

Los Angeles City College Administrative Services "How To Book"	Information Technology Department	IV
	SAP User Authorization Request Form Instructions	B-2

**SAP User Authorization Request  
For College users**

**INSTRUCTIONS**

- 1 Users need to complete this electronic form **(one user per form)** and save it in the user's PC
- 2 Email **(with name added to subject field)** to user's supervisor, including the form just saved as an attached document. The supervisor will
- 3 Forward to VP of administration for approval/denial **(required)**, who will in turn
- 4 Forward to the Dean of Information Technology, who will
- 5 Forward to operag@email.laccd.edu

**Notes:**

**Choose one Role only.**

**A person cannot have Procurement and AP access:**

Procurement Roles: 1-6, 11-12

AP Roles: 8, 15-18

For Role 4,5,6,11,&12 enter the cost center

**All roles include display access**, this means that role #26 inclusive in all other roles

**Role #26 is meant for display access only**, primarily to run reports on the web, however it can be used with SAPGui

If you know the User's Release Code enter it; else, leave the cell blank.

**Complete all cells horizontal to the role selected except for the gray cells.**

After completing the form, save it by clicking **File** then **Save As** and select the location in your computer. Please remember the file name and location as you will need to attach this file to an e-mail and send the e-mail to your supervisor for approval. T

Note: Instructions for the completion of this form can be found on the actual form online as comments in the respective cells or fields to be filled-in or completed.