



## Approving SAP Security Role Access Request

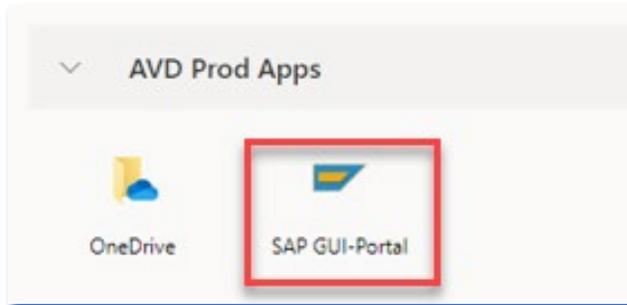
ITS Business Applications | SAP Security

## 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

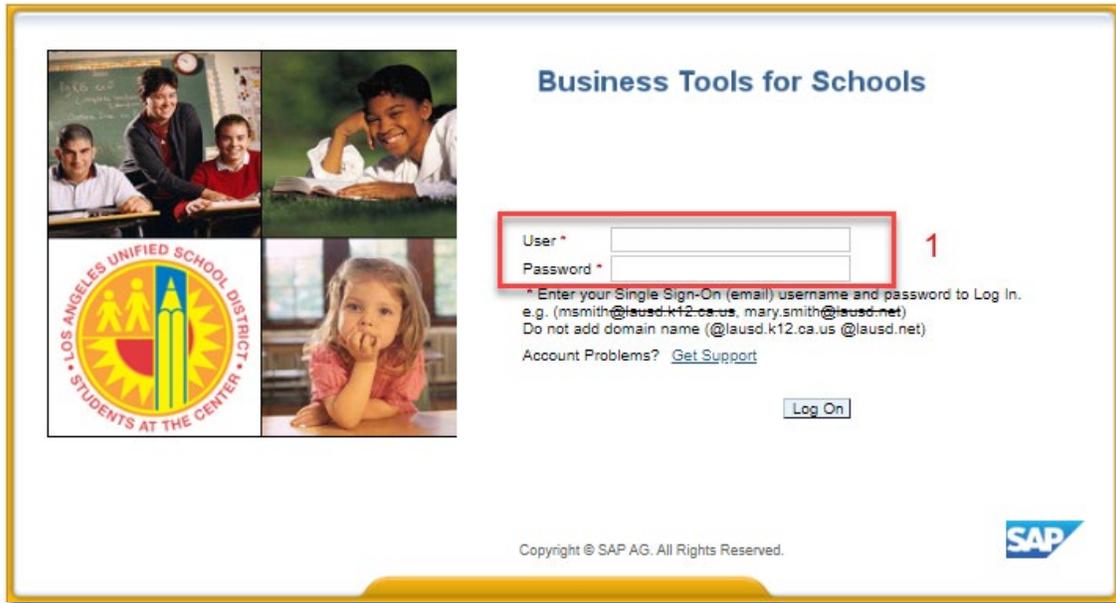
The users have Azure Virtual Desktop (AVD) installed on their desktops. Please refer to [Azure Virtual Desktop \(AVD\) User Guide](#) on how to install AVD.



## Procedure

Use the following instructions to approve SAP role access request.

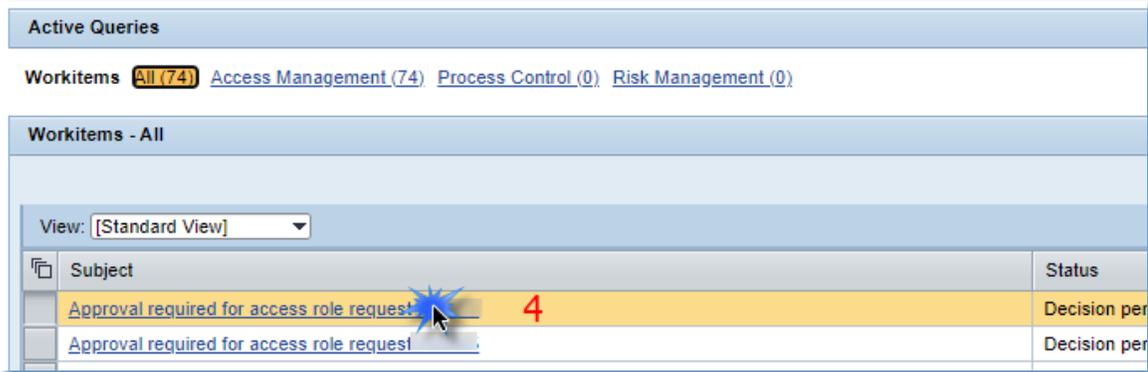
1. Login to the BTS portal using the Single Sign-on username and password.



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.

