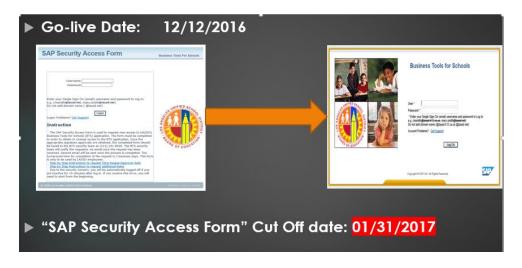


# **Requesting SAP User Role Access - Principals**

### 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:

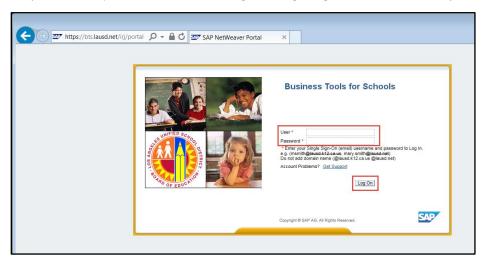
- For Mac users <u>Citrix Receiver Installation Guide for Mac</u>
- For Windows users with Internet Explorer Citrix Receiver Installation Guide for Windows

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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Welcome									
Home Time Reporting	Support	Systems	Access Request	HR Self-Service	Procurement / Contracts	R2 Cutover	Recruiting	Reports	
Home   Universal Worklist		1		i i					
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Detailed Navigation	_	The B	TS website supp	orts Internet Ex	plorer 10 and 11 (IE 1	0 & IE11) ir	o Compatibi	lity View.	
Upcoming Dates     About BTS		Uncor	Upcoming TimeEntry Cut-Off Dates						
ALERT - R/3 Logoff Procedu     Tech Support	ire	· .		·					

A blank request form is shown below:

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My Security Profile     Search Request	Reason for Request			Reque	st Details	
<ul> <li>Simplified Access Request</li> <li>SPM Access</li> </ul>	* Justification for Access				Request Type: Change Account	e .
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3. Complete the SAP Access Request form, as instructed below:

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Home Time Reporting Support	
Access Request Form   Role Approve	
Access Request Form	History_ Back Forward
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Access Request Form	Satel Dose
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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 below are specifically for Principals.

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Sea	rch Criteria											
	mum number of result rows	s: [	100		En	ter your	1					
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Title: Requesting SAP User Role Access Area: SAP GRC CUP (SAP Security)

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.

sea	rch Criteria							
Max	imum number of result ro	W S:	100					
Cos	st Center		is		1079001			
Cor	mpany		is		Los Angeles Unified Scho	ol District		
Sys	stem		is		QR1910			
Bus	siness Process		is	*		*	••	
Sub	oprocess		is			-	••	
Cos	st Center / Role Name		is	-	1079001		••	
Rok	e Description		is	*			••	
Act	ion		is	*		0	••	
	vailable							
٧	iew: [Standard View]	Ŧ						ρ.
5	Role Name	System		Description	SystemDescription	Role Ty pe		-
	FC 1079001	QR1910		FundCenter Restricted R	QR1 - Quality Assurance.	Single Role		
	MC 1079001	QR1910		MastCostCenter Restrict	QR1 - Quality Assurance.	Single Role		
	RF703 1079001	QR1910		SBV: 0790 - 1079001 - I	QR1 - Quality Assurance.	Deriv ed Role		
	RF705 1079001	QR1910		SBA: 0790 - 1079001 - I	QR1 - Quality Assurance.	Deriv ed Role		
					QR1 - Quality Assurance.			

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

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PE702	79001 QR1910	0		QR1 - Quality Assurance		
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	1079001 QR1910			QR1 - Quality Assurance		
RF706	1079001 QR1910	)	SBS: 0790 - 1079001 - IT	. QR1 - Quality Assurance	Derived Role	*
Selected Viow: [St	andard View]	2	¥ ¥ A \$		Use Dow buttons to selected F appro	o move Roles for
To Role Na	ame System	1	Description	SystemDescription	Hole ly pe	-

