



Requesting SAP User Role Access

PURPOSE

Starting on December 12, 2016, the current SAP Security Access Request process (<http://btssecform-1p.lausd.net/app/SignIn>) will be replaced with the new SAP GRC CUP* application process. This document will guide users on how to request a new or additional SAP/BTS role through the new application process.

► **Go-live Date: 12/12/2016**

► **“SAP Security Access Form” Cut Off date: 01/31/2017**

* SAP GRC CUP stands for SAP Governance Risk Compliance (SAP Access Control application accessible using BTS portal) Compliance User Provisioning

BEFORE YOU START

Mac users and Windows users with Internet Explorer may encounter issues when trying to access BTS (<https://bts.lausd.net>). All users are encouraged to install the Citrix Receiver, which allows the internet, the computer operating system, and SAP to work together. Installation instructions for either system are listed below:

- For Mac users – [Citrix Receiver Installation Guide for Mac](#)
- For Windows users with Internet Explorer – [Citrix Receiver Installation Guide for Windows](#)

The installation instructions and up-to-date documentation can also be found on the BASE Training Center site at <http://www.lausd.net/ol/basetraining/home.html>.



PROCEDURE – REQUESTING USER ROLE FOR SAP ACCESS:

1. Login to the BTS portal at <https://bts.lausd.net>, using the Single Sign-on username and password.

2. Click on the **Access Request** tab, as shown below, to complete the **SAP Access Request** form.

A blank request form is shown below:

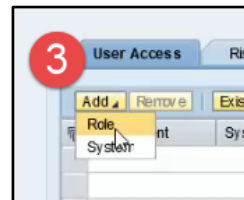


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3. Complete the **SAP Access Request** form, as instructed below:

The screenshot shows the SAP Access Request form. Callout 1 points to the 'Request Details' section, specifically the 'Request Type' dropdown which is set to 'Change Account'. Callout 2 points to the 'Justification for Access' text area. Callout 3 points to the 'Add' button in the 'User Access' section. Other callouts include 'Select "Self" from drop down' pointing to the 'Requester' dropdown, 'Select "Change Account"' pointing to the 'Request Type' dropdown, and 'Your Cost center populated by default' pointing to the 'Cost Center' field.

To add a role, click the **Add** button and select **Role**.



4. A new window will appear with search criteria for the user role(s) to be approved.

The screenshot shows the SAP Access Request form with the 'Select Roles' dialog box open. Callout 1 points to the 'Add' button. Callout 2 points to the 'Search' button. Callout 3 points to the 'Cost Center / Role Name' field in the 'Search Criteria' section. Other callouts include 'Enter Cost Center OR Role you are about to request' pointing to the 'Cost Center / Role Name' field, 'Click "+" button for adding multiple Cost Center OR Roles' pointing to the '+' button, and 'You can also search "Roles" by entering Role description Ex. Time approver' pointing to the 'Role Description' field.



- Click the Search button after entering Cost Center OR Role, as shown. The application will search for all associated SAP Access Roles from the SAP GRC system.

Role Name	System	Description	SystemDescription	Role Type
FC 1079001	QR1910	FundCenter Restricted R...	QR1 - Quality Assurance...	Single Role
MC 1079001	QR1910	MastCostCenter Restrict...	QR1 - Quality Assurance...	Single Role
RF703 1079001	QR1910	SBV: 0790 - 1079001 - I...	QR1 - Quality Assurance...	Derived Role
RF705 1079001	QR1910	SBA: 0790 - 1079001 - I...	QR1 - Quality Assurance...	Derived Role
RF706 1079001	QR1910	SBS: 0790 - 1079001 - IT...	QR1 - Quality Assurance...	Derived Role

- Select "Role(s)" for access request.

Identify Role(s) that you need to request and select "Each Line" by clicking the solid button on each line. You may select multiple lines as well.

Use Down arrow buttons to move selected Roles for approval.



In the following example, the three roles needed now appear under the **Selected** window. Click the **OK** button after all role selections are made.

Available

View: [Standard View]

Role Name	System	Description	SystemDescription	Role Type
FC 1079001	QR1910	FundCenter Restricted R...	QR1 - Quality Assurance...	Single Role
MC 1079001	QR1910	MastCostCenter Restrict...	QR1 - Quality Assurance...	Single Role
RF718 1079001	QR1910	EA CR 1079001 - ITD-ER...	QR1 - Quality Assurance...	Derived Role
RH009 1079001	QR1910	TA: 0790 - 079001 - ITD...	QR1 - Quality Assurance...	Derived Role
RH010 1079001	QR1910	TK: 0790 - 079001 - ITD...	QR1 - Quality Assurance...	Derived Role

Selected

View: [Standard View]

Role Name	System	Description	SystemDescription	Role Type
RF703 1079001	QR1910	SBV: 0790 - 1079001 - L...	QR1 - Quality Assurance...	Derived Role
RF705 1079001	QR1910	SBA: 0790 - 1079001 - L...	QR1 - Quality Assurance...	Derived Role
RF706 1079001	QR1910	SBS: 0790 - 1079001 - IT...	QR1 - Quality Assurance...	Derived Role

1 OK Cancel

7. Verify all information then click on the **Submit** button to submit the **SAP Access Request**.

Note: If a role is missing, users can repeat Steps 4-6 and include more roles before submitting the request.

SAP Access Request

Submit Close

Requestor: K9JUNDA001

Request for Request

* Justification for Access: This is for training purpose.

