Requesting SAP Security Role Access

ITS Business Applications | SAP Security

Purpose

This document will guide users on how to request a new or additional SAP/BTS role through SAP GRC application. New users, users changing roles or users changing location must complete the online Access Request to be granted access from the SAP Security Team.
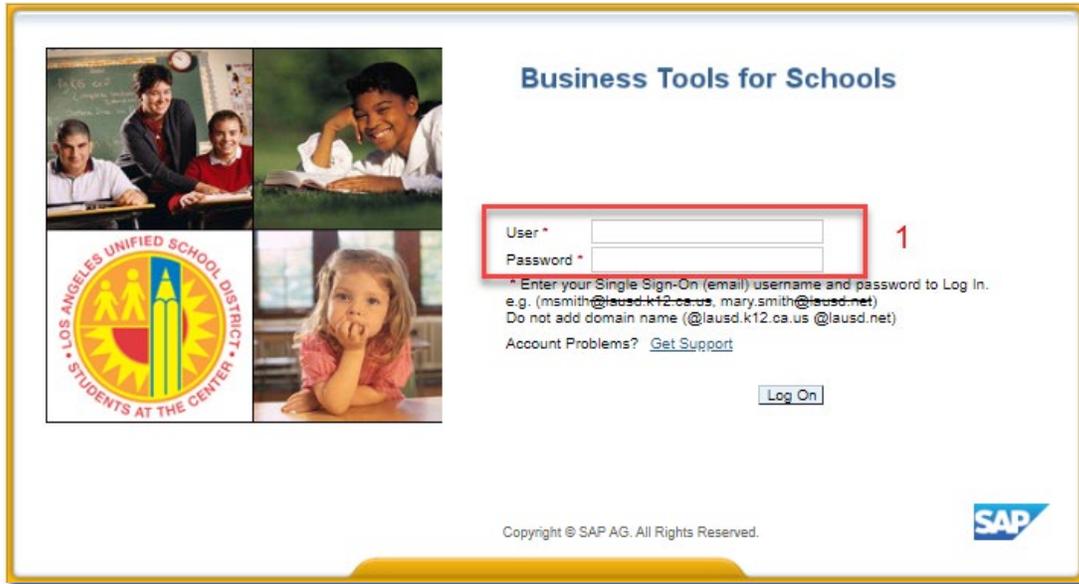
Assumptions

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.
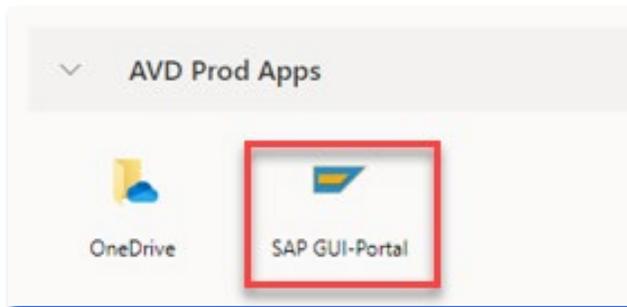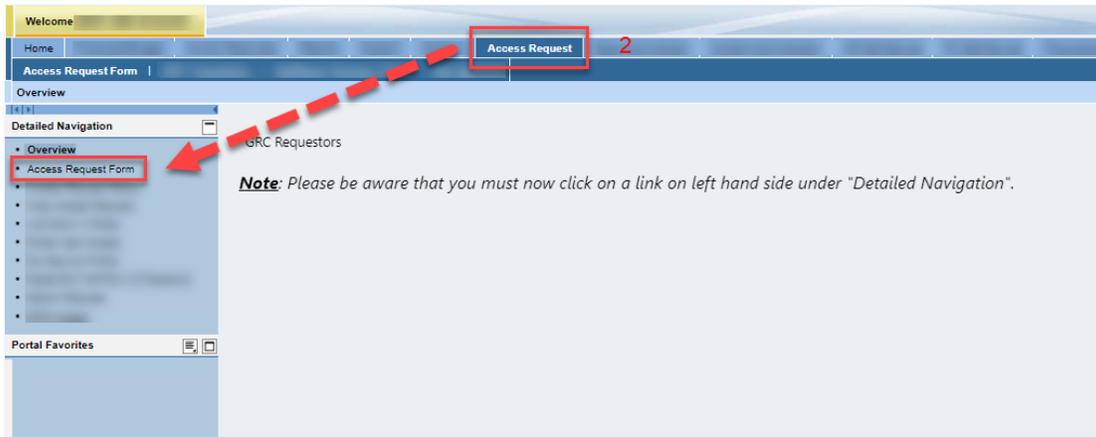
Procedure

Use the following instructions to request SAP role access.

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.
   Click on the **Access Request Form** as shown below.


3. A blank SAP Access Request form will display as seen below.

   The **Request Details** fields will default to your assigned SAP User profile.
   - Request Type
   - Request For
   - User
   - Cost Center

4. In the **Justification for Access** field, enter the reason for requesting an SAP Role(s).

   Example 1: A new or back-up SAA requesting access.
   Example 2: A new or back-up requesting for time approver or shopping cart approver access.