BC100\_0000 FC\_1234501 MC\_1234501 RF706\_1234501 RH009\_1234501 RH500\_0000 SC200\_0000



Title: Requesting SAP User Role Access Area: SAP GRC CUP (SAP Security)

bl	Role Name	System	Description	SystemDescription	Role Ty pe	
	FC 1079001	QR1910		QR1 - Quality Assurance		
Ĩ	MC 1079001	QR1910	MastCostCenter Restrict	QR1 - Quality Assurance	Single Role	
	RF718 1079001	QR1910	EACR 1079001 - ITD-ER	QR1 - Quality Assurance	Deniv ed Role	
	RH009 1079001	QR1910	TA: 0790 - 079001 - ITD	QR1 - Quality Assurance	Deriv ed Role	
Sel	RH010 1079001 lected ew: [Standard View]	QR1910	TK: 0790 - 079001 - ITD	QR1 - Quality Assurance	Deriv ed Role	•
Sel	lected			OR1 - Quality Assurance	Deriv ed Role Role Ty pe	
Sel	lected ew: [[Standard View]	-	Description		Role Ty pe	
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Sel Vi	lected ew: [Standard View] Role Name RF703_1079001	System QR1910	Description SBV: 0790 - 1079001 - L SBA: 0790 - 1079001 - L	SystemDescription QR1 - Quality Assurance	Role Ty pe Deriv ed Role Deriv ed Role	

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.

Sype	Access Requ t Close estor KKUNDA 001								
Re	for Request								Request Details
	Automatication for Access.     This is for training purpose.     Click Submit button to     submit your Request for     Role Access.								* Request Type: 0 * Request For: 5e * User: 10 * Cost Center: 10
	User Access	Risk Violation	Attachments	User Details	User System Details	Oustom Data			
	User Access	Risk V iolation	Attachments		User System Details	Qustom Data			
		Risk V iolation			User System Details Valid To	Qustom Data	Description	Comments	Provisioning En
	User Access Add A Remove	Risk V idation	nents Import Roles S	Simulation		Assignment Ap	Description SBV: 0790 - 107		3
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	User Access Add Femore Assignment <u>FF703 1079001</u>	Risk V lotation Existing Assignm System QR1910	nents Import Roles S Ty pe Derived Role	Simulation Valid From 11/21/2016	Valid To 12/31/9999	Assignment Ap AMASSALAY00 AMASSALAY00	SBV: 0790 - 107	Add Comments	s Testing s 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-All 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.

equest Status AI(3) Approved(1) Rejected(0) Decision Pending (2) Hold(0)								
equest Status - All Your Request# 360 appears								
		· ·					Change Query D	efine New Query Personaliz
View: [Standard	View]	stance St	atus Open   View	Provisioning Logs   Prin	nt Version Ex	port 🖌		2
E Request Key	st Date	Re	Request Type	Process Description	UserID	User Na	Stage Description	
359	11/21/2016	Deci	Change A ccount	Access Request Ap	KKUNDA001	Krishna	SA P A ccess Request Security	
360	11/21/2016	Deci	Change A ccount	Access Request Ap	KKUNDA001	Krishna	SA PA ccess Request Security	
358	11/17/2016	App	Change A ccount	Access Request Ap	KKUNDA001	Krishna		
	_							
							Last Refresh 11/29/2	016 11:37:30 PST <u>Refresh</u> 🗊

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**

West West   West West   Detete Repby   Repby Repby <th>File Message Q Tell me what you want to do</th> <th>☐ 숙 (5 ↑ ↓ = SAP Access Request # 360 - CLOSED - Mess</th>	File Message Q Tell me what you want to do	☐ 숙 (5 ↑ ↓ = SAP Access Request # 360 - CLOSED - Mess
Wed 11/202016 246 PM GRQ Access Request Administrator <sapsecurityteam@lausd.net> SAP Access Request # 360 - APPROVED To r r r r r r r r r r r r r r r r r r r</sapsecurityteam@lausd.net>	Cyclindic     Carlow     Carlo	Regnore X - O C C C C C C C C C C C C C C C C C C
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         *         Dear ************************************</sapsecurityteam@lausd.net>	Delete       Personal       Done       Car Reply & Delete       P Create New         Delete       Respond       Quick Steps         Quick Steps       GRQ Access Request Administrator <sapsecurityteam@lausd.net>         SAP Access Request # 360 - CLOSED       To         Figure Without Works and the set of the</sapsecurityteam@lausd.net>

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.