

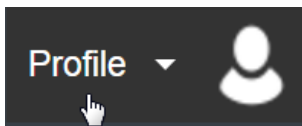
Use the mobile app to:

- create travel requests and expense reports
- collect images of receipts while you are traveling
- approve requests and reports!



Start, on your computer, inside your AggieTravel Profile

Begin by accessing your AggieTravel **Profile**



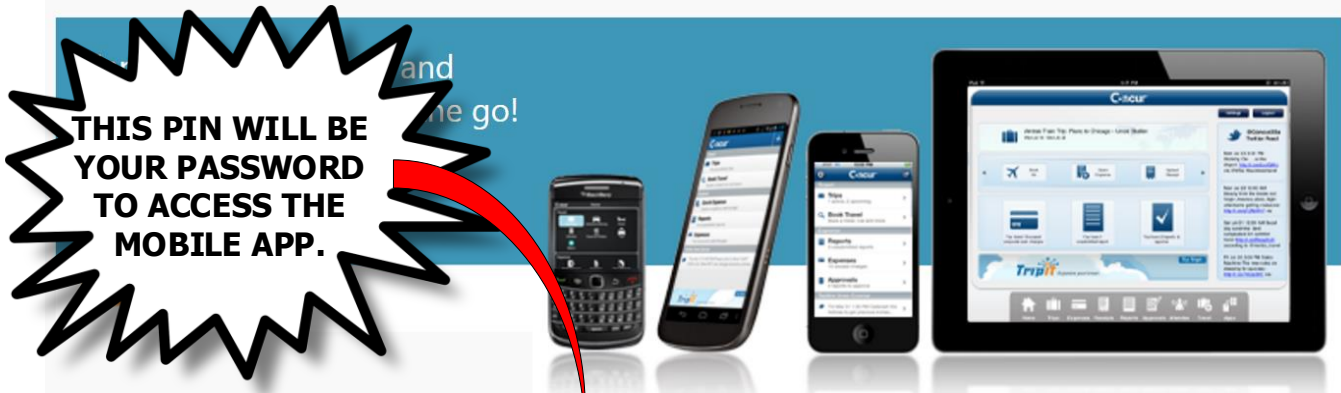
Select Profile > Profile Settings

From the Profile Options menu, select **Mobile Registration**

Other Settings

- System Settings
- Connected Apps
- Concur Connect
- Forgot Concur Mobile PIN
- Concur Mobile Registration**

Mobile Registration



SET UP PIN FOR MOBILE

To log in to Concur on your mobile device or Concur Connect application, you must enter your User Name and a PIN.

Enter a new PIN in the fields below to setup a new one.

Concur Username: @ucdavis.edu

Create PIN: PIN may be letters, numbers and
 Retype PIN: special characters such as !, \$, or # but
 no spaces

Set PIN

DOWNLOAD THE APP



Or send a link to your device - enter your email address and we will send you a link to get the app:

Once the mobile app is downloaded onto your device, you'll enter the "Concur Username" found in your AggieTravel profile (pictured above).