

Profile Set Up

***your username is the word UNOS and then your email address. There is no space between them. Example: your email is john.doe@medical.com: Your username is UNOSjohn.doe@medical.com*

|--|

Type in your user name, click next:	Click "SAP Concur Password":
	< Sign In
Sign In	jacq.flann@gmail.com
Usemame, verified email address, or SSO code	Sign in with:
iacq flann@gmail.com	UNOS Entra ID
Next	CTM Portal
Remember me Forgot usemame Need help signing in	SAP Concur Password
Click "Forgot Password" Link:	Click "Send":

acq.flannftomail.co	070	
Password		
I		
	Next	1

Click	"Send":
< For	got Password
Enter the us email with a Usemame	ername associated with your account. We will send an link to reset your password.
jacq.flan	n@gmail.com
	Send

Check your email for forgot password link, open email and click "Reset your Password", follow the instructions to set up a new password.

Click "Return to Sign In":	Enter Username, click next:	Click "SAP Concur Password":
		< Sign In
Success	Sign In	jacq.fisnn@gmail.com Sign in with:
Your password has been successfully changed. Please sign in with your new password.	Usemame, verified email address, or SSO code jacq.flann@gmail.com	UNOS Entre ID CTM Portal SAP Concur Password
Enter password, click next:	Two Factor Authentication Info	ormation will populate:
< Sign In	Jacq.flann@gmail.com Set Up Two-factor Authentication	
jacq.flann@gmail.com Password	You must setup two-factor authentication to continue to sign-in. An email has been sent with instructions to set up two-factor authentication. If you do not receive an email, check your spam folder or contact your company administrator for support.	
Next	Return to Sign In	
	and a state of the	

Follow instructions on next page to continue with 2FA:



Two Factor Authentication (2FA) - Setup Guide for End Users

Two Factor Authentication is required to set up an account in SAP Concur. By setting up 2FA, you add an extra layer of security to your SAP Concur account sign in. Once 2FA has been set up, you will first enter your SAP Concur password. When prompted, you will provide a verification code that is dynamically generated by an authenticator app.

This Setup Guide is divided into 3 sections:

- 1. Enrollment
- 2. Trouble with Scanning QR Code
- 3. Reset 2FA

Section 1: Enrollment

- 1. Visit: https://us2.concursolutions.com/
- 2. Enter your username remember your username is the word UNOS and then your email address. No space between. (**UNOS**youremail@email.com). Click Next.
- 3. Enter your password. Click Sign In.

Sign In	< Sign In
Username, verified email address, or SSO code UNOSjohn.doe@medcenter.com	UNOSjohn.doe@medcenter.com Password
Next	
Remember me	Sign In
Forgot username	Forgot password
Need help signing in	Need help signing in

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3. After you enter your password, you will see a new screen with a QR code presented.

< Sign In



4. If you do not already have an authenticator app on your phone, Download an authenticator app of your choice to your mobile phone. You are free to use any authenticator app such as Microsoft Authenticator, Google Authenticator, Twilio Authy Authenticator, or Duo Mobile.

If you already have an authenticator app on your phone, you can either:

1. Scan the QR code and click Open in Authenticator, your default authenticator will open and ask if you want to add this token/account. Click Yes.

OR

2. Open the desired authentication app, click the Plus sign, then scan the QR code

Google Authenticator Example

1. Open the Google Authenticator App

Click the Add button:



Click "Scan a QR code:





As soon as the camera scans the QR code it will add the account/token to your authenticaor:



Microsoft Authenticator Example

1. Open the Microsoft Authenticator App

Click the add button: **Choose other account:** < Add account Ă WHAT KIND OF ACCOUNT ARE YOU ADDING? Personal account > h Work or school account > Q Other (Google, Facebook, etc.) > P ۲ •

Scan the QR Code:



The account/token has now been added to your account:



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- 5. If you do not already have an authenticator app on your phone, Download an authenticator app of your choice to your mobile phone. You are free to use any authenticator app such as Microsoft Authenticator, Google Authenticator, Twilio Authy Authenticator, or Duo Mobile.
- If you do not have a phone or do not want to download an authenticator app to your mobile phone, you can use an authenticator app on your browser through web browsers such as Google Chrome or Microsoft Edge.
- 7. Once your account has been set up in an authenticator, right below the account, a 6-digit code will be generated.
- 8. Before the six-digit code expires, please copy that code into the 'Authentication Code' field on the SAP Concur sign in page and hit Sign In.
- 9. You are now successfully signed in.

