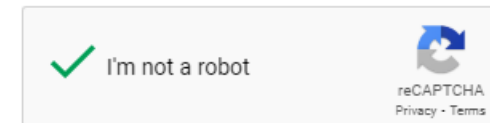
Organization (Optional)

Enter Answer

Phone Number (Optional)

Enter Answer

I agree to the [Acceptable Use Policy](#) and acknowledge the [Privacy Policy](#).



Register New Account

Click on Enroll

ILLINOIS TECH

Checkout

A thumbnail image showing a 'Sign in' dialog box overlaid on a cityscape background. The dialog box has a text input field, a 'Sign in' button, and a checkbox for 'Remember me'. Below the dialog, it says 'Learn about SP Connect for your business'.

Concur Training 

 Course

Cancel **Enroll**



Select Go to Courses

ILLINOIS TECH

Ready to Begin

You have successfully enrolled in the following listing.
Go to your [Catalog Student Dashboard](#) to begin the course.



Concur Training

 Course

 Enrolled

[Go to Courses](#)

[Return to Catalog](#)



You will be prompted to verify your email

ILLINOIS TECH

Accounts Payable ▾



In Progress

Completed

Not Completed

PDF Transcript



Almost there! A confirmation email has been sent.

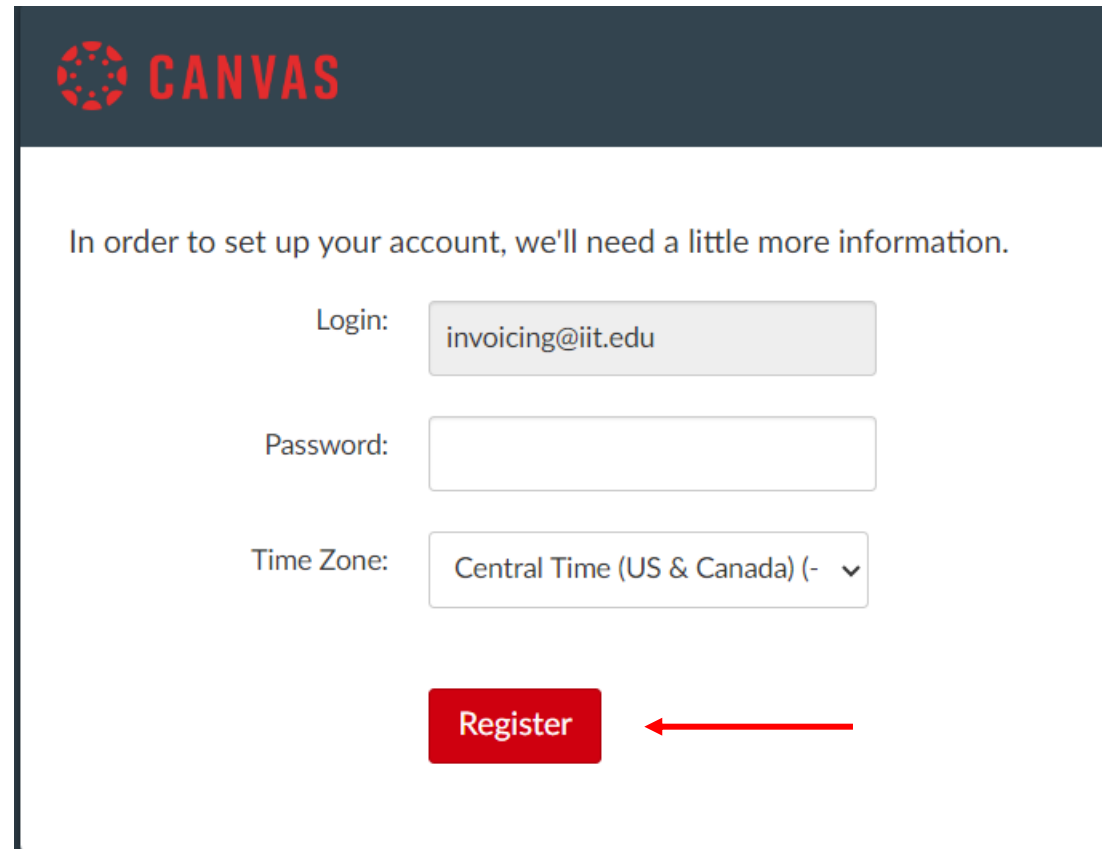
Locate it and follow the instructions to complete the registration process.