5. Click on the **Add** button to select role(s).
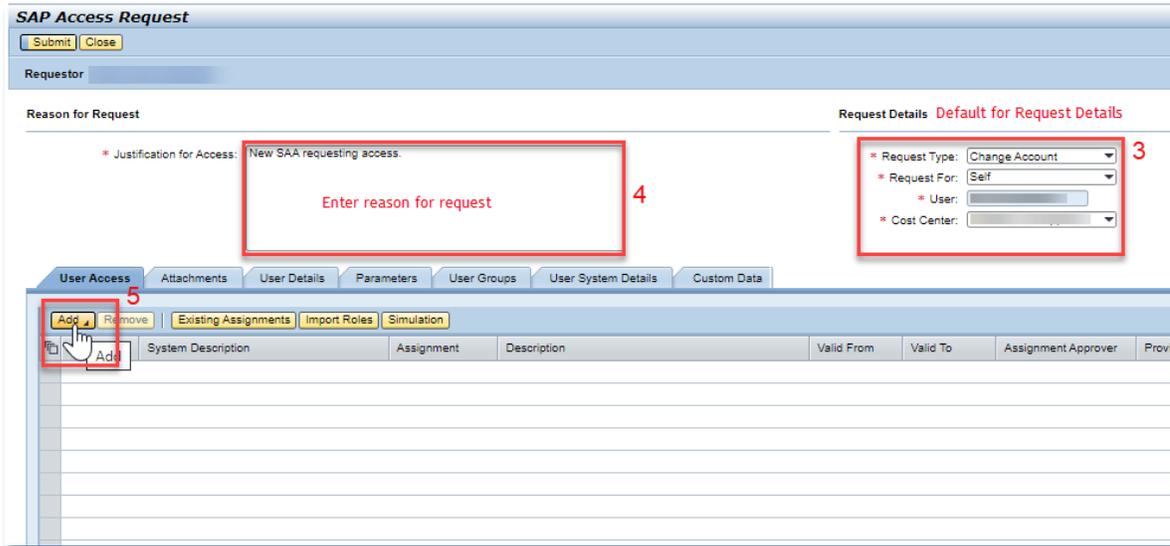
Note: **A new window will appear with search criteria for the user role(s) to be approved.**

6. In the **Cost Center / Role Name** field, enter the **Cost Center** OR **specific role** as shown below.

7. Click the **Search** button.

   Enter the **Cost Center**
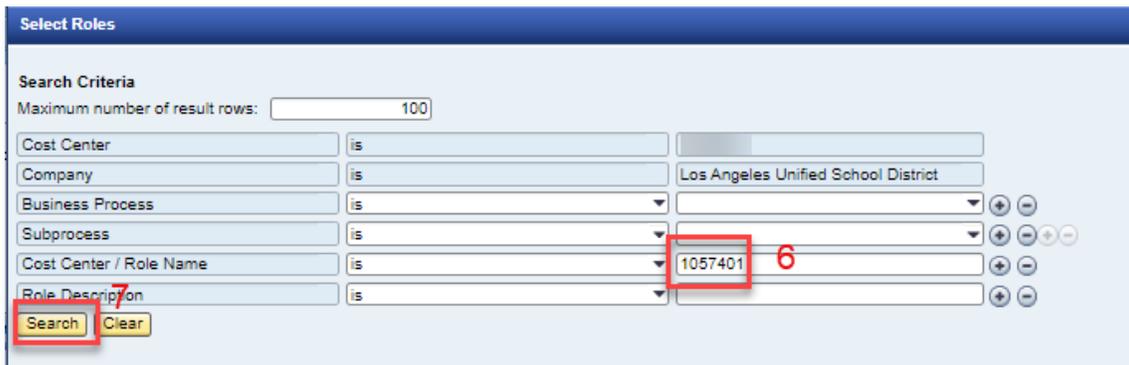
OR **specific role**

Note: All associated SAP Roles will populate.

