

Steps to Access MFA iBuy + Concur P2P Applications

Steps:

- Open an “Incognito Browser” window in Chrome or a “Private Window” in Safari
- Enter / Go to: <https://p2p.gwdocs.org/expense-reporting>
- Select: iBuy + Concur Portal
- Enter the information - your net id is generally the name (firstlastname) before the @gwu.edu in your email address.
- Select the SSO option – see the graphics below
- You will need to authenticate the first time you access Concur. Use the "different method" for a code to be sent to your mobile phone.
- The Concur home page should appear.

If a password reset is needed:

- Self-service is available via: <https://identity.gwu.edu/claim/passwordPolicy>
- If self-service does not work, contact the GW IT Helpdesk and request a password reset. GW IT Support Center: **202-994-GWIT (4948)** or ithelp@gwu.edu.

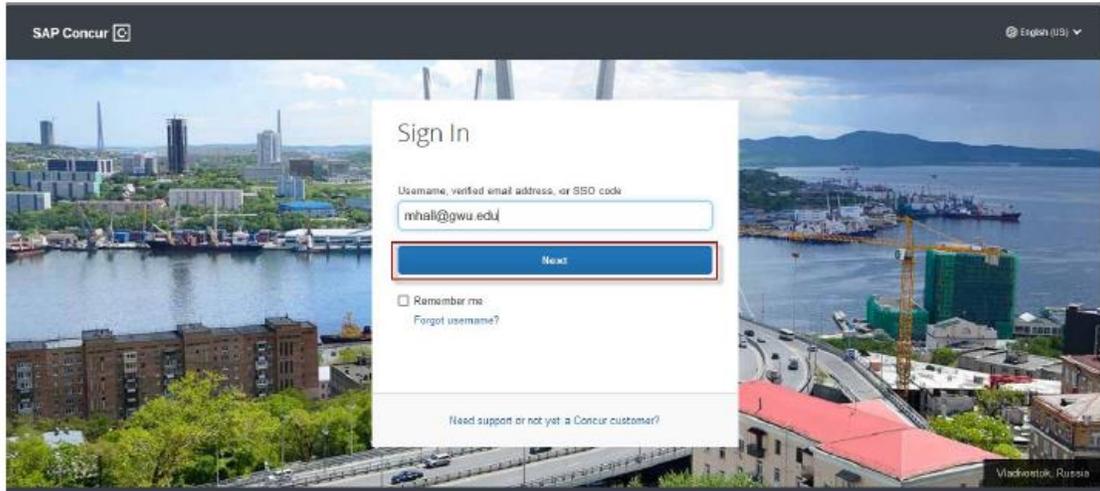
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Single Sign-On to iBuy

GW's iBuy Login requires that you use your @gwu.edu email address to login

1. Enter your @gwu.edu email address, click Next.

Note: If you have multiple Single Sign-On (SSO) accounts such as one with MFA, you may want to leave "Remember me" unchecked



2. Click Sign in with GW SSO