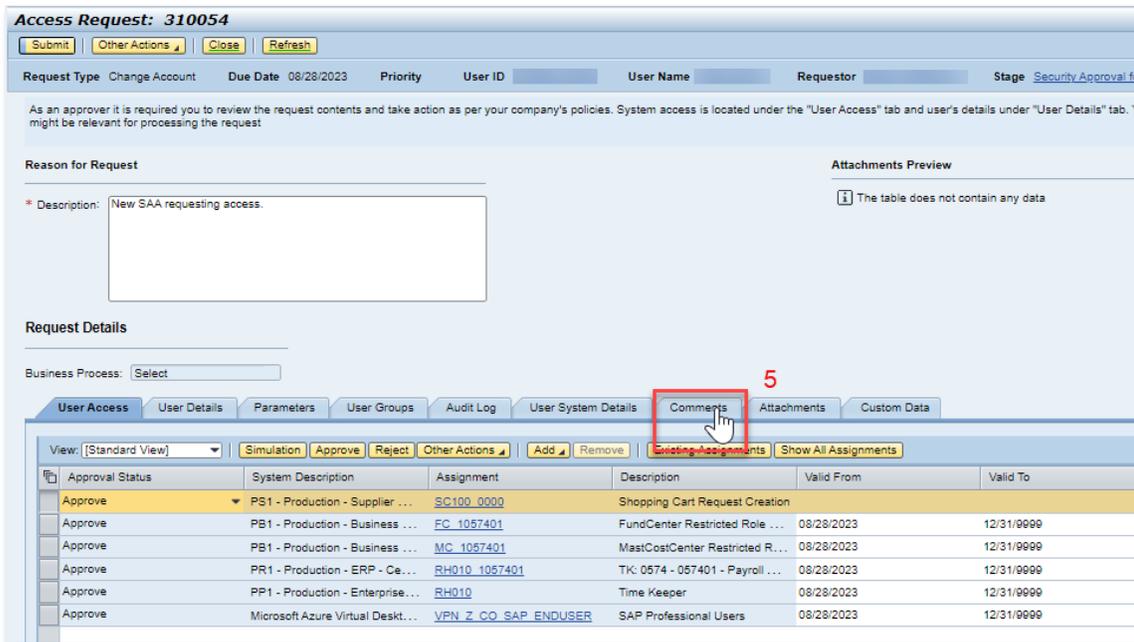


- Click on the line item(s) listed under the Subject column to approve the access role request.

