



Travel Management System (TMS)

JOB AID # 1.02

Date: 1/31/2015

Job Aid Description: Login

First, submit your paper work for a Concur User account. Then you will receive an email from the KSU travel administrator when you can begin using TMS. Do not attempt to access and use the system until you have been notified by the KSU travel administrator.

1. Login to the Concur website at: <https://www.concursolutions.com/>.
2. Enter the user id and password information provided to you by the KSU travel administrator.

Note: always include @ksu as part of your user id!

Welcome
If you experience difficulty logging into the site, please click on the [Forgot your password?](#) link below.

C. CONCUR

Login

User Name

Password

Remember user name on this computer

[Forgot your user name?](#)
[Forgot your password?](#)
Passwords are case sensitive.

If you are unable to access the system, email travel@kennesaw.edu or call 470-578-4394.

Attention: Throughout TMS/Concur, Required fields are marked with red bars.