Section 2: Having trouble with scanning QR code?

- 1. If you are unable to scan the QR code, you can manually add your account. Click the 'Set up manually with a key' option.
- 2. Once you click, a secret key should be visible on your screen.

< Sign In	< Sign In
jacq.flann@gmail.com	jacq.flann@gmail.com
Set Up Two-factor Authentication You must set up two-factor authentication to continue sign-in. Use your authenticator app (such as Microsoft Authenticator or Google Authenticator) to scan the QR code below	Set Up Two-factor Authentication You must set up two-factor authentication to continue sign-in. Use your authenticator app (such as Microsoft Authenticator or Google Authenticator) to scan the QR code below.
Can't scan the QR code?	Can't scan the QR code?
Set up manually with a key	Key: XSSS2U6JPQJSD66CYUZRRCCCGGQQMGFWD
Authentication Code	Authentication Code
Circo In	Oires Is
sign in	Sign in

- Next, go into your authenticator app on your phone or browser. Based upon what authenticator app you are using, there should be the option' Enter a setup key' for Google Authenticator or 'Add account' for MSFT Authenticator - Click ' Add account' → Other account → ' Enter code manually'.
- There will be two fields visible on the Authenticator app: Account and Secret Key. In the Account field enter your SAP Concur account username shown on your SAP Concur screen (i.e., UNOSjoe.doe@medicalcenter.com)



- 5. In the Secret Key field, enter the secret key shown on the SAP Concur page. For example: 123 456 789.
- 6. Once the account is added, beneath the SAP Concur account in your authenticator app, a six-digit code will be generated.
- 7. Before the code expires, enter the code into the 'Authenticator Code' field on your Concur screen.

Section 3: Reset 2FA.

Do you have a new device or did you lose your device and need to reset 2FA? Do you want to switch your Authenticator app and use a different one?

Prerequisite: You have previously enrolled in 2FA.

- 1. Enter your username and password.
- 2. You will now be prompted for a six-digit authentication code.



3. If you need to reset your 2FA for a new device OR you lost your phone and need to enroll in 2FA again for your replacement device OR you wish to switch to a different Authenticator App, click ' Unable to enter authentication code'.

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4. You will receive an email with a link to reset 2FA. Please note: This email will be sent to the sent of the sen



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- 5. To check whether your email is updated in your Profile. You need to sign in to your SAP Concur account and go to: Profile>Profile Settings>Personal Information>Email addresses.
- 6. If you did not update email1 in your Profile and are locked out, please contact the Admin of your company and ask them to update the email for you. Once updated, click 'Unable to enter authentication code' to trigger the email one more time.
- 7. If you receive an email, it will contain a link to reset 2FA. Click the link to receive the QR code. Follow the same steps provided in the 2FA Enrollment section to set up 2FA.

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	Hello {preferred name},
	To reset the two-factor authentication associated with Login ID {login}, please click on the following button:
	Reset Two-factor Authentication
	If the button is not working correctly or is not being displayed, please copy and paste the link below into your browser:
	https://www.concursolutions.com/nui/signin/reset/mfa
	This link will expire in 24 hours.
	If you are experiencing difficulty with this link or did not initiate this and require assistance, please contact your program administrator at your company.
	Kind regards, Customer Support Concur Technologies, Inc.
Pleas	e do not reply to this message. This email was sent from a notification-only email address
that c	annot accept incoming email.
You a	re viewing this transactional email based on a recent booking or account-related update.