

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.

Welcome	
Home	Access Request 2
Access Request Form	Role Approvers
Overview-approvers	3
Detailed Navigation GRC Appr	Press ****
Overview-approvers	
List Action in Roles Role Approver SPM Log Report	lease be aware that you must now click on a link on left hand side under "Detailed Navigation".
Portal Favorites	

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

Act	ive Queries	
Wor	rkitems All (74) Access Management (74) Process Control (0) Risk Management (0)	
Wo	rkitems - All	
Vi	ew: [Standard View]	
5	Subject	Status
	Approval required for access role request 4	Decision per
	Approval required for access role request	Decision per

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

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

Access Request: 310054					
Submit Other Actions Close	Submit Other Atlons Close Refresh				
Request Type Change Account Due Da	te 08/28/2023 Priority	User ID	User Name	Requestor	Stage Security Approval for
As an approver it is required you to review the might be relevant for processing the request	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 details under "User Details" tab. " might be relevant for processing the request				
Reason for Request				Attachments Preview	
* Description: New SAA requesting access.					
Request Details Business Process: Select User Access User Details Parameters User Groups Audit Log User System Details Comments Attachments Custom Data					
View: [Standard View]	ulation Approve Reject C	ther Actions 🖌 📔 Add 🖌 Remov	e Evicting Accignments Sh	row All Assignments	
C Approval Status Sys	stem Description	Assignment	Description	Valid From	Valid To
Approve V PS1	1 - Production - Supplier	SC100_0000	Shopping Cart Request Creation		
Approve PB1	1 - Production - Business	FC 1057401	FundCenter Restricted Role	08/28/2023	12/31/9999
Approve PB1	1 - Production - Business	MC 1057401	MastCostCenter Restricted R	08/28/2023	12/31/9999
Approve PR1	1 - Production - ERP - Ce	RH010 1057401	TK: 0574 - 057401 - Payroll	08/28/2023	12/31/9999
Approve PP1	1 - Production - Enterprise	RH010	Time Keeper	08/28/2023	12/31/9999
Approve Mice	rosoft Azure Virtual Deskt	VPN Z CO SAP ENDUSER	SAP Professional Users	08/28/2023	12/31/9999

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

Reason for Request	Attachments Preview
* Description: New SAA requesting access.	1 The table does not (
Request Details	
Business Process: Select	
User Access User Details Parameters User Groups Audit Log User System Details Comments Attachments	Custom Data
▼ Notes	
Add Note	

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.

Access Request:	
Submit Other Actions Close Refresh	
Submit Sositon Change Due Date Priority Medium 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 might be relevant for processing the request	access is located under the "User Ao
Reason for Request	Att
* Description: New SAA requesting access.	E
Request Details Business Process: Select	
User Addess Voser Details Parameters User Groups Audit Log User System Details	Comments Attachments
▼ Notes	
B/UEEEEHte	
Approved 7	
X Cancel	

Access Request:		
Submit Other Actions Close Refresh		
Vour action has been completed		

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:		
Submit Other Actions A 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 con request	mpany's policies. System access is located under the "User Access" tab and use	er's de
Reason for Request	Attachm	ients F
* Description: To review and approve journal entries.	لَّ The	table (
Request Details		
Business Process: Select		
User Access User Details Parameters User Groups Audit Log	User System Details Comments Attachments Custom Data	
Manuel Chandred Manuel (Dissulation) Assessed Default Other Astronomy		
View: [Standard View] View] Simulation Approve Reject Other Actions	Add] Remove Existing Assignments Show All Assignments	
And Anticipation Assignment Assig	nt Description Valid From	
Reject PR1 - Froduction - ERP - Central RF564_00	00 GL Journal Requestor 03/03/2024	
Reject PP1 - Froduction - Enterprise Po SAP FI U	JSERS1 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.

Access Request:	
Request Type Change Account Due Date 03/05/2024 Priority User ID User Name Requestor	
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 Acc request	ess" tat
Reason for Request	
* Description: Per request - submitting for RF950_SOUTH on behalf of the user.	
Business Process: Select User Access User Details Parameters User Access User Details Comments	Custon
▼ Notes	
Rejected 7	
X Cancel	

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