Logging into Concur
• Log into Concur via Gibson Online
  – Gibson Online is located on the Tulane homepage (http://tulane.edu/)
• Click the Gibson Online link on the Tulane homepage
• From the Gibson Online page, click the Gibson Online link
Logging into Concur

- Type in your LDAP (same as your email) Username and Password
  - Remember that your LDAP (email) password is case sensitive!
- Click the Login button

Note: If you are not on Tulane’s payroll (i.e., a student worker or a temp) and are approved for access, you will need to contact Lisa LeBlanc in AP for special log-in instructions
Logging into Concur

- Click the Staff link
  - If you are faculty, the link will read ‘Faculty’
• Once you are logged into Gibson Online, you will see the list of Staff (or Faculty) Services available to you

• Click on the Concur link
  – This link will be made available to you once you complete training or submit a Concur Access Request form (http://www.tulane.edu/~tams/concur.htm)

• You will be brought to your personalized My Concur page where you can begin your work
Logging into Concur

For instructions on how to navigate the My Concur screen, see the chapter in this manual entitled “Navigating My Concur”