

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

SAP - Approvers

How to Approve SAP User Role

The purpose of this job aid is to show approvers on how to approve or reject SAP user roles.

All users are encouraged to install the Azure Virtual Desktop to access SAP. Below are resources to install Azure.

Windows users:

<https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1505/LAUSD%20AVD%20user%20guide-RDClientForWindows-v1.0.pdf>

Mac users:

<https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1505/LAUSD%20AVD%20user%20guide-RDClientForMAC-v1.0%20.pdf>

1

Approvers will receive an automated email to Approve or Reject the SAP Access Request.

SAP Access Request # 363409 - APPROVER NEW WORK ITEM



SAP Access Request <sapsecurityteam@lausd.net>

To

Retention Policy LAUSD 2 Year Deletion - Default Folders (2 years)

Expires

Dear SAP Role Approvers,

Please Approve or Reject the new workitem(s) in your work inbox. The details are as follows:

" is responsible for creating student intern positions in SAP"

Childrole-BC100 added because of role mapping to parent role BC100_0000 with Validity dates 05/05/2018-12/31/99
Role BC100_0000 added to request for PB1910 for action 'Retain' with validity 05/05/2018-12/31/99
Role SC100_0000 added to request for PR1910 for action 'Retain' with validity 06/27/2024-12/31/99

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Login to the SAP portal at <https://bts.lausd.net>, using the Single Sign-on username and password.

Business Tools for Schools

User *

Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

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Click **“Access Request”**.

Home | Financials/Budget | Human Resources | **Access Request** | Accounts Payable | Accts Recv / Cash Mgmt

Home | Universal Worklist

Upcoming Dates

Detailed Navigation

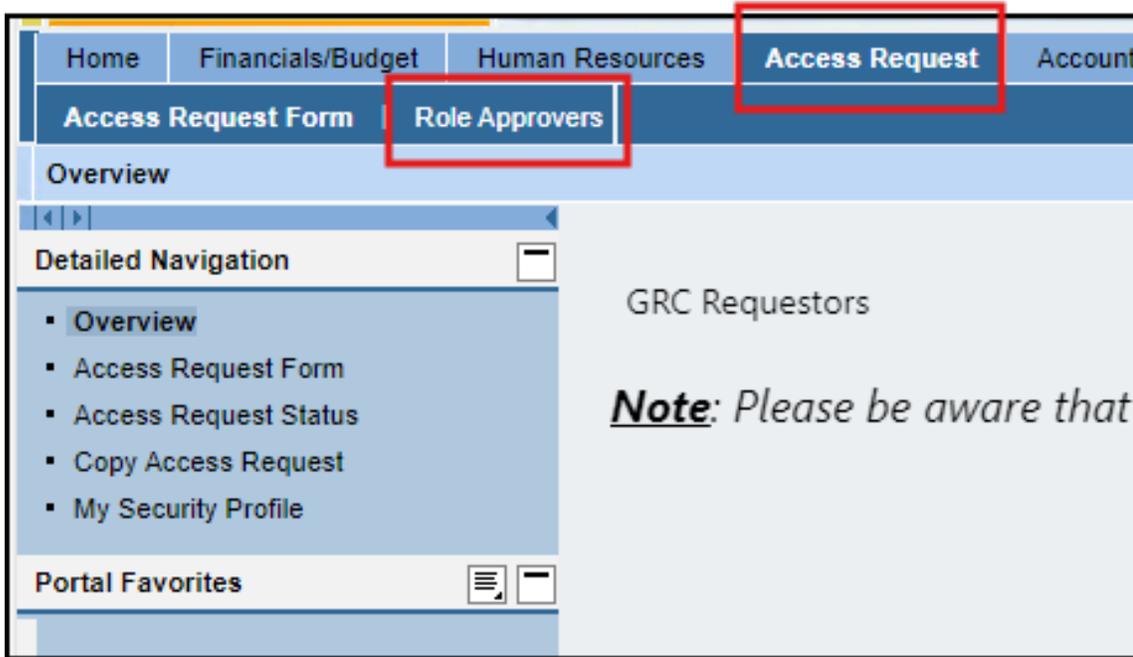
- Upcoming Dates
- Help Zone
- SAP Business Workplace
- Time Statement
- Account String Wizard
- Fund/Functional Area Translator