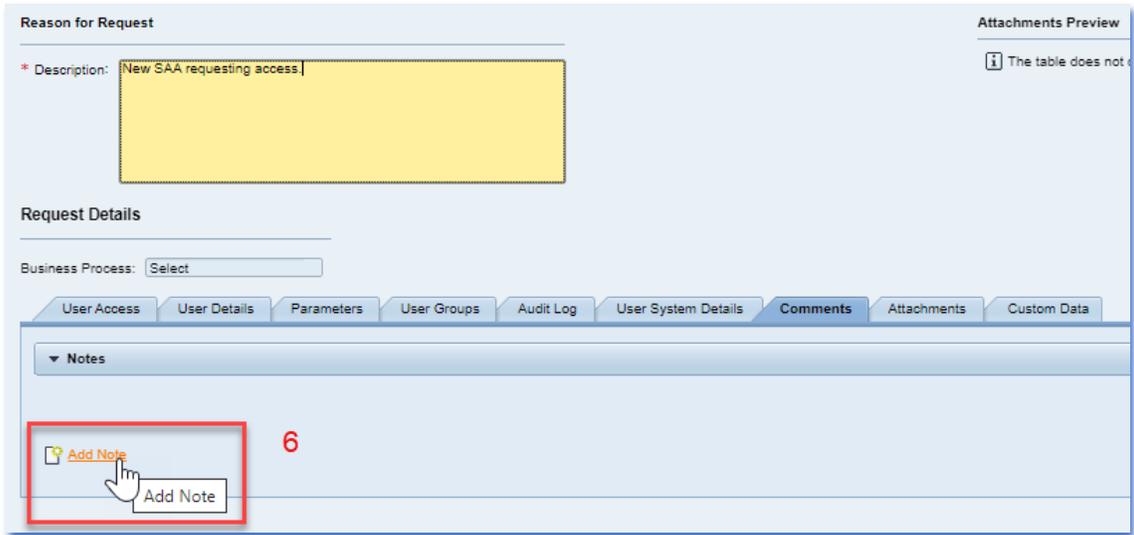


**Note: A new window will appear to approve the Access Request.**

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



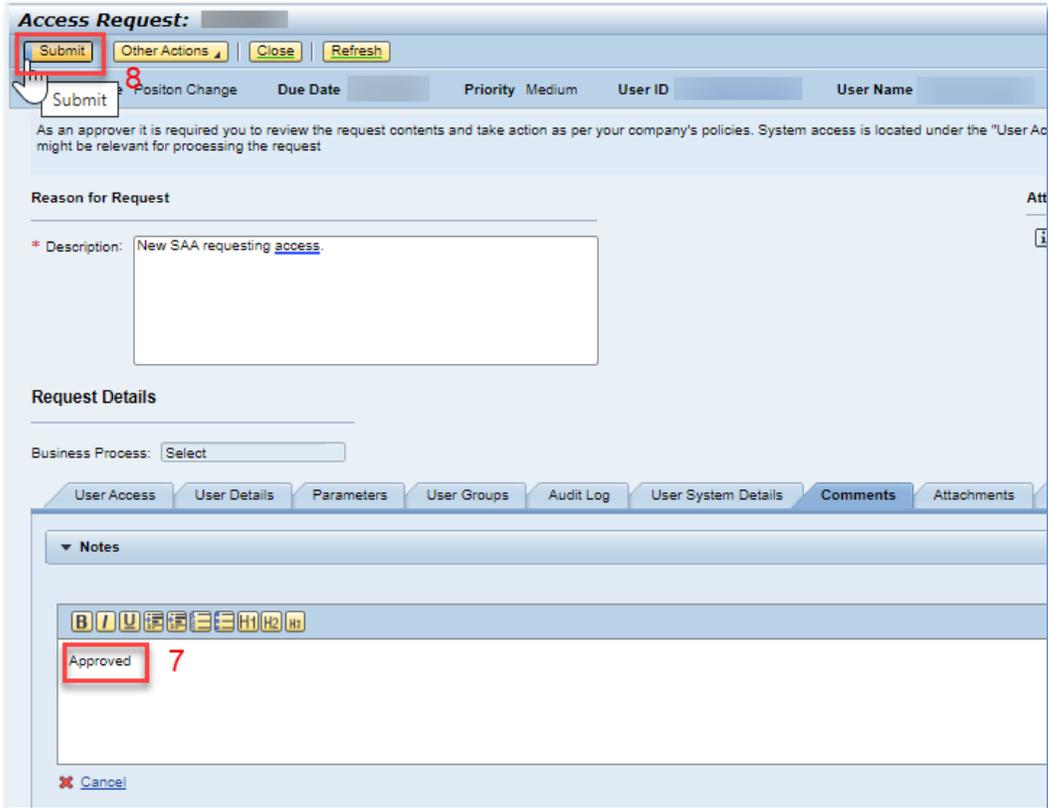
6. Select **Add Note** to allow entries.

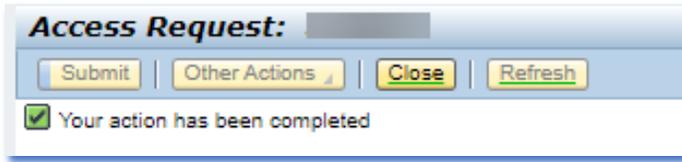


7. Enter/Type **Approved or Rejected** in the **Comments** field.

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.

**Access Request:** [Redacted]

Submit | Other Actions | Close | Refresh

Request Type: Change Account | Due Date: 03/03/2024 | Priority: | User ID: | User Name: |

As an approver it is required you to review the request contents and take action as per your company's policies. System access is located under the "User Access" tab and user's de request

Reason for Request

\* Description: To review and approve journal entries.

Request Details

Business Process: Select

User Access | User Details | Parameters | User Groups | Audit Log | User System Details | **Comments** | Attachments | Custom Data

View: [Standard View] | Simulation | Approve | Reject | Other Actions | Add | Remove | Existing Assignments | Show All Assignments

Approval Status	System Description	Assignment	Description	Valid From
Reject	PR1 - Production - ERP - Central...	RF564 0000	GL Journal Requestor	03/03/2024
Reject	PP1 - Production - Enterprise Po...	SAP_FI_USERS1	Financials/Budget Tab - Account ...	03/03/2024

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.

The screenshot displays the SAP Access Request interface. At the top, the title is "Access Request:". Below the title, there are buttons for "Submit", "Other Actions", "Close", and "Refresh". The "Submit" button is highlighted with a red box and a mouse cursor. Below the buttons, there are fields for "Request Type", "Change Account", "Due Date" (03/05/2024), "Priority", "User ID", "User Name", and "Requestor". A message states: "As an approver it is required you to review the request contents and take action as per your company's policies. System access is located under the 'User Access' tab request".

The "Reason for Request" section contains a text area with the description: "Per request - submitting for RF950\_SOUTH on behalf of the user." Below this is the "Request Details" section, which includes a "Business Process" dropdown menu set to "Select".

At the bottom, there are tabs for "User Access", "User Details", "Parameters", "User Groups", "Audit Log", "User System Details", "Comments", "Attachments", and "Custom". The "Comments" tab is active, showing a "Notes" section with a rich text editor. The text "Rejected" is entered in the editor, followed by a red "7". A "Cancel" button is visible at the bottom left of the form.

## Revision Summary

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