8.   Click on the **Table Selection Menu** and **Select All**. All the selected roles will be highlighted.

9.   Click the **Add Role(s)** button to move selected roles for approval downward to the Selected section.

10. Roles will now be displayed in the Selected section. Click on the **OK** button.
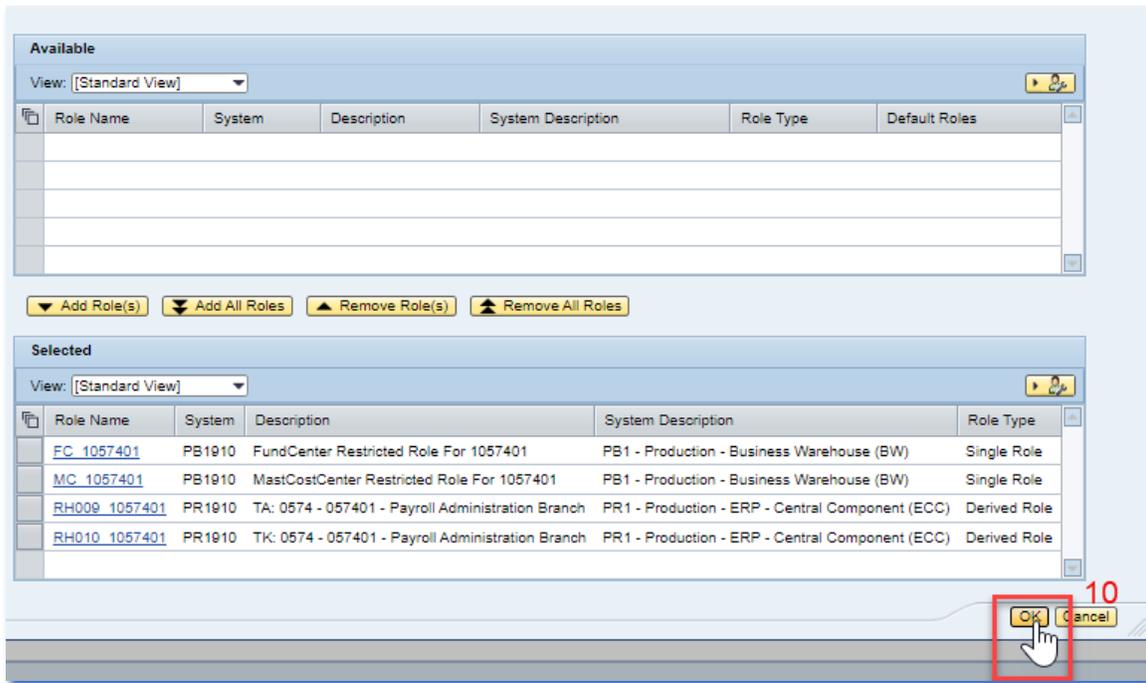
11. Verify all the information. Click on the **Submit** button. Once submitted, the SAP GRC system will automatically generate an email with your confirmation request code.
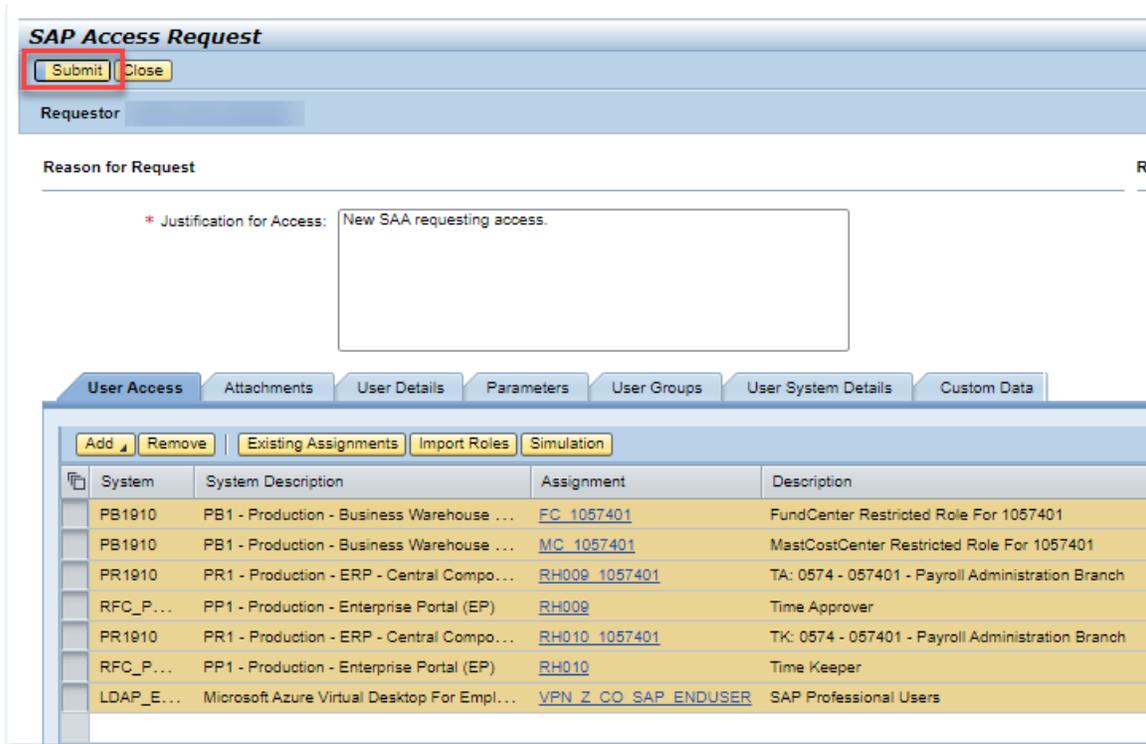
Note: Upon completion, an email notification will be sent to the site Administrator for approval.

Revision Summary

Date	Revision History	Comments
08/29/2023	1.0	Initial Availability with AVD
02/29/2024	1.1	Assumption AVD Installed