Portal Favorites

The SAP

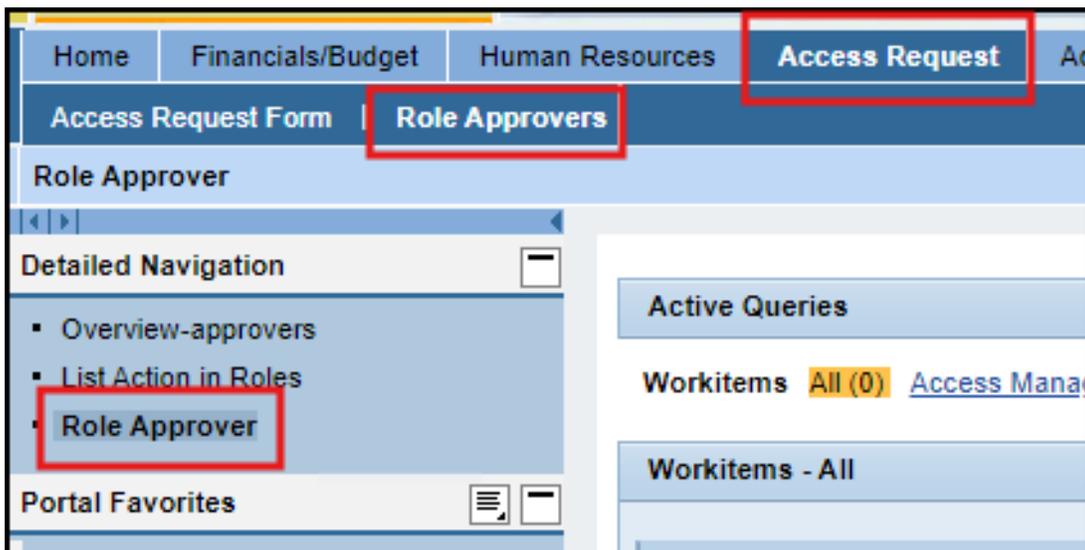
4

Click “**Role Approvers**”.



5

Click “**Role Approver**”.



6

A list of role requests will appear under the Workitems section. If you do not see the request, click **“Refresh”** located at the bottom left.

The screenshot shows the SAP GRC Role Approver interface. The 'Workitems - All' section displays a table with the following data:

Subject	Status	Created On	Due Date
Approval required for access role request 359	Decision pending	11/21/2016 14:01:14	11/21/2016
Approval required for access role request 360	Decision pending	11/21/2016 16:28:40	11/21/2016

Callouts in the image include: 'Due date for approval, determined by SAP GRC system' pointing to the Due Date column, and 'SAP Access Request work item(s) waiting for your approval' pointing to the subject column.