Please check your email account now.

Can't find your email?

[Send Again](#)

After clicking on the email verification link, you will need to create a password for your Canvas account



The image shows a registration form for a Canvas account. At the top left, there is a dark blue header with the Canvas logo (a red circle of dots) and the word "CANVAS" in red. Below the header, the text reads "In order to set up your account, we'll need a little more information." The form consists of three input fields: "Login:" with the value "invoicing@iit.edu", "Password:" which is empty, and "Time Zone:" with a dropdown menu showing "Central Time (US & Canada) (-" and a downward arrow. Below these fields is a red "Register" button with a red arrow pointing to it from the right.

CANVAS

In order to set up your account, we'll need a little more information.

Login: invoicing@iit.edu

Password:

Time Zone: Central Time (US & Canada) (- ▾

Register ←

Click on Begin Course

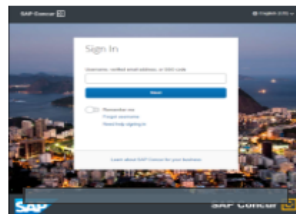
ILLINOIS TECH

In Progress

Completed

Not Completed

Courses



Concur Training

Self-paced


Training for the Concur Online Booking Tool

ILLINOIS TECH

Begin Course



Click on Concur Training Video

ILLINOIS TECH  PROC 001 > Modules

Account

Dashboard

Courses

Calendar


Inbox

History


Help


Colla


▼ Welcome to Concur Training

 Please watch the "Concur Training" video, then take the quiz as many times as need. You must pass the quiz to access the registration link.

▼ Concur Training Complete All Items

 **Concur Training Video**
Viewed

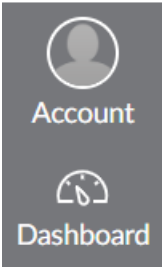
 **Concur Training Quiz**
10 pts | Scored at least 10.0



Click on Load Concur Training Video in a new window

ILLINOIS
TECH

☰ PROC 001 > Modules > Concur Training > Concur Training Video



This tool needs to be loaded in a new browser window

Load Concur Training Video in a new window



Click on the play button to start the video

The screenshot shows the SAP Concur interface for Illinois Tech. The page includes a navigation bar with 'SAP Concur', 'Travel', 'Approvals', 'Reporting', and 'App Center'. The main content area is divided into 'TRIP SEARCH' and 'COMPANY NOTES'. The 'TRIP SEARCH' section has a 'Mixed Flight/Train Search' form with fields for 'From' and 'To' and a 'Search' button. The 'COMPANY NOTES' section contains a welcome message and a list of helpful tips and information. A video player overlay is centered on the page, with a play button and a red arrow pointing to it. The bottom left corner features the Illinois Tech logo and the text 'Powered by Panopto'.

Concur Training Video

SAP Concur | Travel | Approvals | Reporting | App Center

ILLINOIS TECH

00 Required Approvals | 00 View Trips

TRIP SEARCH

COMPANY NOTES

Booking for myself | Book for a guest

Please note, when booking Southwest carriers, they will not allow another airline to be on the same booking. If you need to book another carrier with Southwest tickets, please book a one-way with Southwest tickets and then another one-way with your other airline.

Mixed Flight/Train Search

From: [] To: []

Search

00 Required Approvals

00 View Trips

Welcome to Illinois Tech Concur Travel!

The Foremost Travel agent team is available for support from 8am-5pm CT, Monday-Friday. For travel assistance outside of the Concur Travel online booking tool, please contact Foremost Travel at 800-225-7185.

Helpful Tips and Information

- Please verify that the information in your Profile is up-to-date.
- Please book your hotel reservations on all overnight trips to help drive savings for your company and improve traveler security.
- You may need to contact Foremost Travel to book or change your reservation if the following conditions apply:
 - You are booking an international multi-segment trip
 - You are making changes to an itinerary that requires agent assistance
- For Concur technical assistance, please email us at concur@illinoistechtravel.com.
- Illinois Tech Staff and Faculty that have undergone an MVI (Motor Vehicle Inspection) can rent a vehicle for Illinois Tech business and have access to Roadside Assistance. If needed, For Roadside Assistance, service call 1-800-238-4225. Roadside assistance services include:
 - Towing or flatbed transport up to 100 miles
 - Winching
 - Jump start a dead battery
 - Changing a flat tire
 - Key lock-out service
 - Delivery of fuel, oil, water, or other vehicle fluids

MY TASKS

00 Required Approvals

Great! You currently have no approvals.

