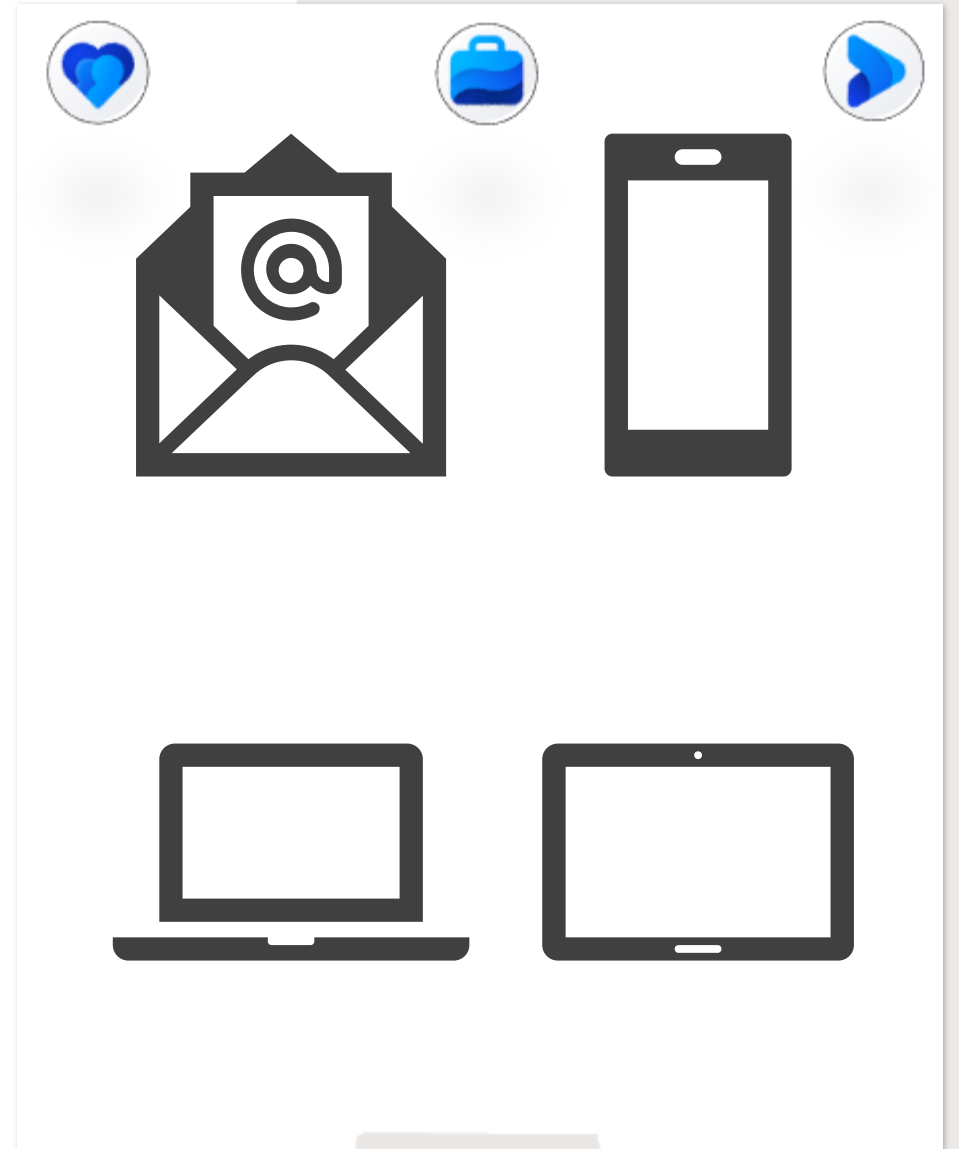


# Portal Mobile Applications: Setup Guide

- 1- **HR Connect:** SAP Success Factors
- 2- **Travel and Expenses:** SAP Concur
- 3- **Business Applications:** SAP Mobile Start App

# Things you will need:

- **Mobile Device or Tablet:**  
For the 3 applications you will need
- **Desktop or Laptop:**  
Login to the **KAUST Portal** for further steps
- **KAUST Email address**



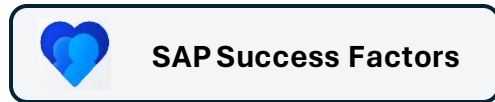


# HR Connect: (SAP Success Factors App): Pt. 1

## 1. On your Mobile Device:

Download the **SAP SuccessFactor** from the Apple App Store or Google Play Store

- In store **App** Icon:



## 2. With your computer:

Login to the **KAUST Portal** and proceed to **HR Connect**

## 3. HR Connect Page:

Click the "**Activate Mobile App**" button found on the page

## 4. On your Mobile Device:

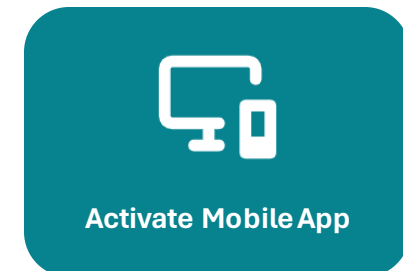
- Open the SAP Success Factors app.
- Login with your KAUST Credentials

