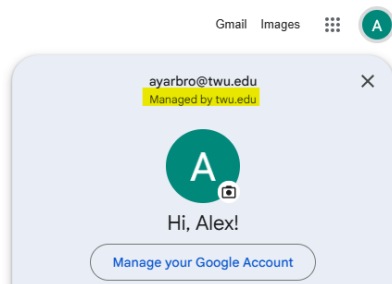
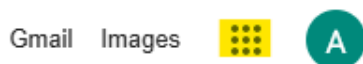


## How to Login to CCPS (New Version of Concur)

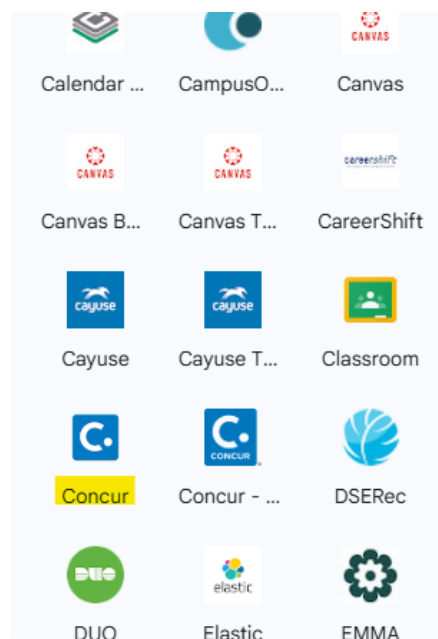
1. Open a browser.
2. Go to [www.google.com](http://www.google.com) and make sure you are logged into your **TWU Google account** by clicking the circle icon on the top right. Sign in to your TWU Google account if you are not logged in.



3. Click on the 9-dot icon to open TWU application options.



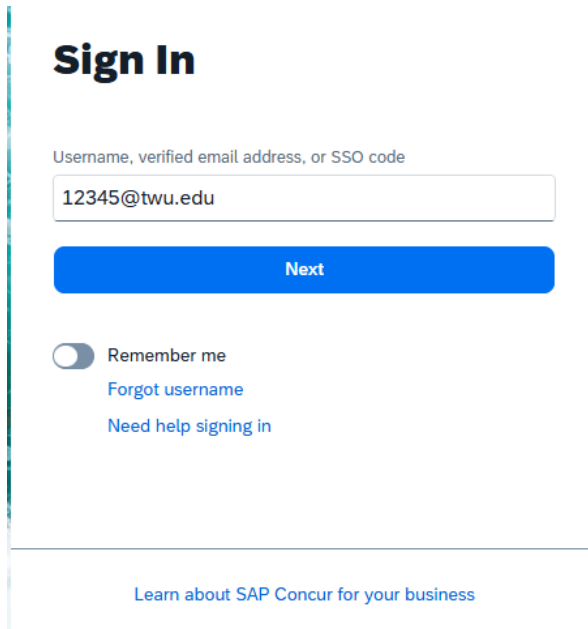
4. Scroll down to find the **Concur** icon. Select the one highlighted in the screenshot below. **Do not select the one named Concur - Legacy.**



5. If you have more than one Google account, select your TWU Google account.
6. You should be taken directly to CCPS.
7. See Page 3 of this guide for instructions on how to Bookmark CCPS for easy access!

If you are prompted to log in after the above steps, you will need to log in with your login ID.

1. To find your Login ID, login to [Oracle Cloud](#).
2. Make sure you are on the Me tab, then select “My Activity Center”. Find your Person Number under your name on the left.
3. Once you have your Person Number, go to [usg.concursolutions.com/](https://usg.concursolutions.com/) and enter the following as the Username [PersonNumber@twu.edu](#). For example, if your Person Number is 12345, you will enter 12345@twu.edu as your Username.



The screenshot shows the SAP Sign In interface. At the top, the text "Sign In" is displayed in a large, bold, black font. Below this, a label "Username, verified email address, or SSO code" is positioned above a text input field. The input field contains the text "12345@twu.edu". Below the input field is a blue button with the text "Next". Underneath the button, there is a "Remember me" checkbox, which is currently unchecked. To the right of the checkbox are two links: "Forgot username" and "Need help signing in". At the bottom of the form, there is a link that says "Learn about SAP Concur for your business".

4. Click Next.
5. Select Sign in with Texas Woman's University SSO.

## < Sign In

12345@twu.edu

Sign in with:

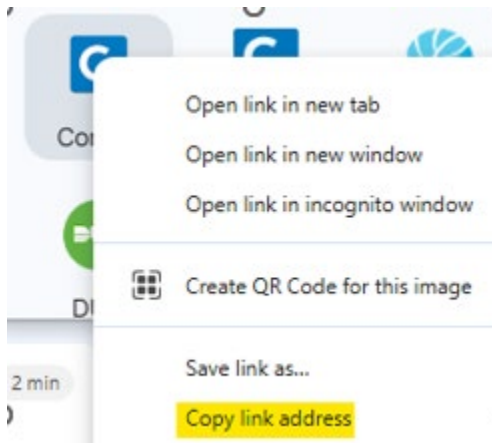
Texas Woman's University SSO

SAP Concur Password

If you are still having issues accessing CCPS, please submit a [Credit Card Services Ticket](#) for assistance.

## Bookmark Concur

1. You can add a shortcut to Concur on your Google home page.
2. To add a shortcut, right click the Concur icon and select "Copy Link Address".



3. Go to [www.google.com](http://www.google.com) and select "Add Shortcut".



Add shortcut

4. Name the Shortcut
5. Paste the copied link address into the URL field, then select "Done".

Edit shortcut

Name

Concur CCPS

URL

<https://accounts.google.com/o/saml2/initialsso?idpid=C04gq36at&spid=1348612777...>

Cancel

Done

6. You can also bookmark the following link in your browser [CCPS Bookmark Link](#).