



MUSIC FOR ALL TRAVEL GUIDE

CONCUR TRAVEL – MULTI-FACTOR AUTHENTICATION (2FA) SETUP

Why Multi-Factor Authentication (2FA)?

- MFA provides an additional layer of security for your login credentials to better secure and protect your information online. It may also be referred to as “Two-Factor Authentication”.
- You may be familiar with 2FA through “Traditional” methods such as codes sent via email or text.
- Concur Travel now requires the use of 2FA for login via an Authenticator App.

What you will need:

- An Authenticator App. Either on your mobile device (recommended) or as an extension to your browser.
- **Don't currently have an Authenticator App?** We are currently recommending **Google Authenticator**, as it is both free and user-friendly.
 - You may use any Authenticator of your choice if you do already have one you prefer (Microsoft Authenticator, Twilio Authy Authenticator, Duo Mobile, etc.
 - This Guide will specifically reference how to set up 2FA via Google Authenticator, but the process will be similar with any Authenticator App.

Google Authenticator Download:

- Google Play
 - https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en_US&pli=
- Apple App Store
 - <https://apps.apple.com/us/app/google-authenticator/id388497605>

*For the mobile version of this app (recommended), please search “Google Authenticator” in your device’s App Store.

**For adding Google Authenticator as an Extension to Chrome, you may reference this YouTube Video for tips and tricks: <https://www.youtube.com/watch?v=x14KazisiAQ>





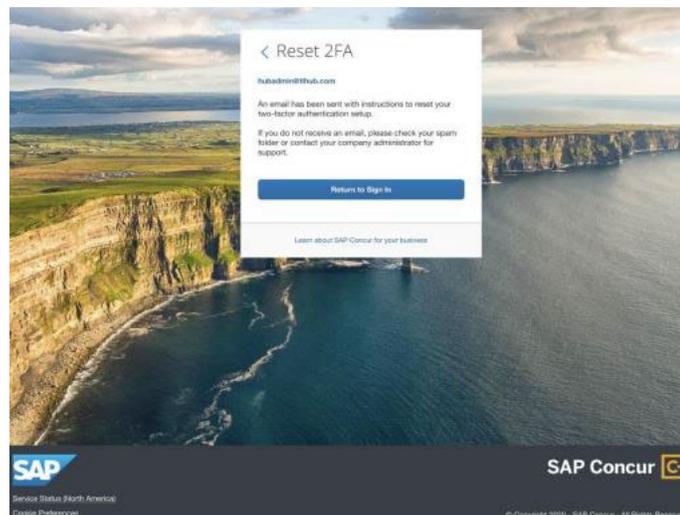
SETTING UP MULTI-FACTOR AUTHENTICATION

You must already have a registered Concur Account with Music for All in order to set up 2FA! If you have NOT registered a Concur Account yet, please follow the link below to begin that process.

