How to Act as another user in Concur

1. Log in to Concur through your myNEU page
2. Click the Profile tab so you can see *Acting as other user*
   a. If that box isn’t there, no one has given you a delegate role of preparer or previewer

3. Start typing the last name >> select the individual from the drop down >> click Start Session

4. If done properly you should see that individual’s information
   a. Expense Tab = Preparer  Approval Tab = Previewer

5. You should also see a green box with Acting as _______ where the word Profile was
6. Once tasks are complete click the green Acting as box and then click Done acting for others

7. This should immediately bounce you back to your own profile information