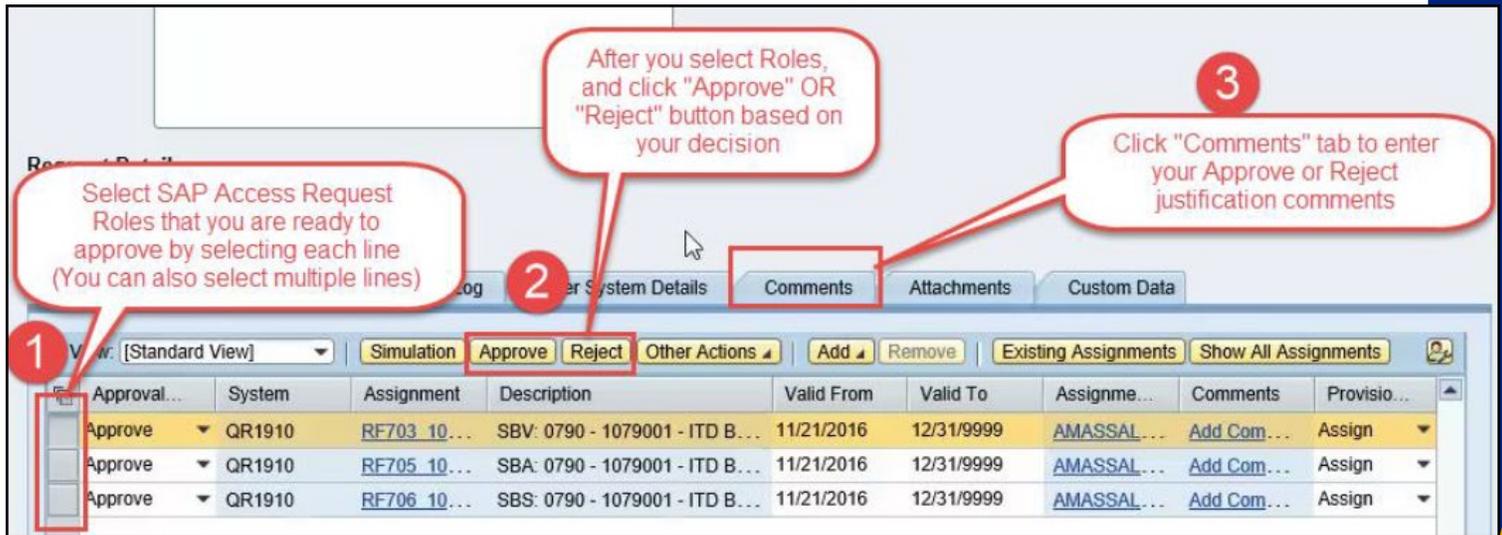
7

To approve the request, click on the item. Only one work item can be approved at a time.

This is a close-up view of the 'Workitems - All' table. The first row is highlighted with a red box, indicating it is the selected item for approval. The text in the row is: 'Approval required for access role request 359'.

8

The request will list all roles a user has requested.



