

HOW TO SET UP TWO-FACTOR AUTHENTICATION IN CONCUR

Step 1: Log into [SAP Concur](#) using the credentials sent to you by the event coordinator.

Step 2: After entering your credentials, it will ask you to change your password.

Step 3: After changing your password, try to log in again. It will ask you for two-factor authentication. Click on "unable to enter authentication code," then "Send."

Two-factor Authentication

Enter the authentication code generated by the authenticator app on your mobile device or browser.

Authentication Code

Sign In

[Unable to enter authentication code](#)

[Need help signing in](#)

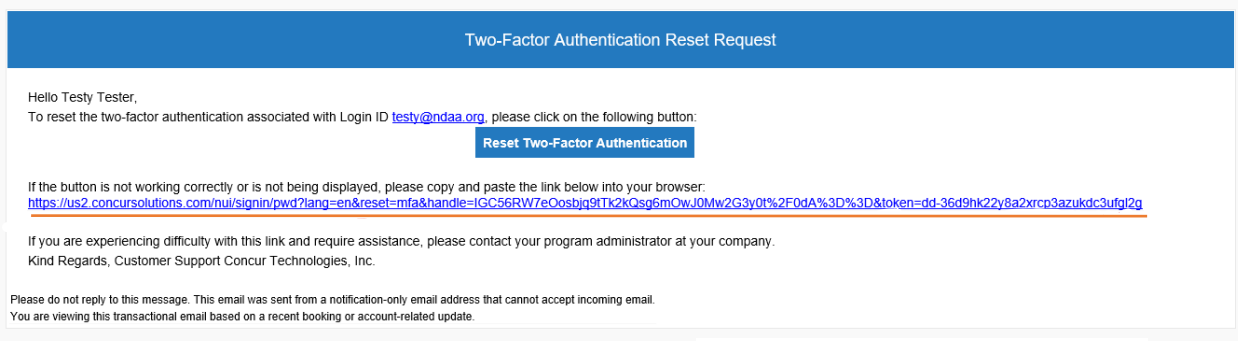
testy@ndaa.org

We will send you an email with a link to reset the two-factor authentication associated with your account.

After clicking the link, follow the instructions to set up two-factor authentication.

Send

Step 4: You will then be sent an email from noreply@concur.com. If you do not see it, please check your Spam. **Important: Please copy and paste the link in the email into a separate browser or incognito tab.**



Step 5: You will be asked to enter your password again.

Step 6: After entering your password, you should see a screen with a QR code.

testy@ndaa.org

Set Up Two-factor Authentication

You must set up two-factor authentication to continue sign-in. Use your authenticator app (such as Microsoft Authenticator or Google Authenticator) to scan the QR code below.



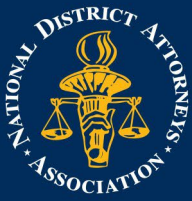
Can't scan the QR code?
Set up manually with a key

Authentication Code

Sign In

[Need help signing in](#)





Step 7: Please download a two-factor authentication app onto your phone or computer, or install a browser extension. Below are some (by no means exhaustive) options¹.

Phone (iPhone)

- [Google Authenticator](#)
- [Authenticator App](#)
- [Microsoft Authenticator](#)

Phone (Android)

- [Google Authenticator](#)
- [Microsoft Authenticator](#)
- [2FA Authenticator](#)

Browser Extension (Chrome)

- [Authenticator](#)
- [2FAS](#)

Browser Extension (Edge)

- [Authenticator: 2FA Client](#)

Step 8: Open the two-factor authenticator application. Scan the QR Code from earlier using the app (or browser extension).

Step 9: After scanning the QR code, your app should show you a set of numbers. Enter these numbers into the "Authentication Code" section on your computer.

Important: If the numbers don't work the first time, please wait until the current code expires and enter the new code.



Step 9: Congratulations, you should now be logged in! You will need to enter a code *every time you log into Concur*, so please do not delete the app or browser extension.

Note:

SAP Concur that is requiring two-factor authentication, not NDAA. We apologize for any inconvenience. We appreciate your patience with NDAA staff.

¹ Included applications are for convenience only, and do not represent sponsorship or approval by NDAA.

