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| Los Angeles City College<br>Administrative Services<br>"How To" Book | Information Technology<br>Department | IV  |
|  |                                      | C-2 |
| <b>How Do I Request or Obtain SAP User Authorization?</b>            |                                      |     |

#### A. Brief Description

These procedures are established to assist all staff, including faculty to request or obtain **SAP User Authorization**.

#### B. How To

1. A User ID and a Password are required from any employee to access the SAP System.
2. Employees without SAP Access should require his or her supervisor to fill out a SAP User Authorization Request Form for approval by the District. The form can be obtained from the college website at <http://adminsvcslacitycollege.edu/forms2/forms.htm> (IV-A2) (e-mail Login Name and Password are required)
3. The form and instructions can also be obtained by accessing the IT website at:
  - a. [www.lacitycollege.edu](http://www.lacitycollege.edu)
  - b. Next select **Faculty & Staff**
  - c. Next scroll down to **Other Useful Link**
  - d. Next Select **IT (Information Technology)**
  - e. Next Select **Forms** on the right hand side
  - f. **(E-mail User ID and Password are required)**
  - g. Next Select **SAP User Request Form**
4. The form must first be approved by the employee's supervisor, the Divisional Vice President and finally the Vice President of Administration and then submitted to the College Information Technology Department for submission to the District. The approval is obtained by emailing the form to the next level of approver.
5. Once approval is made by the District, the employee will be able to access SAP with the District assigned User ID and Password.
6. If the employee does not have SAP icon on his or her computer desktop, the employee should contact the College Information Technology Department Helpdesk via e-mail to install one.
7. To access SAP, click on the **SAP Icon** on the computer desktop.
8. Enter the User ID. The User ID begins with **P00 + the six digit employee number**.
9. For employee hired after July 1, 2005, the User ID is **P0 + the seven digit employee number**.

10. Enter the initial Password assigned by the District Office. If forgotten or a **First Time User**, contact the College Information Technology Department Help Desk at X2049 for assistance.
11. The College IT Department will reset the Password to a temporary Password for **First Time Users** or any employee with a forgotten Password. For employees with a temporary Password, the system will immediately prompt the User to change the temporary Password upon access. The new Password to be created by the User or employee may be any Password that the employee can remember and must be at least six digits long or at most eight digits long.
12. The employee must remember that the new Password expires after ninety days and the system will prompt the User to change the Password after ninety days. During the change of password, when prompted for the "Old Password" enter the Password that is currently used. Enter your "New Password" in the box below it and retype the "New Password" in the "confirm password" box. The New Password must be different (at least by one character) than the past 5 Passwords used.
13. If an employee has any problem logging into the system, contact the College IT Helpdesk or the District Office at **213-891-2117** for assistance.
14. The IT Helpdesk will provide only the initial training to staff as to how to access the SAP software. Additional SAP training on SAP is periodically scheduled by the District Office. The scheduled training can be found at <http://albacore.laccd.edu/sapworkshops/> if available. One may also register for available training at the same site. The Teacher Learning Resource Center also provides training on all the District's software applications. The Center can be contacted at extension 2480. The Center website address is: <http://www.lacitycollege.edu/resource/oac/oac.html>.