

# **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.

Welcome	
Home	Access Request 2
Access Request Form	
Overview	
Detailed Navigation	
Overview	GRC Requestors
Access Request Form	Note: Please be aware that you must now click on a link on left hand side under "Detailed Navigation".
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Portal Favorites 🗐 🗖	

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).

SAP Access Request						
Submit Close						
Requestor						
Reason for Request			Request D	etails Default	for Request Details	
* Justification for Access: New SAA requesting acce Enter rea	ss. son for request	4	* Re * R * (	quest Type: Cha equest For: Self * User: Cost Center:	ange Account	3
Add Remove   Existing Assignments Import Roles	Simulation	User System Details Custom D	ata			
Add System Description	Assignment Description	on	Valid From	Valid To	Assignment Approver	Provi
-						

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

Select Roles		
Search Criteria Maximum number of result rows:	100]	
Cost Center	is	
Company	is	Los Angeles Unified School District
Business Process	is 🔹	• • •
Subprocess	is 🔹	
Cost Center / Role Name	is 🔹	1057401 6
Role Description	is 🔹	
Search Clear		

#### OR specific role

Select Roles		
Search Criteria Maximum number of result rows:	100	
Cost Center 5	is	
Company	is	Los Angeles Unified School District
Business Process	is 🔹	
Subprocess	is 🔹	
Cost Center / Role Name	is 🔹	RF845_0000 6
Role Description	is 🔹	
Search Clear		

#### 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.

Select Roles						
Search Criteria Maximum number of result rows:	100					
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Company	ny is Los Angeles Unified School District					
Business Process	ness Process 🔹 🔍					
Subprocess	pprocess is view of the second s					
Cost Center / Role Name	ost Center / Role Name is 1057401					
Role Description	is		ے ک			
Search Clear						
Available					_	
View: [Standard View] -					• 24	
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MC 1000401 PB1910 MastCo	ostCenter Restricted Role For 1057401	PB1 - Production - Business Warehouse (B	W)	Single Role	Exists (1)	
RH009 1057401 PR1910 TA: 05	74 - 057401 - Payroll Administration Branch	PR1 - Production - ERP - Central Compone	ent (ECC)	Derived Role	Exists (1)	
RH010 1057401 PR1910 TK: 05	74 - 057401 - Payroll Administration Branch	PR1 - Production - ERP - Central Component	ent (ECC)	Derived Role	Exists (1)	
0						*
Add Role(s)	Remove Role(s)	oles				
Selected						
View: [Standard View]					• <i>2</i> ,	]
Role Name System	n Description	System Description		Role Type	e	<u>~</u>
						<b>Y</b>
					OK	ancei

10. Roles will now be displayed in the Selected section. Click on the OK button.

Add Role(s)      Add All Roles     Add All	Add All Roles       Remove Role(s)       Remove All Roles         Add All Roles       Remove Role(s)       Remove All Roles         System       Description       System Description       Role Type         B1910       FundCenter Restricted Role For 1057401       PB1 - Production - Business Warehouse (BW)       Single Role         PB1910       MastCostCenter Restricted Role For 1057401       PB1 - Production - Business Warehouse (BW)       Single Role         PR1910       TA: 0574 - 057401 - Payroll Administration Branch       PR1 - Production - ERP - Central Component (ECC)       Derived Role         PR1910       TA: 0574 - 057401 - Payroll Administration Branch       PR1 - Production - ERP - Central Component (ECC)       Derived Role	Role	Name	- Svst	em	Description	System Descrip	tion	Role Type	Default Ro		
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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.

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easo	n for Reques	t			
* Justification for Access: New SAA requesting access.					
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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