This job aid covers the steps for installing the Concur mobile app on your phone.
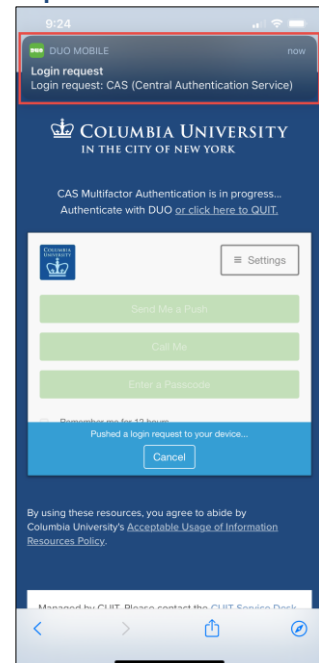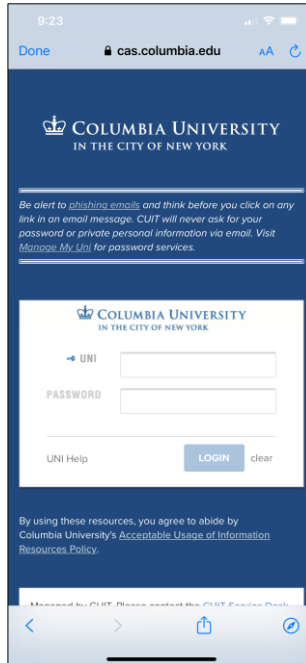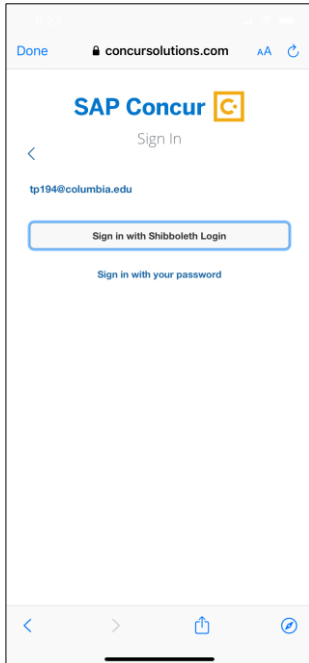
Installing the Concur Mobile App

You must have the **Duo Mobile** app installed. Refer to the [CUIT Multi-Factor Authentication – Duo](#) web page. Install the **SAP Concur** app on your phone via the **App Store** or **Google Play**. If you previously installed the SAP Concur app, ensure that you have downloaded the most recent version.

1. Open the **SAP Concur** app on your phone. Select **OK** to the message, if it appears.

2. Select **Sign In**.

3. In the **Username, email address, or SSO code** field, enter your **UNI@columbia**, and select **Next**.
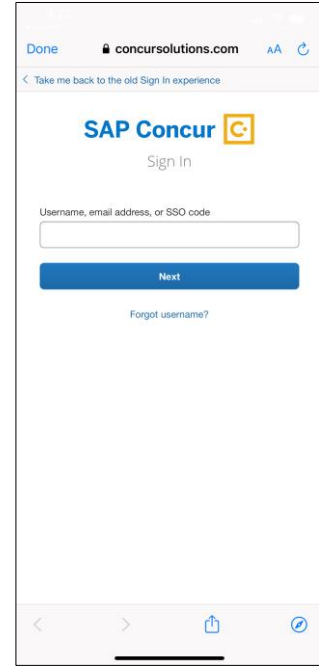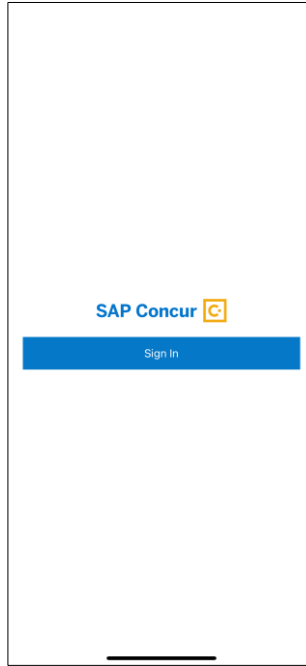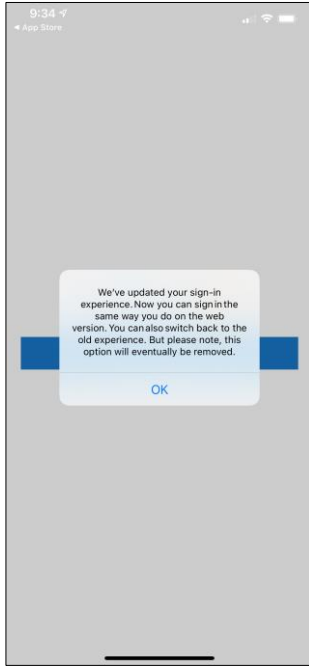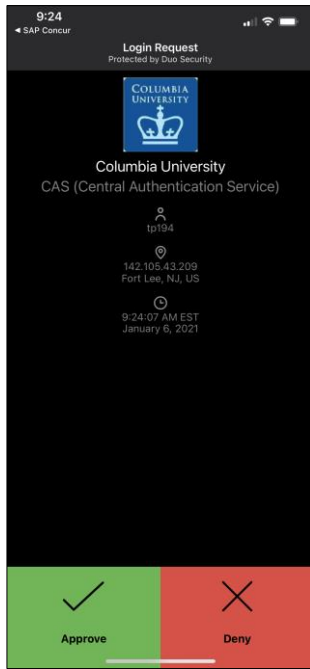

4. Select **Sign in with Shibboleth Login**.

5. Enter your **UNI** and **Password** and select **LOGIN**.

6. Select the **Duo Mobile Login request** alert.

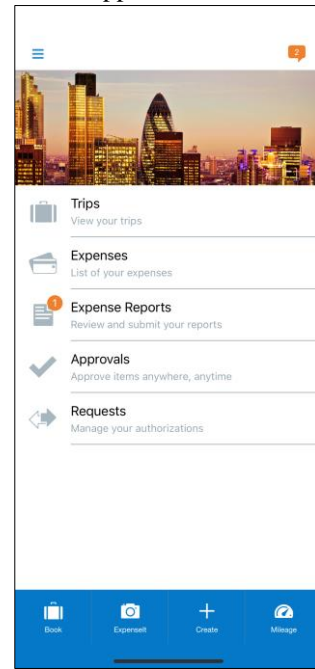![Columbia University in the City of New York]

7. Select **Approve**.

8. Select to go back to **SAP Concur**.

You can begin to use the Concur mobile app.

Note: *The Concur mobile App is intended for the end user only and does not support Delegation. Delegates must use the Concur Desktop application. Approval of Pre-Trips Requests with an Advance is not currently supported on the Concur mobile app.*

Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com