Powered by Panopto

Once the video is complete, return to the course and click on the Concur Training Quiz

ILLINOIS
TECH



Account



Dashboard



Courses



Calendar




Inbox




History



▼ Welcome to Concur Training

 Please watch the "Concur Training" video, then take the quiz as many times as need. You must pass the quiz to access the registration link.

▼ Concur Training

 **Concur Training Video**
Viewed

 **Concur Training Quiz**
10 pts | Scored at least 10.0



Click on Begin to start the quiz

The screenshot shows a Blackboard interface for a quiz. On the left is a navigation sidebar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area has a breadcrumb trail: PROC 001 > Assignments > Concur Training Quiz. The quiz title is 'Concur Training Quiz'. Below the title, there is a paragraph of instructions: 'You must receive 100% on the quiz to be granted access to the Concur. If you do not get 100%, you may retake the quiz. When you get 100%, the registration link will be available.' Below this is another paragraph: 'You can always check your current score on the left side link: Grade.' There are two status indicators: 'No Time Limit' and 'No Due Date'. A horizontal line separates this section from the next, which states 'This assessment has unlimited attempts.' At the bottom of the main content area is a blue 'Begin' button, which is pointed to by a red arrow.

ILLINOIS
TECH

PROC 001 > Assignments > Concur Training Quiz

Account
Dashboard
Courses
Calendar
Inbox
History
Help

Home
Modules
Panopto Video
Discussions
Grades

Concur Training Quiz

You must receive **100%** on the quiz to be granted access to the Concur. If you do not get 100%, you may retake the quiz. When you get 100%, the registration link will be available.

You can always check your current score on the left side link: Grade.

No Time Limit No Due Date

This assessment has unlimited attempts.

[Begin](#)

Complete the quiz and click on Submit to receive the results

Confirm Submission



Upon submission you will not be able to change your answers.
Are you ready to submit?

Cancel

Submit



You will need a score of 100% to continue. Once you have achieved a 100%, take a screenshot of these results and send it to travel-group@iit.edu. Click on the course name to return to the course home page.

The screenshot shows a Blackboard interface. At the top left is the 'ILLINOIS TECH' logo. To its right is a navigation menu with a hamburger icon and the text 'PROC 001 > Assignments > Concur Training Quiz'. A red arrow points to 'PROC 001'. Below the navigation is a 'Return' button. On the left is a sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and History. The main content area displays 'Results' for 'Accounts Payable – 1st Attempt'. It features a large green circle with '100%' inside, followed by '10 Out of 10 points' and '01:26 Time for this attempt'.

ILLINOIS
TECH

☰ PROC 001 > Assignments > Concur Training Quiz

Account

Dashboard

Courses

Calendar

Inbox

History

Return

Results

Accounts Payable – 1st Attempt

100%

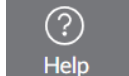
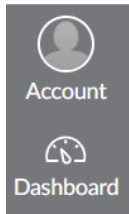
10
Out of 10 points

01:26
Time for this attempt

Click on the Registration Link to register in Concur


ILLINOIS
TECH

☰ PROC 001 > Modules



Collapse All


▼ Welcome to Concur Training

 Please watch the "Concur Training" video, then take the quiz as many times as need. You must pass the quiz to access the registration link.


▼ Concur Training

Complete All Items



 **Concur Training Video**
Viewed



 **Concur Training Quiz**
10 pts | Scored at least 10.0




 [Registration Link](#) 



Complete the Concur registration form, making sure your name appears exactly as it does on your travel document (ID, passport, etc.). All fields must be completed including the manager field. Enter the name of your direct supervisor in the manager field. If their name is not available, reach out to travel-group@iit.edu

User Registration

 **Welcome to Concur!**

Welcome to Concur ravel! Registering for your account is quick and easy. Please fill in the information requested below to continue.

