**Step 1:** Go to PASS and click on Concur Travel Management icon.

If the employee is not already set up as a Concur user, the self-registration page will appear.  Complete the required information and save.

A close up of a screen

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**Step 2:** Email [concurtravel@uhd.edu](mailto:concurtravel@uhd.edu) if you are having password issues or if you are not setup as a Concur user in PASS, please make sure to have your department cost center information available before you proceed.

A screenshot of a computer

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**Step 3:** Follow the instructions in the attachment titled, Getting Started in Concur- UHD \*\*Note\*\*Concur verifies it’s users by email and phone numbers, please make sure to input the correct email addresses and phones numbers should be consecutive without any special characters, example (7132218608)

A screenshot of a login screen

Description automatically generated

**Please try to use Edge if Chrome does not work.**