# Approving SAP Security Role Access Request

ITS Business Applications | SAP Security

Purpose

This document will guide users on how to approve a new or additional SAP/BTS role through SAP GRC application. Role owners/administrators must approve the SAP Security Role Access Request for new users, users changing roles or users changing location.
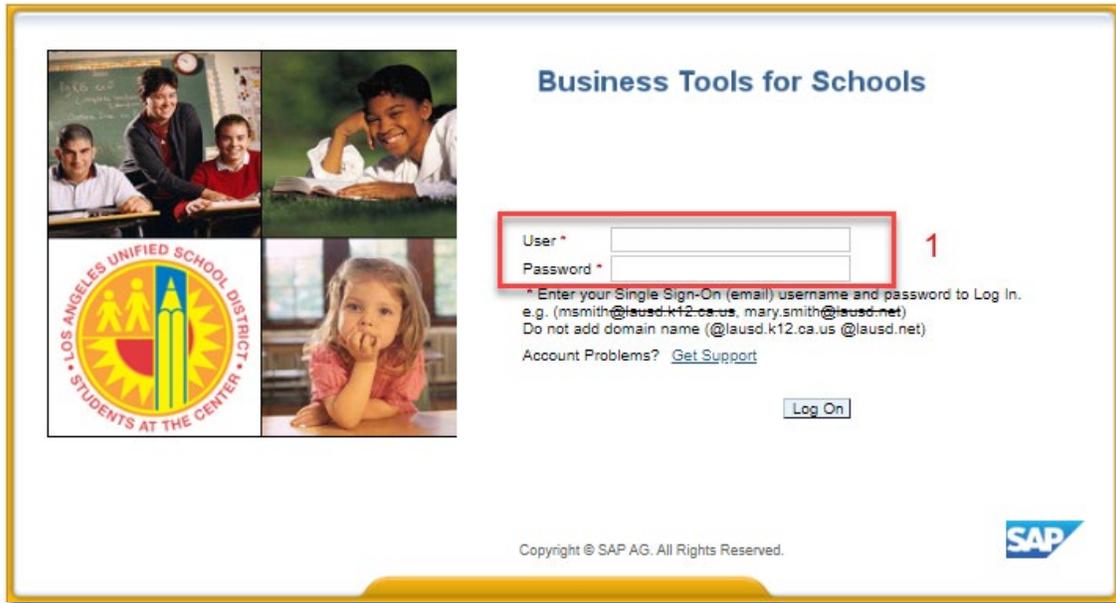
Assumptions

The users have Azure Virtual Desktop (AVD) installed on their desktops. Please refer to Azure Virtual Desktop (AVD) User Guide on how to install AVD.
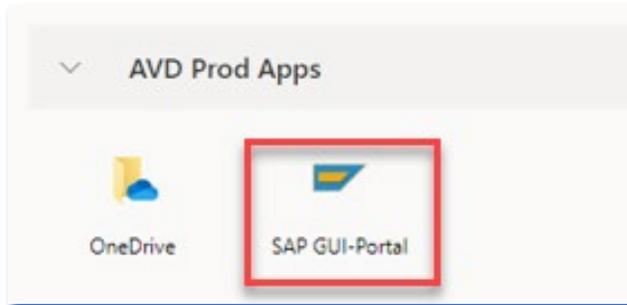
Procedure

Use the following instructions to approve SAP role access request.
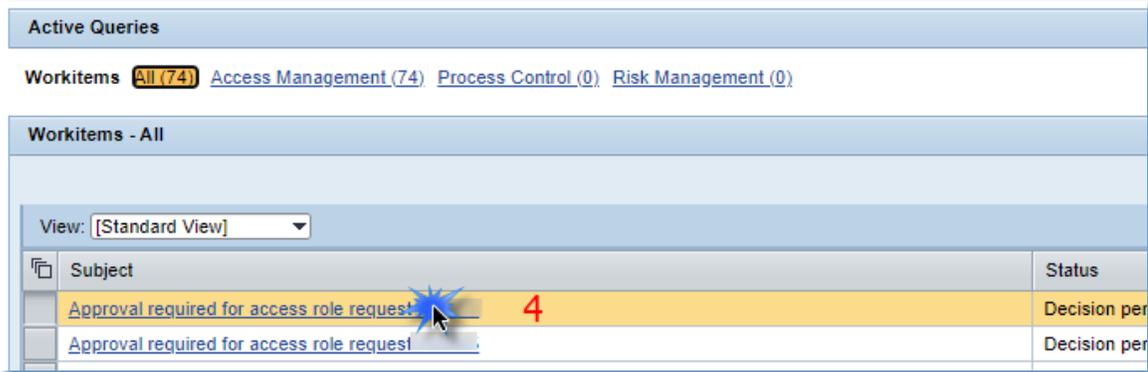
1. Login to the BTS portal using the Single Sign-on username and password.

