

## **Creating a Request Overview**

- 1. Go to https://adfs.slac.stanford.edu/adfs/ls/idpinitiatedsignon.aspx?loginToRp=https://www.concursolutions.com
- 2. Enter your SLAC User ID and Password, then click Login.

Note: After successful login, you will be directed to the Dashboard/Homepage.

3. **Select** *Start a Request* from the +*New* dropdown.

SLAC ACCELERATOR LABORATORY Hello, SLAC			New Author Rec
MY TRIPS (0) You currently have no upcoming trips.	→	ALERTS	Start a Request Start a Report
		<ul> <li>As a SLAC National Accelerator Laboratory employee, you right now</li> </ul>	Enter New Reservation Upload Receipts

4. Fill out all required fields marked in red on the Request Header tab.

Note: Foreign requests have additional required information.

5. Select an expense category on the right and fill out all required fields. Repeat for each planned expense.

**Note:** Be sure to fill out the mandatory Trip Segment(s) expense even if you only have one destination.

- 6. Once all fields are complete, verify all information is correct.
- 7. Click Submit Request for approval.