



Curtin University

CONCUR STUDENT USER GUIDE

Concur is an expense management system used by Curtin University to manage student reimbursement claims. This guide provides a step by step guide to assist you on how to add your bank details.

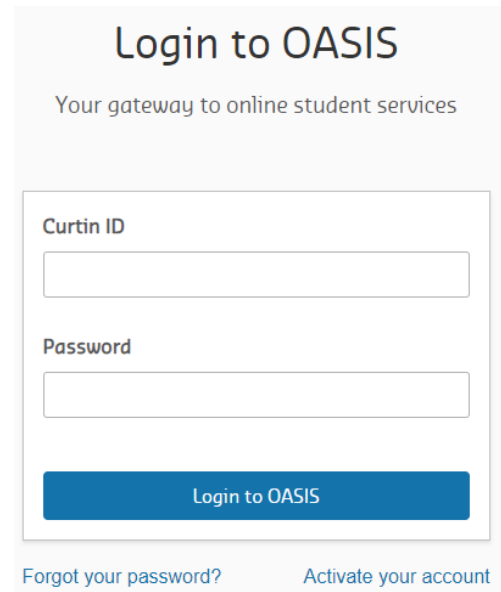
Make tomorrow better.

Access Concur

Step One

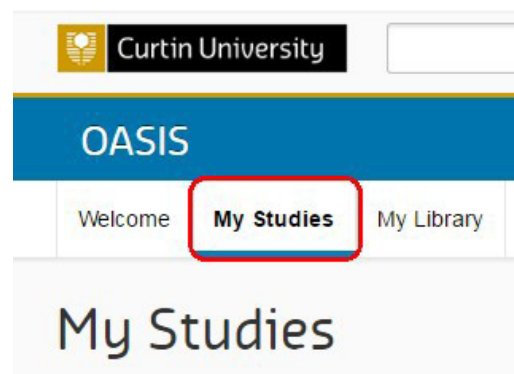
Sign in to your [Student Oasis](#) account.

You can access Student Oasis by following this link :
<https://oasis.curtin.edu.au/Authentication/LogOn>



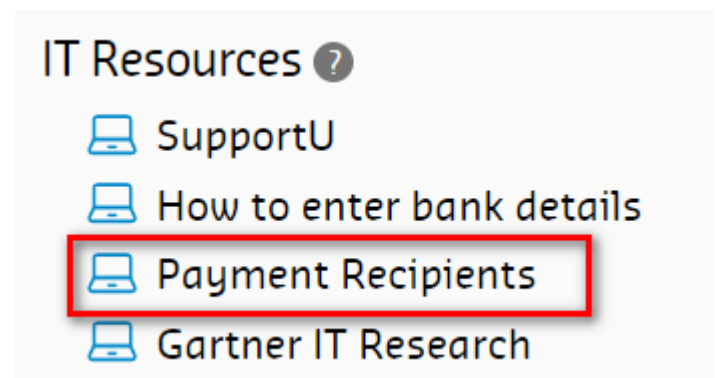
Step Two

Click [My Studies](#) tab as shown in the screenshot



Step Three

Click the [Payment Recipients](#) link located under [IT Resources](#). This will redirect you to your Concur homepage.



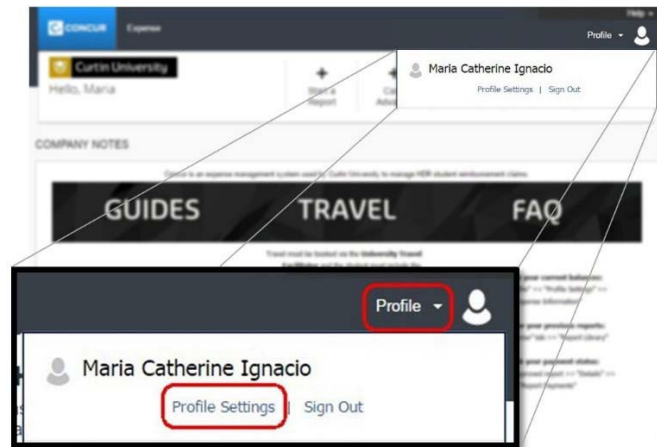
If you are having issues logging into Concur, please contact
[Concur Helpdesk@curtin.edu.au](mailto:Concur.Helpdesk@curtin.edu.au) or call 08 9266 2319.

Add Bank Details

Step One

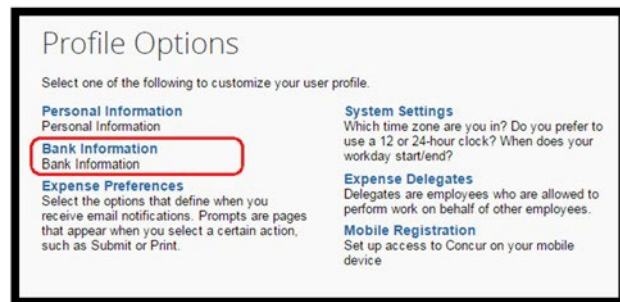
Click [Profile](#) from the top right side of your Concur page.

Click [Profile Settings](#) link.



Step Two

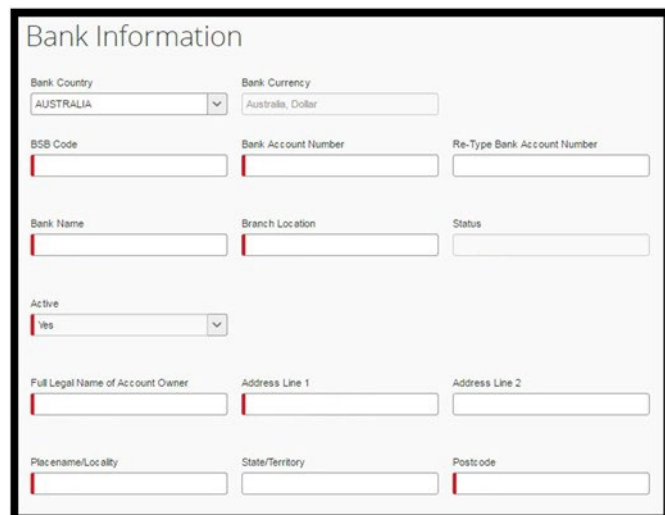
Choose [Bank Information](#) from the [Profile Options](#).



Step Three

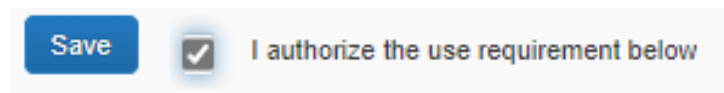
Please read the field headers and complete each field accordingly.

- Go to www.bsbnumbers.com to search for your bank address.
- Ensure [Active](#) field is set as [Yes](#)
- Ensure to complete the [State/Territory](#) field



Step Four

Select the check box next to I authorize the use requirement below. Then click [Save](#)



Key Points

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.*