

GME House Staff Concur Mobile Login Guidelines

February 7, 2024 v2

- Download **DUO Mobile App**



- Download **SAP Concur App** onto your device



- Open SAP Concur App
Field "Username, verified email address, or SSO code" = Enter: **3E9RDA** (Case Sensitive!
Please Type in the Code)
- Click NEXT button
- Click on **SIGN IN WITH STANFORD HEALTH CARE - AZURE** (the option on the bottom)
- There should be an option of **House Staff SID@stanfordhealthcare.org** - Click on that

OR

- if it's not there, **enter your SID#@stanfordhealthcare.org**
- On the screen that says "sign in with your organizational account":
 - In the **bottom** box **enter your NETWORK PASSWORD**
 - Click on the **SIGN IN** button at the bottom
 - **The Duo App authentication** will pop up next
 - Select **SEND ME A PUSH** or **CALL ME**
- Take Duo Action (Accept Push or Press 1)
- Tap the prior screen
- (In green text at the bottom of the screen, House Staff should see "success logging you in")
- Click the **Continue** that is on the Concur screen (**over on the right side**).
- Will see "Authenticating"
- Concur will Open.