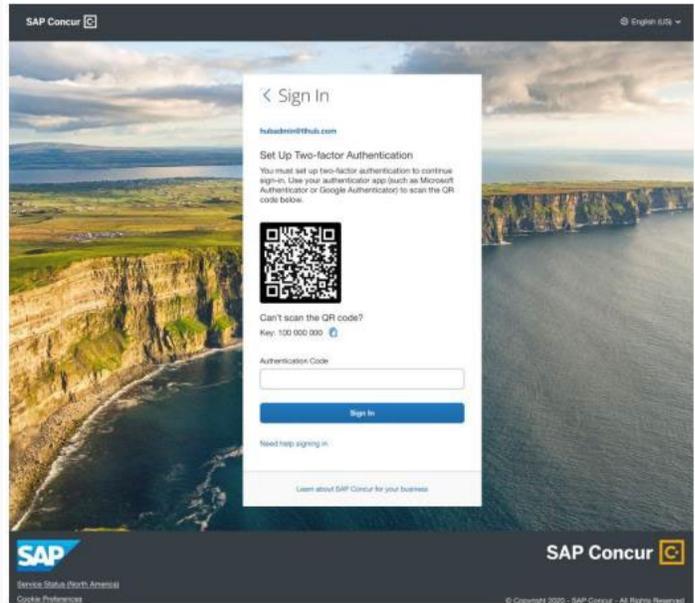
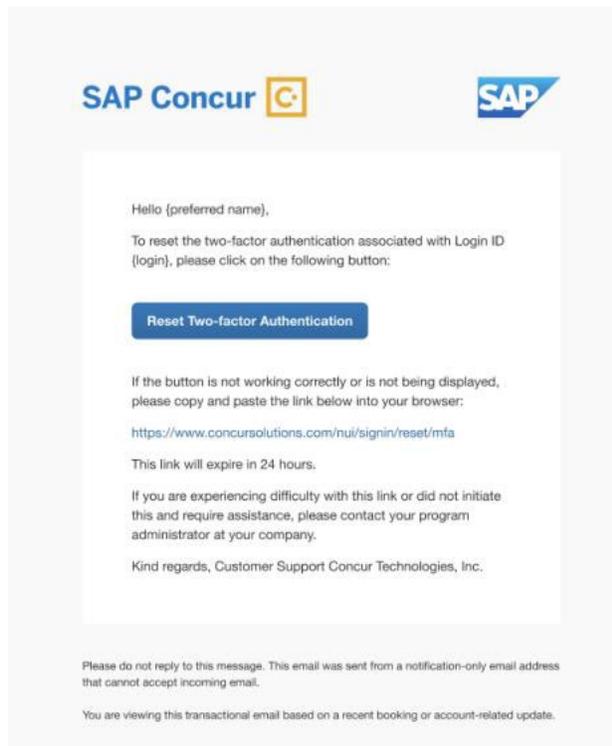
Registration Link: https://www.concursolutions.com/registration/register_form.asp?regcode=musicforall300

Start at the Concur Sign-In Page: <https://www.concursolutions.com/>

- After entering your Username and Password, you will reach a third screen with a message indicating that an email was sent to the email address linked to your Concur Account.
- Please note this email address will be the one you had linked to your account for Travel Notifications, NOT your username.
 - If you do not see the email in your inbox, please consider checking if it may have been filtered into a junk folder.



- The email will contain a link to setup/reset 2FA. Click the link to be sent to a webpage with a QR Code.



- In your Authenticator App, select the “+” icon in the bottom-right corner.
 - May be displayed as “Add Account” in some Authenticators.
- You will be given the option to Enter a Setup Key or Scan a QR Code.
 - If selecting Scan a QR Code:
 - Use your Devices Camera to scan the QR Code on the webpage (will look like the right image above).
 - This will add “SAP Concur” to your Authenticator App with a 6-digit code below it.
 - Enter this code in the “Authentication Code” field on the webpage before it expires and hit “Sign-In”
 - You are now signed in and can use the code generated by your Authenticator to finish sign-in at any time.
 - If selecting Enter a Setup Key:
 - On the webpage with the QR Code, click on where it says “Set up manually with a key”
 - A secret key will be displayed. Manually enter this into your Authenticator App.
 - This will add “SAP Concur” to your Authenticator App with a 6-digit code below it.
 - Enter this code in the “Authentication Code” field on the webpage before it expires and hit “Sign-In”.
 - You are now signed in and can use the code generated by your Authenticator to finish sign-in at any time.