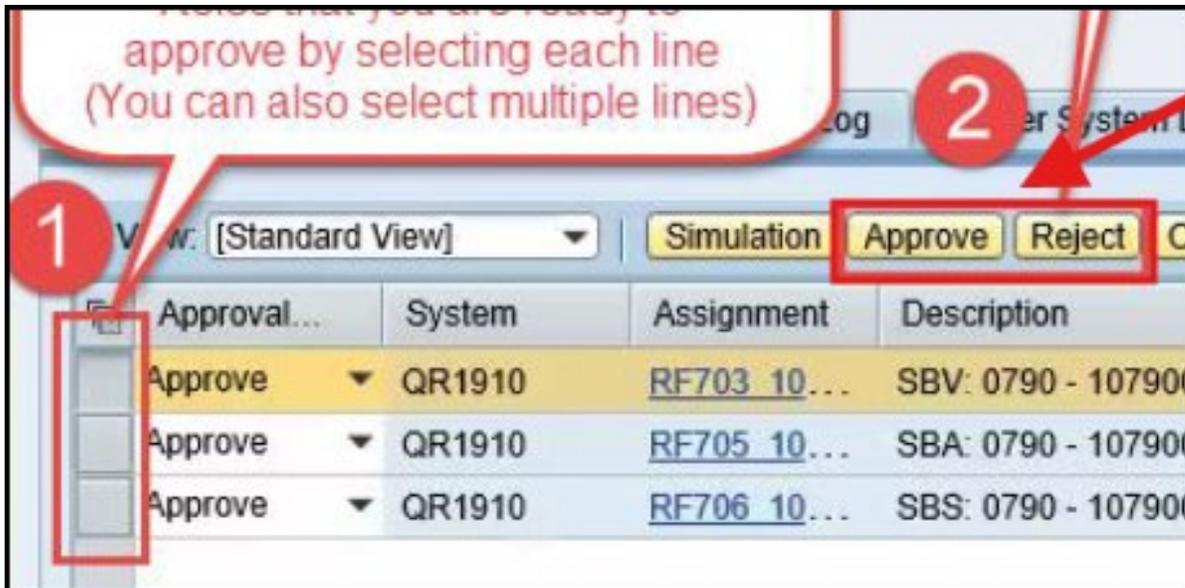
9

You can approve or reject the roles separately or multiple at a time. Click on the roles you wish to approve or reject.



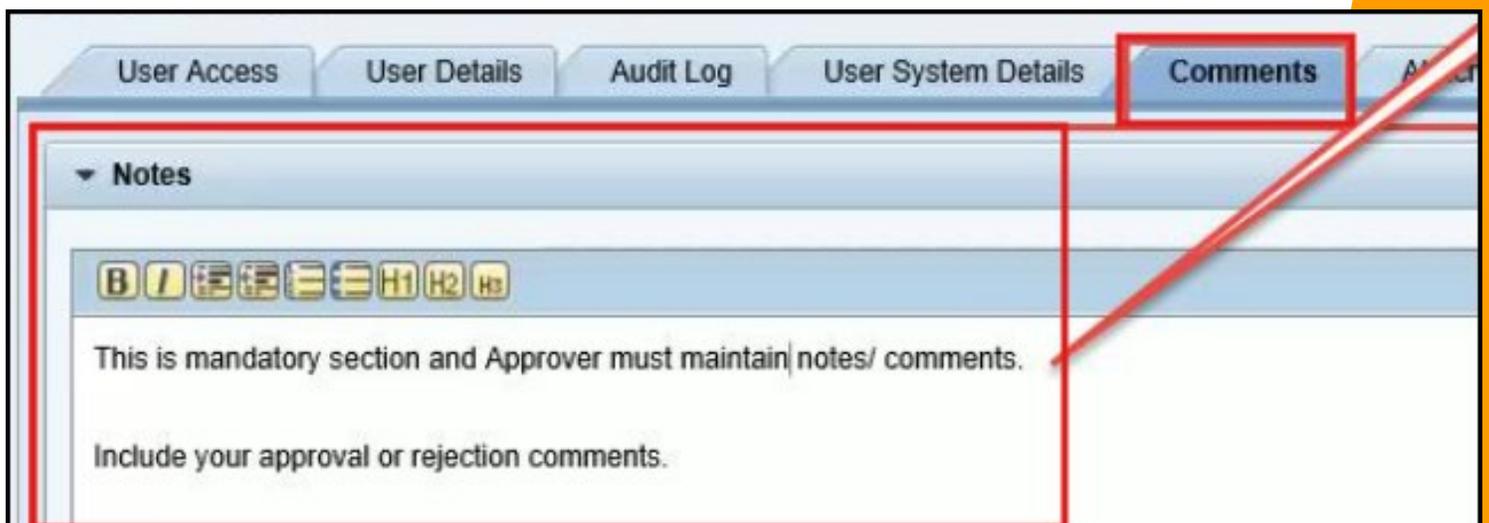
10

Click **“Approve”** or **“Reject”**.



