



Concur Student User Guide

Concur Helpdesk

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1. Instructions for Concur Student users

- 1) Log into Concur through Student Oasis. Click 'Scholarship Payments' under the section Scholarship Recipient: [2. Student Oasis](#)
- 2) Enter your bank details following the steps set out in the section: [3. Entering bank details](#)
- 3) Once you have entered your bank details you will need to wait for your bank account to be confirmed before you can proceed. Five cents will be credited to your nominated bank account and once the transaction is completed your bank account will be confirmed. An email notification will be sent to your student email account titled *Expense Pay Notification: Account Confirmation Sent*. Please note that if you do not receive the five cents deposit within 3-4 business days contact Concur helpdesk.
- 4) In the event that your bank account cannot be confirmed by Concur, you will receive an email notification in your student email account advising you. This email is titled *Expense Pay Notification: Payment Denied*. Simply follow the instructions in the email or contact Concur Helpdesk for further assistance.
- 5) When your bank account has been confirmed the payments will be organised accordingly.
- 6) If at any time your bank account details have changed you will need to ensure that you update the details on Concur. Just follow the same steps as found in the section [3. Entering bank details](#)

Please note that as a student you are only required to enter your bank account information. Do not change any settings or navigate anywhere other than those specified in this guide. Any changes made to your Concur account could cause delays to the processing of your payments or even cause the payments to be cancelled. Should there be a need to change any details that have not been specified in this guide please contact Concur Helpdesk for assistance.

2. Student Oasis Concur Access

Curtin University Contact Us Logout

welcome | my studies | my library | campus life & guild

oasis

follow oasis on twitter help

important links

- eStudent**
Access to your student record
- Blackboard**
Your online learning space
- iPortfolio**
It's all about you!

scholarship recipient

As a Scholarship recipient you will need to provide/update your bank details for Curtin to process your payment.

Read the [instructions on how to enter your bank details](#) and click the button below to proceed.

Scholarship payments
Provide your bank details

unit outlines

quick forms

The forms listed below open with your current recorded personal and course details filled in. If the personal details that automatically populate on the form are incorrect you will need to update them in eStudent.

We were unable to determine your current course details. As a result course information will not be prefilled.

Online Forms

- [Application for Payment Extension \(PEX\) - Student Fees \[International Students Only\]](#)
- [Official Document Requests \(Academic transcripts, letters of course completion and letters to confirm enrolment\)](#)

Undergraduate and Postgraduate Coursework Quick Forms

- [Appeal Against Assessment \[pdf\]](#)
- [Appeal to Student Progress Appeals Committee \[pdf\]](#)
- [Application for Assessment Extension \[pdf\]](#)
- [Application for Cross Institutional Studies - Outbound students \[pdf\]](#)
- [Application for Intermediate Award \[pdf\]](#)
- [Application for Not for Degree Studies \[pdf\]](#)
- [Application for Recognition of Prior Learning \(RPL\) \[pdf\]](#)
- [Application for Replacement Award or True Copy of Award \[pdf\]](#)
- [Change of Citizen \[pdf\]](#)
- [Change of Person **Click Here** \[pdf\]](#)
- [Disclosure of Information and Proxy Form \[pdf\]](#)

3. Entering Bank Details

Once you have logged into Concur you will see the screen below under the 'Profile' tab. In order to enter your bank details you will need to click on the 'Bank Information' tab that has been circled in red.

The screenshot shows the Concur user profile page for Curtin University. The page is titled 'My Profile' and includes a navigation menu on the left with sections for 'Your Information', 'Expense Settings', and 'Other Settings'. The 'Bank Information' option under 'Expense Settings' is highlighted with a red box and a red arrow pointing to it, with the text 'Click Here' next to it. The main content area is divided into several sections: 'Personal Information' (with fields for Title, First Name, Middle Name, Nickname, Last Name, and Suffix), 'Company Information' (with an Employee ID field), 'Contact Information' (with Mobile Phone, Mobile Carrier, and E-Mail Addresses), and 'International Travel: Passports and Visas' (with options to Add a Passport and Add a Visa). Each section has a 'Save' button at the bottom. The page also includes a 'Go to top' link and a 'Change Picture' link with a user profile picture.

As a reminder, do not make changes to any other areas within Concur as this could cause delays in your payments.

After clicking on 'Bank Information' you will be taken to the page below, please read the field headers and complete each field accordingly.

Concur Curtin University

My Concur Expense Profile

Personal Information System Settings Mobile Registration

My Profile

Your Information

- Personal Information
- Company Information
- Contact Information

Expense Settings

- Expense Information
- Expense Preferences
- Expense Approvers
- Favorite Attendees

Other Settings

- System Settings
- Connected Apps
- Concur Connect
- Mobile Registration

Bank Information

Bank Country: AUSTRALIA Bank Currency: Australia, Dollar

BSB Code: Bank Account Number: Re-Type Bank Account Number:

Bank Name: Branch Location: Status: Confirmed Active: [dropdown]

Name on Account: Address Line 1: Address Line 2:

Placename/Locality: State/Territory: Postcode:

Save

By entering your bank account information you are authorizing direct deposit using electronic funds transfer into this account for amounts due to you. If you do not want to authorize direct deposit then you should not enter your bank account information.

BSB Code, or Bank State Branch identifying code, is a six digit numerical code that identifies an individual branch of a financial institution in Australia. It uses the format BankStateBranch where:
The first two digits specify the parent financial institution.
The third digit specifies the state where the branch is located.
The fourth, fifth and sixth digits specify the branch.

Account Number uniquely identifies your bank account at your bank and is up to nine digits in length.

Click on dropdown box and select "Yes" before you save your bank details.

Please note that the address field relates to the address of your bank, if you do not know the address it can be found by entering your BSB number [here](#).

Once you have entered your bank details ensure that the dropdown box is 'Yes' and click on the Save button.