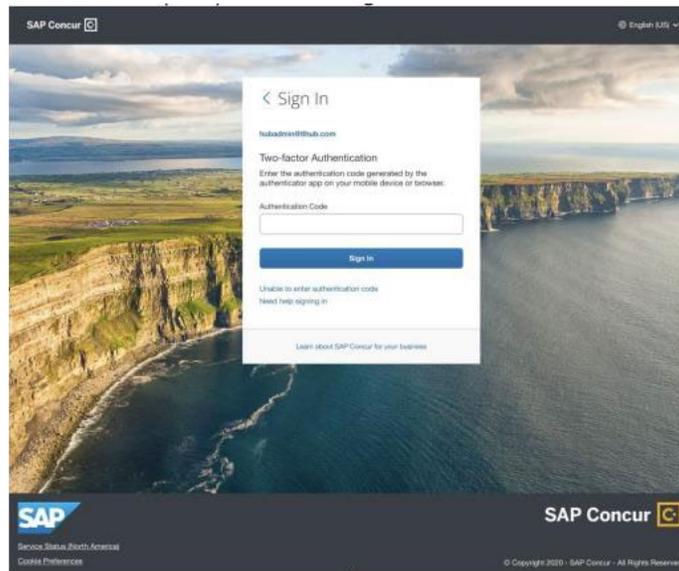


SIGNING INTO CONCUR WITH MULTI-FACTOR AUTHENTICATION

If your 2FA is already set up, you will use the 6-digit code generated by the app to finish your normal sign-in process.

You can sign into Concur via: <https://www.concursolutions.com/>

- Enter your Username and Password as normal
- On this third screen you will be prompted for an Authentication Code



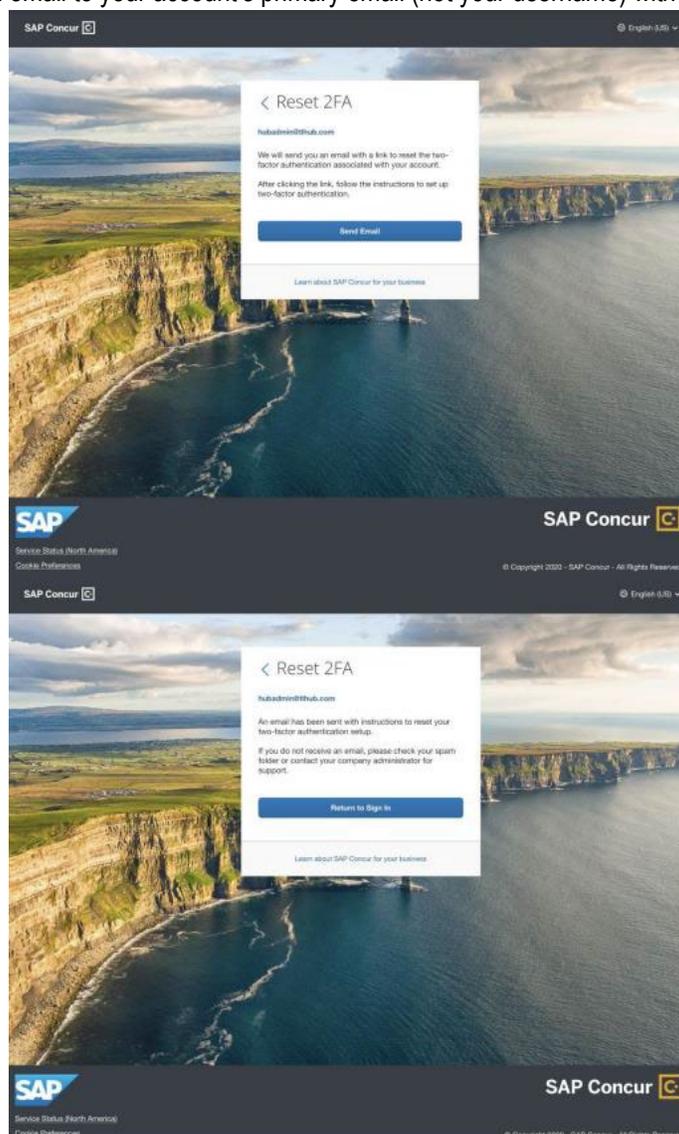
- Input the 6-digit code displayed under “SAP Concur” in your Authenticator App.
- You are now signed in.



RESETTING MULTI-FACTOR AUTHENTICATION

If you need to reset 2FA for a new device or lost your old device:

- Go to: <https://www.concursolutions.com/>
- Enter your username and password as normal
- On the screen where you are prompted for an Authentication Code, select “ Unable to enter authentication code.
- This will send an email to your account’s primary email (not your username) with a link to reset 2FA



- From there, follow the same setup instructions located on Page 3 of this guide.