# UNIVERSITY OF SOUTH ALABAMA

## FLAGSHIP OF THE GULF COAST®
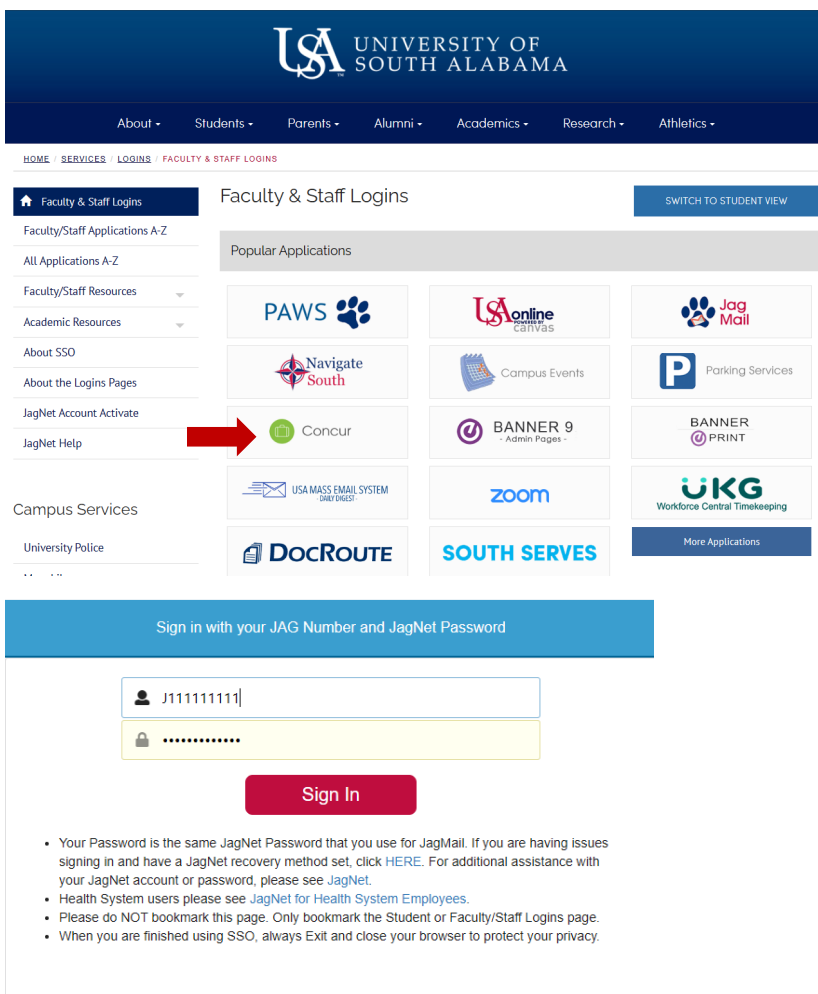
# Concur
# How to Log In

Ready. South. **Go.**

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
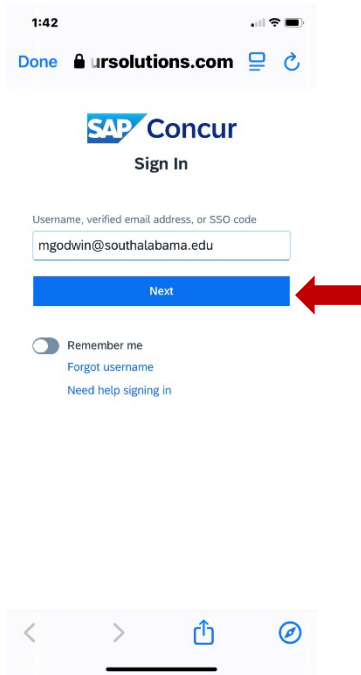


**2.** Click Concur. When prompted enter your Jag# and email password and click Sign In. See note below.



**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.

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