## Scan to download the app:



---

## 3. Button on HR Connect:



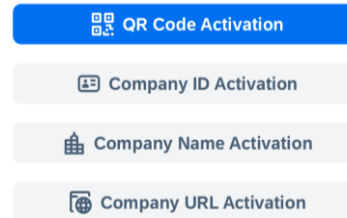


# HR Connect: (SAP Success Factors App): Pt. 2

**NOTE:** The following steps require the use of your mobile device and the SuccessFactors Application

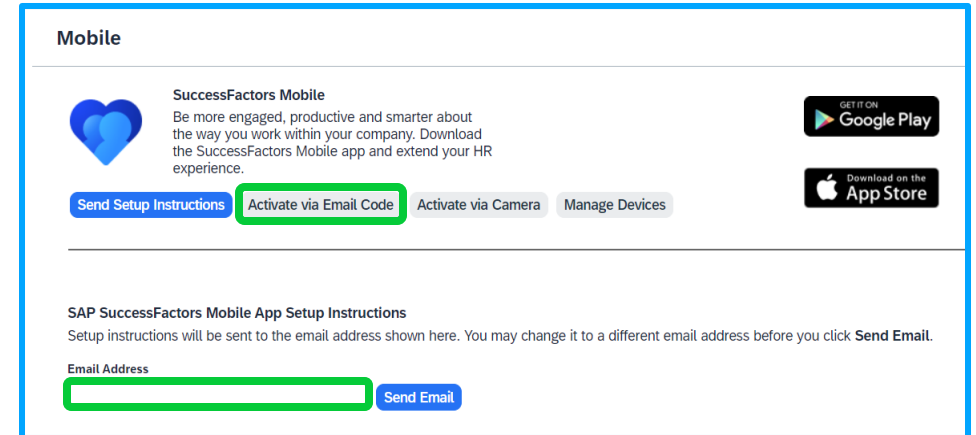
## 5. On your mobile device:

- Select the method to connect:



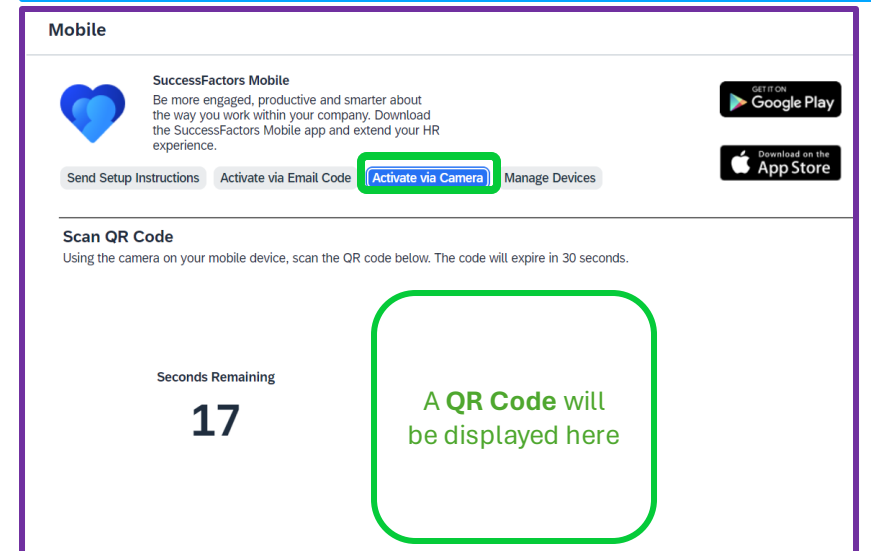
### For Email Code, Activate via your KAUST Email:

- Input your email address in the section below and press the Send Email button.
- You will receive an email for a code.
- Using the **SuccessFactors Mobile App**, input the received code on your mobile device.



### Scan a QR code with the SAP SuccessFactors App:

- Click the Activate via Camera button and a unique QR Code will be displayed in the section below.
- On your mobile device and the **SuccessFactors Mobile App** open, enable the camera and scan the QR code on screen





# Travel and Expenses: (SAP Concur App): Pt. 1

## 1. On your Mobile Device:

Download the **SAP Concur** from the Apple App Store or Google Play Store

- In store **App** Icon:



## 2. With your computer:

Login to the **KAUST Portal** and proceed to **Expense & Travel**

## 3. Expense & Travel Page:

Click the top right **Icon (a)** containing your initials or photo, and select the **Profile Settings (b)**

Scan to download the app:

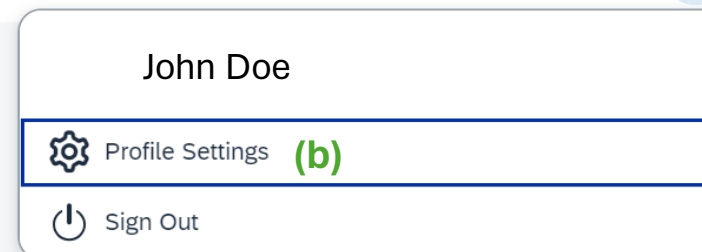


## 3. Expense & Travel Page:

(a)



