Request for SAP Security Access

All time reporters and time approvers must complete and submit the online SAP Security Access Request to receive access for SAP Roles. **New users**, **users changing roles** or **users changing locations must** complete the online Access Request to be granted access from the SAP Security Team.

Benefits of Requesting SAP User Role Access:

- Time report and approve employees assigned to site
- Time report and approve for employees that perform services at your location, but are not assigned to your Cost Center
- Run and generate various time reporting reports
- View school roster and data

Use the following instructions to request SAP role access. The instructions begin from the Home Welcome Page of SAP at https://bts.lausd.net/irj/portal. MAC users may access the BTS portal via the CITRIX application at https://apps.lausd.net.

Note: The Administrator can request and/or remove access.

1. Click on the **Access Request** tab to complete the SAP Access Request.
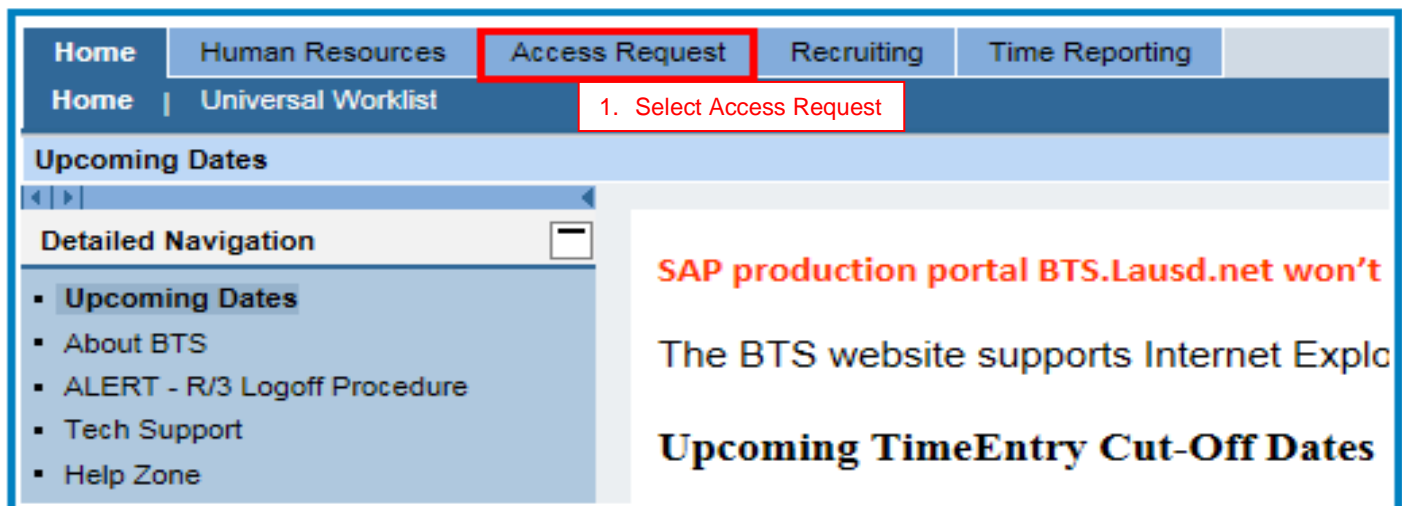
2. A blank SAP Access Request form will display as seen below.

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

3. In the Justification for Access field, enter the reason for requesting a SAP Role(s).
   Example: A new or back-up SAA requesting access.

4. Click on the **Add** button and select **Role**.

SAP Access Request

Submit Close

Requestor

2. Default for Request Details

Reason for Request   **Request Details**

* Justification for Access: New SAA requesting access.

3. Enter reason for request

* Request Type: Change Account
* Request For: Self
* User: SBAEZ
* Cost Center: 1057401 Payroll Administ

User Access | Risk Violation | Attachments | User Details | User System Details | Custom Data

Add ▲ Re...   on
  Role   4. Click Add button and select Role
                     ...me   ...alid From | Valid To | Assignment Appro... | Description | Comments

Note: A new window will appear with the Search Criteria.

5. **Enter** the Cost Center.

6. Click on the **Search** button.

Cost Center	is	1057401	
Company	is	Los Angeles Unified School District	
Business Process	is		⊕ ⊖
Subprocess	is	5. Enter Cost Center	⊕ ⊖
Cost Center / Role Name	is		⊕ ⊖
Role Description	is		⊕ ⊖
Action	is		⊕ ⊖

6. Click Search

Search Clear

Note: All associated SAP Roles will populate.

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

8. Click the **Single Arrow Down** to move selected roles for approval downward to the Selected section.

Available				
View : [Standard View]				
7. Select Table Selection Menu and Select All		System Description	Role Type	
Select All	PB1910	FundCenter Restricted Role For 1057401	PB1 - Production - Business Warehouse (BW)	Single Role
Deselect All	PB1910	MastCostCenter Restricted Role For 1057401	PB1 - Production - Business Warehouse (BW)	Single Role
RH009_1057401	PR1910	TA: 0574 - 057401 - Payroll Administration Branch	PR1 - Production - ERP - Central Component (ECC)	Derived Role
RH010_1057401	PR1910	TK: 0574 - 057401 - Payroll Administration Branch	PR1 - Production - ERP - Central Component (ECC)	Derived Role

8. Click single arrow down

9. Roles will now display under the Selected section. Click on the **OK** button.

Selected				
View: [Standard View]				
Role Name	System	Description	System Description	Role Type
FC_____	PR1910	FundCenter Restricted R...	PR1 - Production - ERP - ...	Single Role
MC_____	PR1910	MastCostCenter Restrict...	PR1 - Production - ERP - ...	Single Role
RH009 _____	PR1910	TA: - Mai...	PR1 - Production - ERP - ...	Derived Role
RH010 _____	PR1910	TK: - Main...	PR1 - Production - ERP - ...	Derived Role

9. Click OK

OK Cancel

10. Verify all of the information. Click on the **Submit** button. Once submitted, the SAP GRC system will automatically generate an email with your confirmation request code.

SAP Access Request

Submit Close

10. Click submit

Requestor

Reason for Request

* Justification for Access: New SAA requesting access.

Request Details

* Request Type: Change Account
* Request For: Self
* User: SBAEZ
* Cost Center: 1057401 Payroll Administ

| User Access | Risk Violation | Attachments | User Details | User System Details | Custom Data |

Add ▲ Remove | Existing Assignments Import Roles Simulation

Assignment	System	Type	Valid From	Valid To	Assignment Appro...	Description	Comments
FC_1057401	PB1910	Single Role	08/09/2018	12/31/9999		FundCenter Restri...	Add Comments
MC_1057401	PB1910	Single Role	08/09/2018	12/31/9999		MastCostCenter R...	Add Comments
RH009_1057401	PR1910	Derived Role	08/09/2018	12/31/9999		TA: 0574 - 05740...	Add Comments
RH009	RFC_PORTAL	Derived Role	08/09/2018	12/31/9999		Time Approver	Add Comments

Note: Upon completion, an email notification will be sent to the site Administrator for approval.