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.
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/Auth/LogOn](https://oasis.curtin.edu.au/Auth/LogOn)

**Step Two**

Click My Studies tab as shown in the screenshot

**Step Three**

Scroll down to Useful Links section.

Click the Payment Recipients link. This will redirect you to your Concur homepage.

If you are having issues logging into Concur, please contact 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](http://www.bsbnumbers.com) to search for your bank address.
- Ensure Active field is set as Yes

**Step Four**
Click Save and Agree
Key Points

- Five cents will be credited to your nominated bank account within 2-3 business days and once the transaction is completed your bank account will be confirmed.

- An email notification will be sent to your student email account titled Expense Pay Notification: Account Confirmation Sent.

- Please note that if you do not receive the five cents deposit within 3-4 business days contact the Concur Helpdesk at ConcurHelpdesk@curtin.edu.au or by calling 08 9266 2319

- In the event that your bank account cannot be confirmed by Concur, you will receive an email notification in your student email account advising you. This email is titled Expense Pay Notification: Payment Denied. Simply follow the instructions in the email or contact the Concur Helpdesk for further assistance.

- If at any time your bank account details have changed, you will need to ensure that you update the details on Concur. Just follow the same steps

*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.*