Your account will be created under the Illinois Institute of Technology account. If this is incorrect, please contact your administrator for the correct registration URL.

Please fill out all fields. Typically, your Concur Login should be the same as the first part of your email address (before the ""@"").

Account Information

Concur Login * @

Contact Information

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

First Name *

Middle Name

Last Name *

Employee Position/Title *

Employee ID *

Manager *

Work Email Address *

Work Phone *

Home Phone

Home Address

no p.o. boxes please

Street Address 1:

Street Address 2:

City

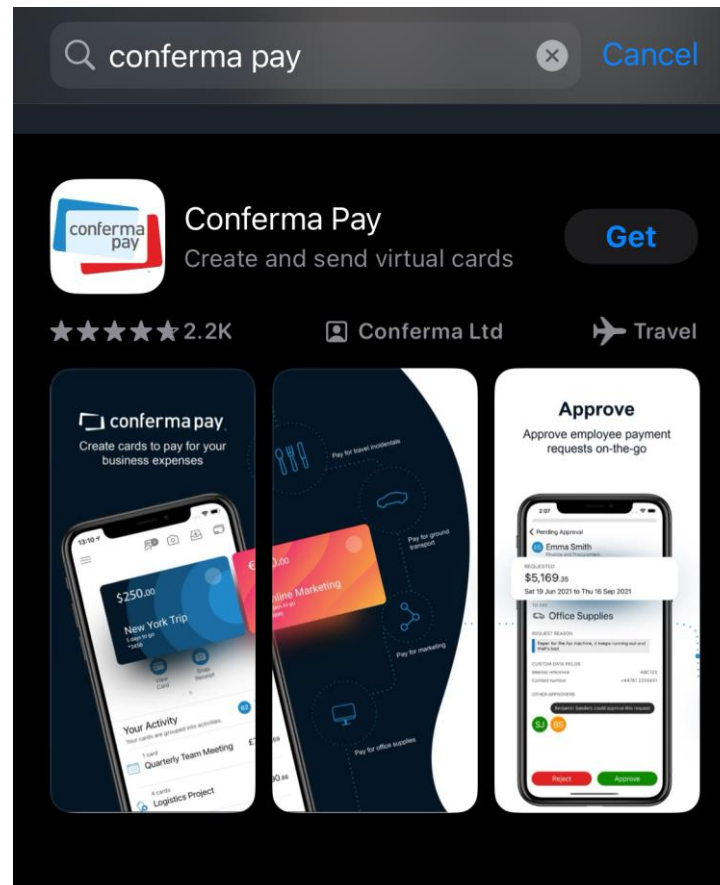
Country/Region

You will receive an email when your account has been approved. Once your account is approved, you can log in to Concur through Okta (Access Illinois Tech) by clicking on the SAP Concur tile.

The screenshot shows a web browser window with the URL `iit.okta.com/app/UserHome`. The page features the "ILLINOIS TECH" logo in the top left. Below the logo is a navigation menu with "My Apps" selected, containing links for "Productivity", "Resources", and "Add section". A "Notifications" section shows 2 notifications. A search bar labeled "Search your apps" is positioned at the top right. The main area displays a grid of application tiles, each with an icon and a title. A red arrow points to the "SAP Concur" tile, which is labeled "Concur Travel and Expense".

App Name	Icon
IIT-IoT Device Registration	Network icon
Buy It eMarketplace	Shopping cart icon
IIT Student Mobility	University seal icon
Bookstore Textbook Ordering	Open book icon
Marketing & Communications	M&C logo
Academic Impressions	ai logo
Gartner	Gartner logo
Canvas	Canvas logo
Banner 9 Admin Dev (Off campus...)	Star icon
Banner 9 Self-Service Dev	Star icon
SAP Concur	SAP Concur logo

It is also recommended that you download the Conferma Pay app. This app will allow you to have access to the central university payment method when checking in to your hotel. The hotel will be sent the payment method ahead of time, but if they are not showing a payment method on file, you can show them payment information from the Conferma Pay app or contact Foremost Travel. A personal credit card should never be provided unless it is in addition to the Conferma payment method and for incidentals only.



After successfully logging in to Concur for the first time you will need to complete your user profile. Once your user profile is complete, you may begin booking travel.

Please contact a travel-group@iit.edu with any questions or concerns related to Concur access or training.