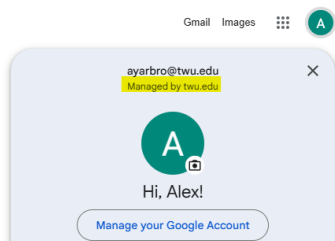


How to Login to Legacy Concur

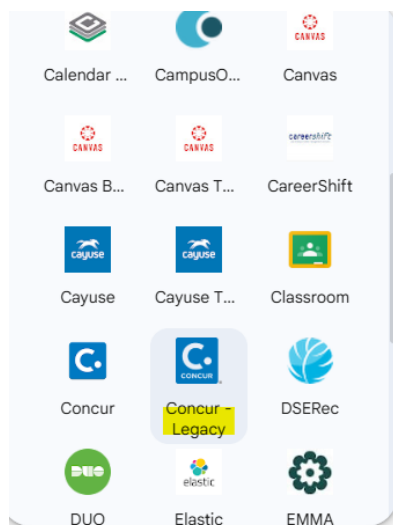
1. Open a browser.
2. Go to www.google.com and make sure you are logged into your **TWU Google account** by clicking the circle icon on the top right. Sign in to your TWU Google account if you are not logged in.



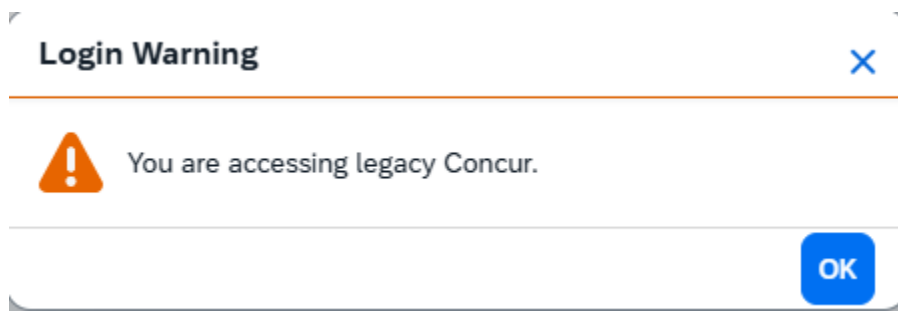
3. Click on the 9-dot icon to open TWU application options.



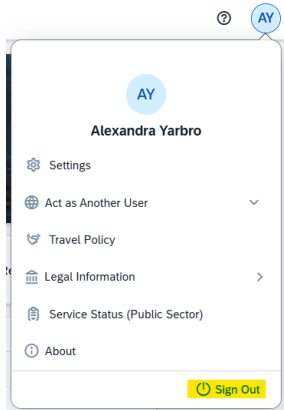
4. Scroll down to find the **Concur – Legacy** icon. Select the one highlighted in the screenshot below. **Do not select the one named Concur.**



5. If you have more than one Google account, select your TWU Google account.
6. You should be taken directly to Legacy Concur. You will see the following pop up, select **OK**.



7. If you continue to see the CCPS Welcome Page, sign out of CCPS by selecting your initials in the top right, then select **Sign Out**. Try the above steps again after logging out of CCPS.



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 us2.concursolutions.com/ and enter the following as the Username PersonNumber@twu.edu.p0006452axvj. For example, if your Person Number is 12345, you will enter 12345@twu.edu.p0006452axvj as your Username.

Sign In

Username, verified email address, or SSO code

12345@twu.edu.p0006452axvj

Next

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

Sign in with:

Texas Woman's University SSO

SAP Concur Password

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