

Concur Password Enhancement Starts November 15, 2023

As an additional security precaution, Concur is strengthening its password requirements. Concur passwords will have to be a minimum of 8-characters, one of which must be a number or special character. The password must also now include upper- and lower-case letters (**example: Changeme1**). When you sign into Concur, if your password hasn't been changed in the past six months, you will be prompted to change it. *Concur will now require passwords to be changed every 6 months.*

Starting on November 15th, when you sign-in to Concur, you will be prompted to change your password to meet the new requirements.

If you wish to change your password in Concur, here's how to do that:

- Sign-In to Concur as usual.
- Click on the blue circle: (upper right corner)



 Profile Settings

- Click on Change Password: (lower left side)

Other Settings

System Settings

Concur Connect

Change Password

Remember to click on Submit. If Concur does not think the password is strong enough, it will force you to try again. If your new password is accepted, you will see a message and then will have to log back in.

If you haven't yet set up MFA for Concur, please see the "CONCUR - Set up Concur MFA - Volunteers" document for further instructions.

If you run into problems with this new password procedure, you can reach out to Pat Murphy or Christine Mackey.

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