- For accessing Concur, House Staff will want to be **on a SHC Computer**, either a **department/team computer** or a **SHC laptop assigned exclusively to you**.

- If House Staff is outside of the hospital's SHC Network and **on a SHC Laptop**, they will want to use **VPN** (Big-IP Edge Client) **to access the SHC Network.**
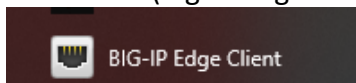

- House Staff will need to be signed into the **SHC Network.**

Here are the details for logging into Concur via CITRIX:

Even if the House Staff has tried using Citrix before, please double check by following the steps and link below:

- Here is the **LINK for accessing CITRIX**
  - **https://citrix.stanfordmed.org/**
- Enter your **SHC SID # and SHC Network Password**
- Once on the **CITRIX dashboard**
- In the **upper right-hand corner**
- **Click on the Magnifying Glass**
- and Type **CONCUR**
- Click on the **CONCUR CITRIX** icon
- **Your Concur account should open**
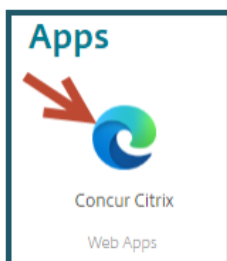
When Submitting your Expense Report:

On the Expense Report, the Cost Center selection is defaulted to an invalid (to you in Concur) Cost Center.

House Staff will want to **manually change the Cost Center field to be 82101** (DEPT OF GRADUATE MEDICAL EDUC) by taking the following steps:

- **X Out (delete) the current Cost Center** that is showing.
- **Change the search drop down to "Either"** on the left
- **Type in 82101** and press enter
- **Select the Cost Center** that shows below your entry

CONCUR MOBILE APP:

House Staff can also use the **Concur Mobile App.**

- House Staff can submit a **full request** on their Mobile App including adding photos of their receipts.

Or

- **House Staff can create an Expense Report on a laptop, then add photos of their receipts to that Expense Report via the Concur Mobile App.**

See the **attached step by step directions** document for accessing the **Concur Mobile App**.