

Concur User Access

Full-time:

Part-time:

Department: _____ Date: _____

First Name: _____ Middle Name: _____ Last Name: _____

ID Number: _____ Preferred Name: _____

Position Title: _____

Your seminary ext. (4-digit, directly to you, not to office/secretary): _____

Is this user replacing another? If so, whom? _____

Date of previous user's last day: _____

Email Address: _____@sbts.edu

Cost Center: _____

Supervisor: _____ Supervisor ID #: _____

Print Name of Authorizing Supervisor: _____

Signature of Authorizing Supervisor: _____

We will provide you a password. You will be required to change your password at first log-on. Your password must consist of 3 of the following: Capital letter, lowercase letters, number, and symbol. The password must be at least 7 characters. Example: Welcome1