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Instructions for Concur Student users
Log into Concur through Student Oasis. Click Scholarship Payments under the section Scholarship Recipient.

If you are having issues logging into Concur, please contact your respective area or the person who initially advised you to login into Concur.

In Concur, click Bank Information.
Entering Bank Details

*As a reminder, do not make changes to any other areas within Concur as this could cause delays in your payments.*

After clicking on Bank Information you will be taken to the page below, please read the field headers and complete each field accordingly.
Please note that the address field relates to the address of your bank, if you do not know the address it can be found by entering your BSB number here.

Once you have entered your bank details ensure that the field on the Active dropdown box is set as Yes, and then click Save.

Once you have entered your bank details you will need to wait for your bank account to be confirmed before you can proceed. Five cents will be credited to your nominated bank account 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

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.

When your bank account has been confirmed the payments will be organised accordingly.

NOTE: 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 under Entering Bank Details.