2. Click on the **Access Request** tab to complete the SAP Access Request.

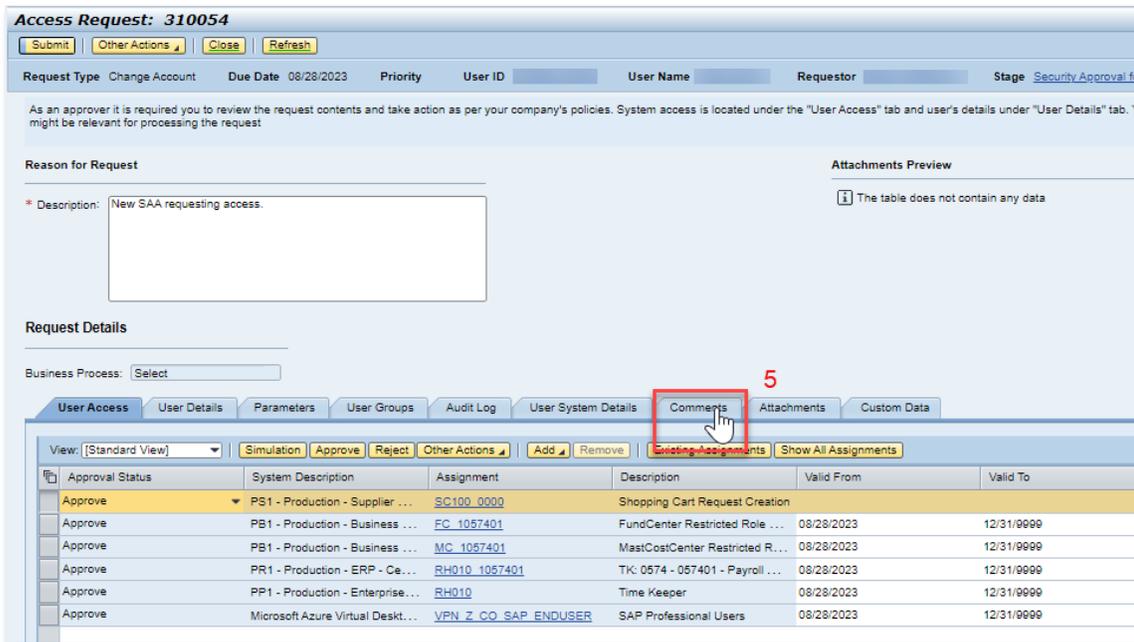3. Click on the **Role Approvers** and go to **Role Approver** as shown below.

4. Click on the line item(s) listed under the Subject column to approve the access role request.
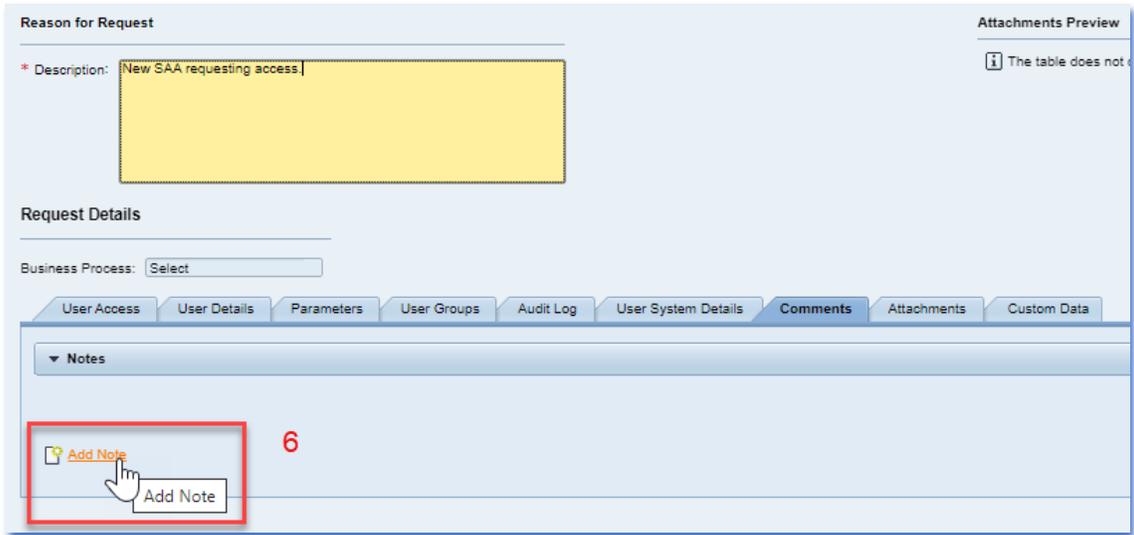