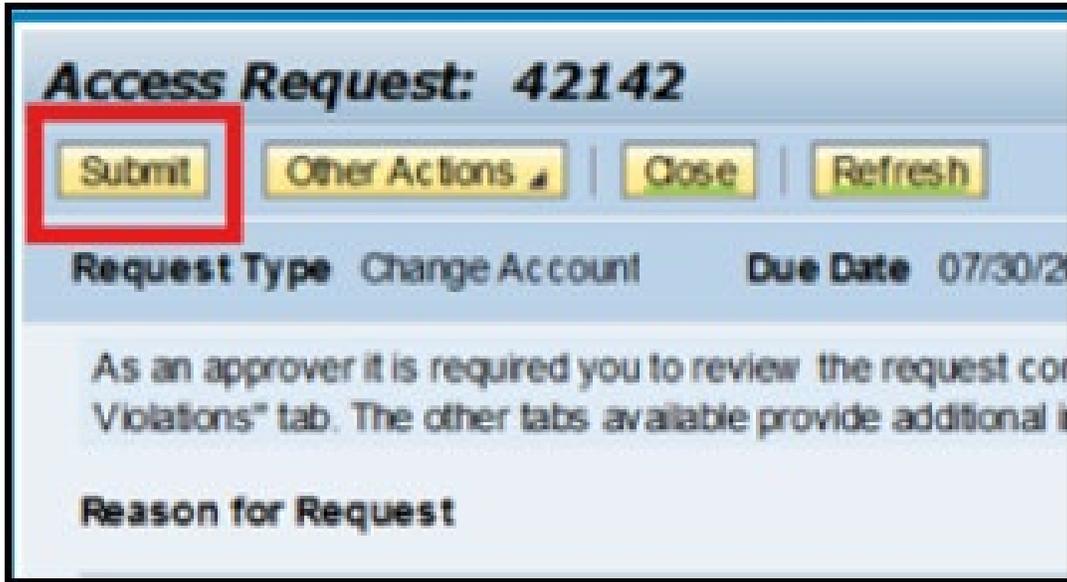
11

Go to **“Comments”** tab. You must enter a comment. If the Comments field does not display, click **“Add Note”**



12

Click **“Submit”**.



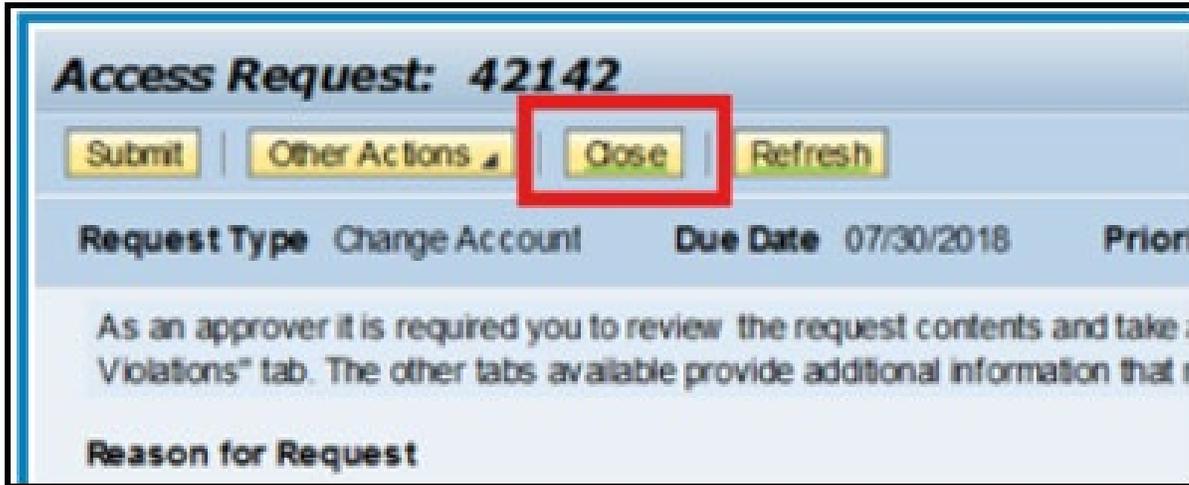
13

You will see a confirmation message.



14

Click "**Close**" to go back to the previous screen.



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To check for any outstanding access requests, click the "**Refresh**" link at the bottom of the page.