* Request Type: Cha

* Request For: Self

* User: K9J

* Cost Center: 107

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

Assignment	System	Type	Valid From	Valid To	Assignment Ap...	Description	Comments	Provisioning En...
RF703 1079001	QR1910	Derived Role	11/21/2016	12/31/9999	AMASSALAY00...	SBV: 0790 - 107...	Add Comments	Testing
RF705 1079001	QR1910	Derived Role	11/21/2016	12/31/9999	AMASSALAY00...	SBA: 0790 - 107...	Add Comments	Testing
RF706 1079001	QR1910	Derived Role	11/21/2016	12/31/9999	AMASSALAY00...	SBS: 0790 - 107...	Add Comments	Testing

The request is generated with Request # for future reference and the BTS system will automatically notify the role approver of the request.

SAP Access Request

Submit Close

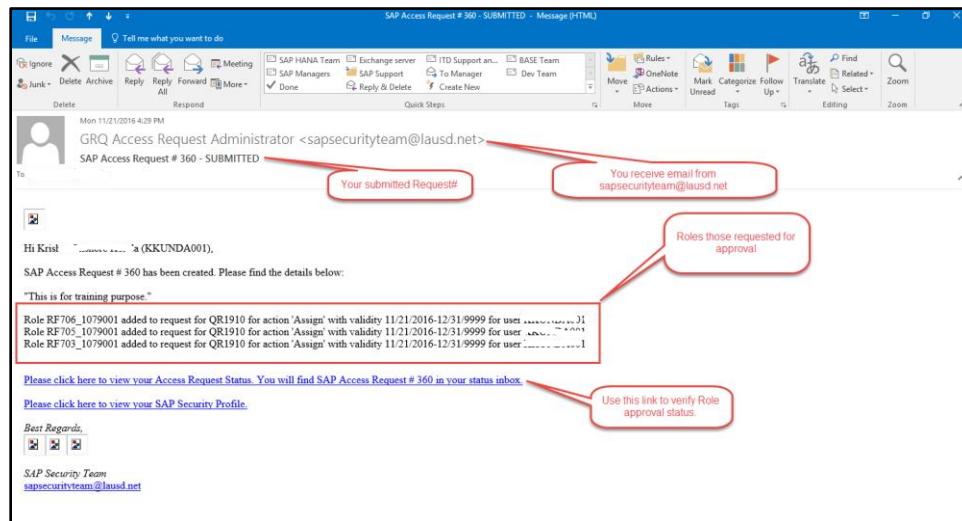
Request submitted successfully; the request number is 360



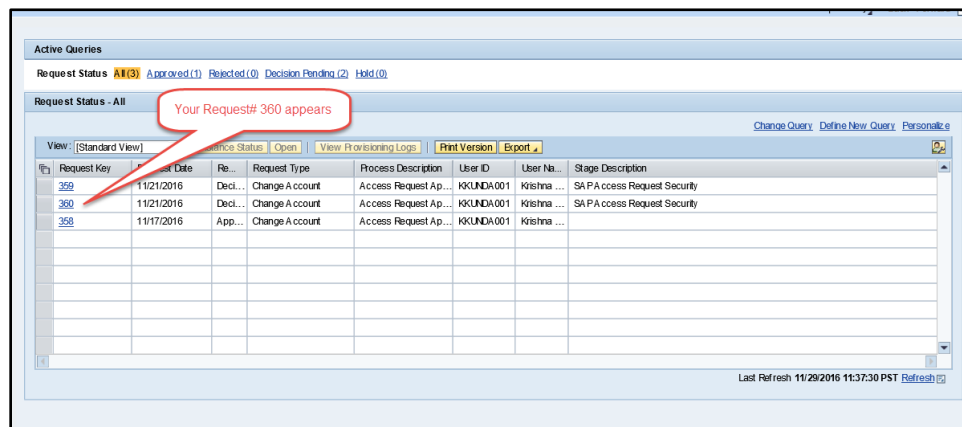
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The SAP GRC system will automatically send the user an email with the access request number and the list of roles requested.

Note: The email will have **SAP Access Request # <xxxx> - SUBMITTED** in the subject line.



8. Users will also be able to verify the **SAP Access Request** through the BTS portal and track the status of the request.



Once the request is submitted, users will need to wait for approval from the site administrator (i.e., Principal or department director).

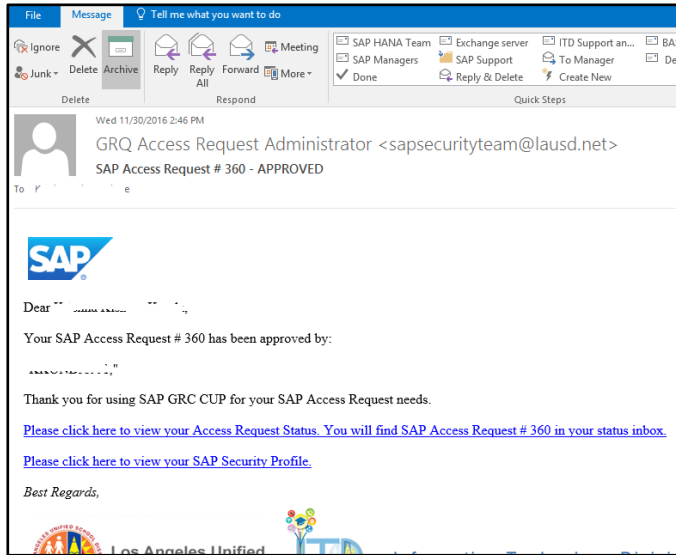
Note: The Role Approver(s) is determined dynamically by the SAP GRC system and dependent on the role requested and/or the Cost Center. The SAP GRC system will send an automated email(s) to the appropriate approver(s) and the requester will receive email(s) depending on the Approval or Reject status.



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9. Examples of emails indicating an approved role and a closed request is shown below:

Approved



Closed Request

