

Concur Access & Delegate Access



Request/Modify Access: [GT eForm](#)

Last updated: Aug 15, 2026

Summary

GT eForms are now used to request a new Concur account or to update an existing account, including adding or removing delegates.

Delegates are authorized users who can perform specific tasks on your behalf in Concur.

- **Delegate** - A user granted permission to act on behalf of the account owner. This includes tasks such as creating requests, uploading documentation, and managing expense reports.
- **Delegate Approver** - A user authorized to act on behalf of an approver to review and approve requests or expense reports.

For requesting a new Concur account, the form can be completed by any employee.

For adding or removing delegate access, the form can only be completed by the employee delegating access.

Please note you must be actively signed into CIS for the GT eForm link to work correctly.

Questions

Please contact the [Travel](#) or [Card Services](#) offices.

How To Request a New Concur Account

1: The form automatically populates your employee information. Select if you are creating the new account for you or someone else:

Employee Information

Empl ID [REDACTED]	Email Address [REDACTED]@utah.edu
Telephone 801/581-[REDACTED]	Org ID 00357
Supplier ID 0000-[REDACTED]	

Options

I'm submitting this form for

Myself

Someone Else

2: Scroll to Create new Concur account section, add employee ID for the new profile using and the rest of the information will auto populate after hitting enter.

Create new Concur account

Enter the employee ID of the individual you want to grant Concur access. The user will be added automatically.
Only one person may be added per submission. To add additional users, submit a separate form for each individual.
If the employee already has an active Concur account, the system will display a notification indicating that an account already exists.
Tip: When searching for employees in this form, enter their UNID in the format 00123456. The leading zero is required. Do not include the letter "U." Use the magnifying glass icon to search for an employee. When entering search criteria, use the following:

- Value: UNID (00123456)
- Description: Employee name

Select "Show Operators" to access additional search options.

*Requestee EmplID 0 [REDACTED]	Requestee Name [REDACTED]
Requestee Email [REDACTED].com	Requestee Phone
Requestee Department 0 [REDACTED]	
Requestee Supplier ID 0000 [REDACTED]	
requestee.onrid U [REDACTED]	

Comments

Save Submit

3: If submitting for another employee, you will submit at this time. If submitting for yourself, you can save and add delegates before submitting.

NOTE: You will receive an error if the employee already has Concur access:

Create new Concur account

Enter the employee ID of the individual you want to grant Concur access. The user will be added automatically.
Only one person may be added per submission. To add additional users, submit a separate form for each individual.
If the employee already has an active Concur account, the system will display a notification indicating that an account already exists.
Tip: When searching for employees in this form, enter their UNID in the format 00123456. The leading zero is required. Do not include the letter "U." Use the magnifying glass icon to search for an employee. When entering search criteria, use the following:

- Value: UNID (00123456)
- Description: Employee name

Select "Show Operators" to access additional search options.

*Requestee EmplID [REDACTED]	Requestee Name
Requestee Email 	
Requestee Department 	

Error: This user already has a Concur account.

OK

How To Request or Modify Delegate Access

1: The form automatically populates your employee information. **You will only be able to add or modify delegate access for yourself.** Under options it will ask you to confirm what action(s) you want to request. You will also see a summary of your current delegates.

Employee Information

Email ID
0

Telephone
801/581

Supplier ID
0000

Email Address
U@utah.edu

Org ID
0

Options

I'm submitting this form for
Myself

☐ Create new Concur account for me

☐ Remove one or more of my delegates

☐ Add delegates for me

Summary of my current delegates in Concur

	Name T1	Emplid T1	Delegate Type T1	Active Status T1
1		0	DELEGATE	Active

Users I am a delegate for

	Their Name T1	Their Emplid T1	Delegate Type T1	Active Status T1
1		0	DELEGATE	A
2		0	DELEGATE	A
3		0	DELEGATE	A

2: If adding delegate(s), an Add delegate or delegate approvers to my account section will appear under your delegate summary. Add the employee ID of the delegate you are adding and select a delegate type.

Add delegate or delegate approvers to my account

Only current Concur users can be assigned as a Delegate or Delegate Approver. If the individual you wish to add does not have a Concur account, you must first submit a request to create an account for them.

Delegates are authorized users who can perform specific tasks on your behalf in Concur.

- Delegate** - A user granted permission to act on behalf of the account owner. This includes tasks such as creating requests, uploading documentation, and managing expense reports.
- Delegate Approver** - A user authorized to act on behalf of an approver to review and approve requests or expense reports.

It is not possible for the same employee to have both delegate roles. Please select only one.

Tip: When searching for employees in this form, enter their UNID in the format 00123456. The leading zero is required. Do not include the letter "U." Use the magnifying glass icon to search for an employee. When entering search criteria, use the following:

- Value:* UNID (00123456)
- Description:* Employee name

Select "Show Operators" to access additional search options.

	*Emplid T1	Name T1	*Delegate Type T1	
1				+ -

3: If removing one or more delegate(s), you will change the active status to inactive for all delegates you are removing.

Form Page

*I'm submitting this form for
Myself

☐ Create new Concur account for me

☒ Remove one or more of my delegates

☐ Add delegates for me

Summary of my current delegates in Concur

1 row

	Name ¹	Emplid ¹	Delegate Type ¹	*Active Status ¹
1			DELEGATE	Inactive

Users I am a delegate for

Active

Inactive

4: You can add any comments before submitting at the bottom of the form.

Comments

Save

Submit

5: You will receive a form ID number and status at the next page. This will update in real time.

Start : Results

Form ID 115213 (Pending)

Financial Services will review your request and grant the access shortly. For any questions, please contact the [Travel](#) or [Card Services](#) office.

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

View Approval Route (Add Ad Hoc Approver)

Transaction / Signature Log

1 row

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	08/05/2026 3:58:13PM	Initiated	U		Submit	

Refresh Log

NOTE: You will also receive emails confirming receipt of the request, completion of the request and if there is any clarification needed before the change is made.