

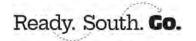
UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

Concur How to Log In

Procurement Card and Travel Services

650 Clinic Drive Suite 1400 | Mobile, Alabama | 36688 | 251.460.6242 pcardandtravelsvcs@southalabama.edu



Rev 10.30.24

The following instructions show you how to log in on the desktop as well as via the mobile app.

How to log in on the desktop

1. Go to southalabama.edu click Logins located on the top ribbon and select Faculty & Staff



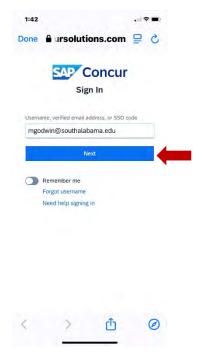
2. Click Concur. When prompted enter your Jag# and email password and click Sign In. See note below.

About -	Students -	Parents +	Alumni •	Academics -	Research +	Athletics -
HOME SERVICES LOGINS FACUL	TY & STAFF LOGIN	5				
Faculty & Staff Logins	Faculty & Staff Logins					SWITCH TO STUDENT VIEW
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Your Password is the s signing in and have a J your JagNet account on Health System users p Please do NOT bookm When you are finished	agNet recover r password, plu lease see Jag ark this page.	ry method set, ease see JagN Net for Health Only bookmark	rou use for Jag click HERE. F let. System Emplo k the Student o	or additional assist oyees. or Faculty/Staff Log	ance with jins page.	

Note: If you are currently logged into the Single Sign On (SSO) environment then, once you click Concur you will not be prompted for your Jag# and email password. You will be logged in automatically.

How to log in on the mobile App

- 1. Make sure you have downloaded the Concur Mobile App. It is available for both iOS and Android systems.
- 2. Open the App and enter your University or Health email address and click Next.



3. Click the button that reads USA SSO, enter your Jag# and email password, and click Sign In.

