

# **Requesting SAP User Role Access - SAAs**

### PURPOSE

Starting on December 12, 2016, the current SAP Security Access Request process (<u>http://btssecform-1p.lausd.net/app/SignIn</u>) 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 (<u>https://bts.lausd.net</u>). 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 <u>Citrix Receiver Installation Guide for Mac</u>
- 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 <a href="http://www.lausd.net/ol/basetraining/home.html">http://www.lausd.net/ol/basetraining/home.html</a>.



# **PROCEDURE – REQUESTING USER ROLE FOR SAP ACCESS:**

1. Login to the BTS portal at <u>https://bts.lausd.net</u>, 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.

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A blank request form is shown below:

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

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	Cick on Add button to
	select Roles

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 immediately below are specifically for SAAs.)

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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.

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

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	MC 1079001	QR1910	MastCostCenter Restrict	QR1 - Quality Assurance	Single Role	
	RF718 1079001	QR1910	EACR 1079001 - ITD-ER	QR1 - Quality Assurance	Deniv ed Role	
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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.

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		RF703 1079001	QR1910	Derived Role	11/21/2016	12/31/9999	AMASSALAY00	SBV: 0790 - 107	Add Comments	Testing	
		RE705 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.





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

Reply Reply Forward More-Creat SAP Support GRQ Access Request Administrator <sapsecurityteam@lausd.net> SAP Access Request # 360 - SUBMITTED 🛁 Your submitted Request# 158 toles those requested fo ... 'a (KKUNDA001), Hi Kris SAP Access Request # 360 has been created. Please find the details below "This is for training purpose." Role RF706\_1079001 added to request for QR1910 for action 'Assign' with validity 11/21/2016-12/31/9999 for user Role RF705\_1079001 added to request for QR1910 for action Assign with validity 11/21/2016-12/31999 for user Role RF703\_1079001 added to request for QR1910 for action Assign with validity 11/21/2016-12/31999 for user .... Please click here to view your Access Request Status. You will find SAP Access Request # 360 in your status inbox. Use this link to verify R approval status. Please click here to view your SAP Security Profile. Best Regards, SAP Security Team

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.

Activ	ctive Queries								
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			Reques	t# 300 appears					Change Query Define New Query Personalize
Vi	iew: [Standard V	'iew]	stance St	atus Open   View	Provisioning Logs   Prin	nt Version Ex	port 🖌		<u>.</u>
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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**

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Wed 11/30/2016 2-46 PM       GRQ Access Request Administrator <sapsecurityteam@lausd.net>         SAP Access Request # 360 - APPROVED       Quik Steps         Dear **       GRQ Access Request # 360 - APPROVED         SAP Access Request # 360 - APPROVED       SAP Access Request # 360 - APPROVED         Dear **       Sap Access Request # 360 - APPROVED         Your SAP Access Request # 360 has been approved by:       SAP Access Request # 360 has been approved by:         ***       ***         Thank you for using SAP GRC CUP for your SAP Access Request meeds.         Please click here to view your Access Request Status. You will find SAP Access Request # 360 in your status inbox.         Please click here to view your SAP Security Profile.         Best Regards,         Comments entered by accurr(*) 1 at 22.11.2016 14:45:30 ; Approving.         Comments entered by accurr(*) 1 at 22.11.2016 10:01:49 ;</sapsecurityteam@lausd.net>	Regnore     Case	File         Message         Q Tell me what you want to do           (k) ignore         (k) ig
This is mandatory section and Approver must maintain notes, comments.	Wet 11/30/2016 2:46 PM         GRQ Access Request Administrator <sapsecurityteam@lausd.net>         SAP Access Request # 360 - APPROVED         To         *         Corr         *         Corr         *         Corr         *         Corr         *         Corr         *         *         Corr         *         *         Corr         *         *         Corr         *<th>Point       Point       <th< th=""></th<></th></sapsecurityteam@lausd.net>	Point       Point <th< th=""></th<>

Include your approval or rejection comments.

Please click here to view your Access Request Status. You will find SAP Access Request # 360 in your status inbox.