Note: **A new window will appear to approve the Access Request.**

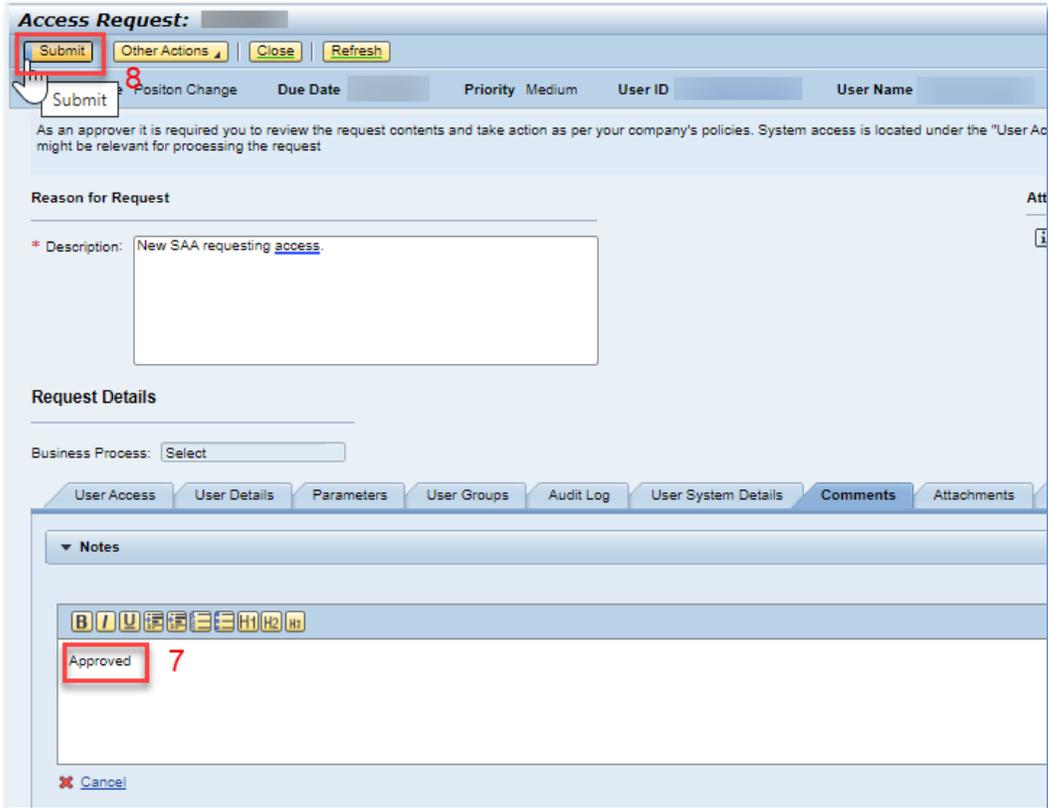5. Click on the **Comments** tab to add a note.

6.   Select **Add Note** to allow entries.
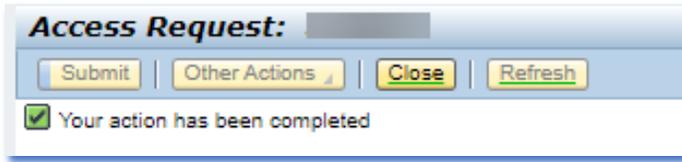

7.   Enter/Type **Approved or Rejected** in the **Comments** field.

8.   Click **Submit.**
     After clicking the Submit button, a message, **"Your action has been completed"** will display.

Note: Approvers may log off from the system. The requestor will be automatically notified by email when their user role request has been approved or rejected.

For Rejected Roles: Select Reject for rejected roles. Then click on the Comments tab.

Enter/Type **Rejected** (or other comments) in the **Comments** field.

Click **Submit.**

After clicking the Submit button, a message, **"Your action has been completed"** will display.

Revision Summary

Date	Revision History	Comments
08/29/2023	1.0	Initial Availability with AVD
02/29/2024	1.1	Added How to **Reject** Roles