

## Instructions for Initial Login for Uploaded Concur Users

1. Visit [www.concursolutions.com](http://www.concursolutions.com) and enter your full email address as your user name.
2. Click on the “Forgot Password” button to have a temporary password sent to your email and follow the instructions for resetting.
3. Review your profile and ensure your name matches your legal identification documents. You can edit your middle name, but if your first or last name needs to be updated, please let Jen Firestine ([jfiresti@highpoint.edu](mailto:jfiresti@highpoint.edu)) know and she will submit the request.
4. Add any frequent traveler program numbers into your profile, and fill in the information as fully as possible, including your mobile phone number.