



## Approving SAP Security Role Access Request

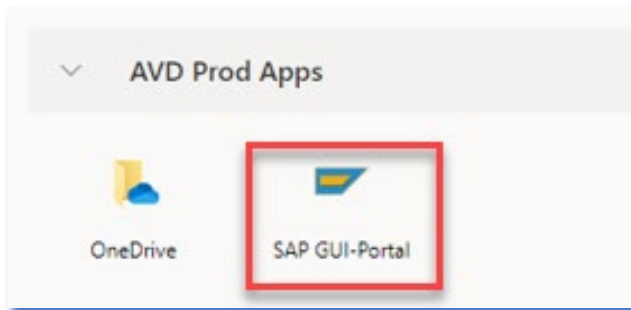
ITS Business Applications | SAP Security

## Purpose

This document will guide users on how to approve a new or additional SAP/BTS role through SAP GRC application. Role owners/administrators must approve the SAP Security Role Access Request for new users, users changing roles or users changing location.

## 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 approve SAP role access request.

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.
3. Click on the **Role Approvers** and go to **Role Approver** as shown below.

- Click on the line item(s) listed under the Subject column to approve the access role request.

Active Queries		
Workitems <a href="#">All (74)</a> <a href="#">Access Management (74)</a> <a href="#">Process Control (0)</a> <a href="#">Risk Management (0)</a>		
Workitems - All		
View: [Standard View]		
Subject		Status
<a href="#">Approval required for access role request</a>	4	Decision per
<a href="#">Approval required for access role request</a>		Decision per

**Note:** A new window will appear to approve the Access Request.

- Click on the **Comments** tab to add a note.

**Access Request: 310054**

[Submit](#) [Other Actions](#) [Close](#) [Refresh](#)

Request Type: [Change Account](#) Due Date: 08/28/2023 Priority: User ID: User Name: Requestor: Stage: [Security Approval](#)

As an approver it is required you to review the request contents and take action as per your company's policies. System access is located under the "User Access" tab and user's details under "User Details" tab.

**Reason for Request**

\* Description: New SAA requesting access.

**Attachments Preview**

The table does not contain any data

**Request Details**

Business Process: [Select](#)

**User Access** **User Details** **Parameters** **User Groups** **Audit Log** **User System Details** **Comments** **Attachments** **Custom Data**

View: [Standard View] [Simulation](#) [Approve](#) [Reject](#) [Other Actions](#) [Add](#) [Remove](#) [Existing Assignments](#) [Show All Assignments](#)

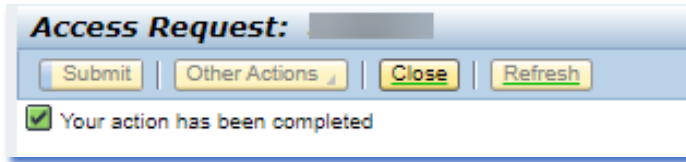
Approval Status	System Description	Assignment	Description	Valid From	Valid To
Approve	PS1 - Production - Supplier ...	SC100_0000	Shopping Cart Request Creation		
Approve	PB1 - Production - Business ...	FC_1057401	FundCenter Restricted Role ...	08/28/2023	12/31/9999
Approve	PB1 - Production - Business ...	MC_1057401	MasterCostCenter Restricted R...	08/28/2023	12/31/9999
Approve	PR1 - Production - ERP - Ce...	RH010_1057401	TK: 0574 - 057401 - Payroll ...	08/28/2023	12/31/9999
Approve	PP1 - Production - Enterprise...	RH010	Time Keeper	08/28/2023	12/31/9999
Approve	Microsoft Azure Virtual Deskt...	VPN_Z_CO_SAP_ENDUSER	SAP Professional Users	08/28/2023	12/31/9999

6. Select **Add Note** to allow entries.

The screenshot shows the 'Reason for Request' section with a description field containing 'New SAA requesting access'. Below this is the 'Request Details' section with a 'Business Process' dropdown set to 'Select'. A tabbed interface at the bottom includes 'User Access', 'User Details', 'Parameters', 'User Groups', 'Audit Log', 'User System Details', 'Comments', 'Attachments', and 'Custom Data'. The 'Comments' tab is active, showing a 'Notes' section. A red box highlights the 'Add Note' button, with a red number 6 next to it.

7. Enter/Type **Approved or Rejected** in the **Comments** field.
8. Click **Submit**.  
After clicking the Submit button, a message, **“Your action has been completed”** will display.

The screenshot shows the 'Access Request' form with the 'Submit' button highlighted by a red box and a red number 8. Below the 'Submit' button is a message: 'As an approver it is required you to review the request contents and take action as per your company's policies. System access is located under the "User Access" menu. This might be relevant for processing the request'. The 'Reason for Request' section has a description field with 'New SAA requesting access'. The 'Request Details' section has a 'Business Process' dropdown set to 'Select'. The 'Comments' tab is active, showing a 'Notes' section. The word 'Approved' is entered in the 'Notes' field, highlighted by a red box and a red number 7. A 'Cancel' button is visible at the bottom left.



**Note:** Approvers may log off from the system. The requestor will be automatically notified by email when their user role request has been approved or rejected.

**For Rejected Roles:** Select Reject for rejected roles. Then click on the Comments tab.

**Access Request:**

Submit | Other Actions | Close | Refresh

Request Type: Change Account   Due Date: 03/03/2024   Priority:   User ID:   User Name:

As an approver it is required you to review the request contents and take action as per your company's policies. System access is located under the "User Access" tab and user's de request

**Reason for Request**

\* Description: To review and approve journal entries.

**Request Details**

Business Process: Select

**User Access** | User Details | Parameters | User Groups | Audit Log | User System Details | **Comments** | Attachments | Custom Data

View: [Standard View]   Simulation | Approve | Reject | Other Actions | Add | Remove | Existing Assignments | Show All Assignments

Approval Status	System Description	Assignment	Description	Valid From
Reject	PR1 - Production - ERP - Central...	RF564 0000	GL Journal Requestor	03/03/2024
Reject	PP1 - Production - Enterprise Po...	SAP FI USERS1	Financials/Budget Tab - Account ...	03/03/2024

Enter/Type **Rejected** (or other comments) in the **Comments** field.

Click **Submit**.

After clicking the Submit button, a message, “Your action has been completed” will display.

**Access Request:**

**Submit** **Other Actions** **Close** **Refresh**

Request Type Change Account Due Date 03/05/2024 Priority User ID User Name Requestor

As an approver it is required you to review the request contents and take action as per your company's policies. System access is located under the "User Access" tab request

**Reason for Request**

\* Description: Per request - submitting for RF950\_SOUTH on behalf of the user.

**Request Details**

Business Process: Select

User Access User Details Parameters User Groups Audit Log User System Details **Comments** Attachments Custom

▼ Notes

**Rejected** 7

**Cancel**

Revision Summary

Date	Revision History	Comments
08/29/2023	1.0	Initial Availability with AVD
02/29/2024	1.1	Added How to <b>Reject</b> Roles