Requesting SAP User Role Access - Principals

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.

* 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:

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

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. Please note, the instructions below are specifically for Principals.

5. 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.

6. Select "Role(s)" for access request. ----------> Principals please see below.

BC100_0000
FC_1234501
MC_1234501
RF706_1234501
RH009_1234501
RH500_0000
SC200_0000

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

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.*

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

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. Click the Access Request tab, then Access Request Status on the menu to the left of your screen.

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.*

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

Approved

Closed Request