JD





# Travel and Expenses: (SAP Concur App): Pt. 2

**NOTE:** The following steps require the use of your mobile device and the SAP Concur Application

## 4. Profile Settings Page:

At **Profile Options**:

- a) Select the **Concur Mobile Registration**
- b) Leave the following page open for a future step

## 5. Open the SAP Concur App on your mobile device:

- a) Sign in with your KAUST email address
- b) After the initial login, You **must** select the **Mobile SSO** method to Login

### Sign in with Mobile SSO:

- a) With the **Concur Mobile Registration** page open on your Desktop or Laptop, an **SSO Code** will be displayed on the page
- b) Enter the **code** on your mobile device
- c) You will be logged in

## 4. Profile Options

Select one of the following to customise your user profile.

### Personal Information

Personal Information

### Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.

### Expense Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

### System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

### Request Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

### Concur Mobile Registration

Set up access to Concur on your mobile device

5.



# Business Applications: (SAP Mobile Start Application): Pt. 1

## 1. On your Mobile Device:

Download the **SAP Mobile Start** Application from the Apple App Store or Google Play Store

- In store **App** Icon:



## 2. With your computer:

Login to the **KAUST Portal** and click on the **Business Apps** button found on the home page

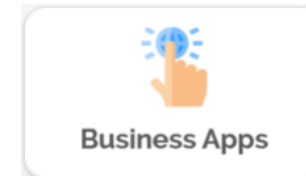
## 3. Business Apps Page:

Click the top right **Icon (a)** containing your initials or photo, and select **Settings (b)**

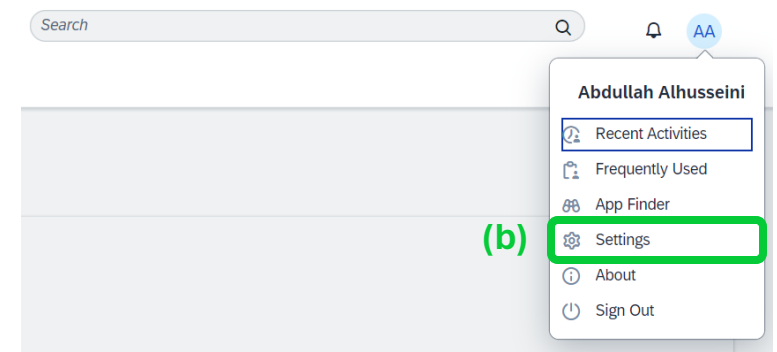
## Scan to download the app:



2.



3.





# Business Applications: (SAP Mobile Start Application): Pt. 2

**NOTE:** The following steps require the use of your mobile device and the SAP Concur Application

## 4. Settings Page:

**On your computer**, a Pop-Up page will open with a menu to the left-hand side, select the **SAP Mobile Start Application**

## 5. SAP Mobile Start TAB:

- There will be two options for both iOS (Apple) and Android users, select your mobile type and proceed.
- Click on the **Register** button and a **new QR code** will appear

5.

### SAP Mobile Start Application

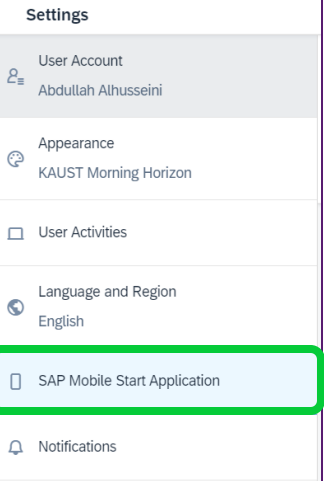
Enable access to your site from the SAP Mobile Start application.

IOS   Android

First install and then register the app.

Install   **Register**

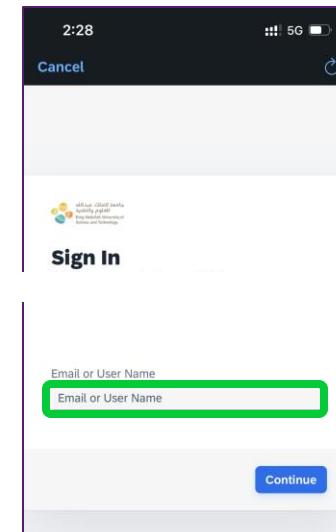
4.



## 6. With your mobile device:

- Open the **SAP Mobile Start Application** and Login into your organization. **Note:** If you are not on KAUST Network, you will be asked for DUO Authentication
- Select the option to **SCAN for log in**. This will open your camera, and proceed to scan the QR Code found on your Laptop or Desktop Screen
- You will be asked to create a password specifically for the SAP Mobile Start application, once you do you will be logged in

6.a.



b.

