SAP User Role Access help document

Purpose

Current “SAP Security Access Request Form” application (http://btssecform-1p.lausd.net/app/SignIn) will be replaced with SAP GRC CUP* application

* SAP GRC CUP stands for:

- **GRC** – Governance Risk Compliance (SAP Access Control application accessible using BTS portal)
- **CUP** – Compliance User Provisioning

Trigger

Any BTS user requesting new/ additional SAP/ BTS Role(s) access
Prerequisites

You should be able to access [https://bts.lausd.net](https://bts.lausd.net)

A. If you are MAC user, then access BTS portal via Citrix application by accessing URL: [https://apps.lausd.net](https://apps.lausd.net).

Follow below instructions for Citrix installation for MAC:

B. If you are PC user and accessing BTS portal via Citrix application, please use URL: [https://apps.lausd.net](https://apps.lausd.net).

Follow below instructions for Citrix installation for PC:

Alternatively, you can visit: [http://www.lausd.net/ol/basetraining/home.html](http://www.lausd.net/ol/basetraining/home.html) for up to date documentation.

Menu Path

Accessible using BTS portal: [https://bts.lausd.net](https://bts.lausd.net)

Transaction Code

Follow this documents to:

1. Create SAP Access Request(s)
2. Approve/ Reject Requested SAP Access Request(s)

Helpful Hints

Note: This document divided in 2 parts:

**Part#1:** SAP Access Request to request for SAP roles ..............Page 3

**Part#2:** SAP Access Request approve or Reject ......................Page 14
Part#1

SAP Access Request to request for SAP roles:

Follow below steps to create SAP Access Request.

1. Launch BTS portal using URL: [https://bts.lausd.net](https://bts.lausd.net) as shown below:

![BTS portal screenshot](image1)

2. Click on tab “Access Request” as shown below to launch SAP Role request form:

![Access Request form screenshot](image2)

The BTS website supports Internet Explorer 10 and 11 (IE 10 & IE11) in Compatibility View.

**Upcoming TimeEntry Cut-Off Dates**

<table>
<thead>
<tr>
<th>CUT-OFF DATES</th>
<th>PAYROLL AREA</th>
<th>PAY PERIOD</th>
<th>PAY DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1, 2016</td>
<td>(SM) Semi-Monthly</td>
<td>October 16 - 31</td>
<td>November 6, 2016</td>
</tr>
<tr>
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For a complete schedule, please click on Payroll Schedule on the left side navigation bar from the Time-Reporting or Time Approver tabs.
3. SAP Access request form shown as below:

![SAP Access Request Form](image)

4. Fill “SAP Access Request” form as detailed below:

![Filled SAP Access Request Form](image)

Select “Role” from dropdown for step 3 as shown below:
5. Search and select role(s) you would need to request for approval:

Sample screen looks as below:
Click after entering Cost Center OR Role as shown. Application will search associated SAP Access Roles from SAP GRC system as shown below:
### SAP User Role Access help document

**Area:** SAP GRC CUP (SAP Security)

#### Business Process Procedure

**Select Roles**

The image shows a screen capture of the SAP interface for selecting roles. The interface includes fields for various search criteria such as Cost Center, Company, System, Business Process, Subprocess, Cost Center / Role Name, Role Description, and Action. The highlighted table below contains information for selecting roles:

<table>
<thead>
<tr>
<th>Role Name</th>
<th>System</th>
<th>Description</th>
<th>System Description</th>
<th>Role Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>FC 1079001</td>
<td>CQR10</td>
<td>FundCenter Restricted Role</td>
<td>CQR1 - Quality Assurance... Single Role</td>
<td></td>
</tr>
<tr>
<td>MC 1079001</td>
<td>CQR10</td>
<td>MassCostCenter Restricted Role</td>
<td>CQR1 - Quality Assurance... Single Role</td>
<td></td>
</tr>
<tr>
<td>RF703 1079001</td>
<td>CQR10</td>
<td>SEV: 0750 - 1079001 - ... CQR1 - Quality Assurance... Denied Role</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RF705 1079001</td>
<td>CQR10</td>
<td>SEV: 0750 - 1079001 - ... CQR1 - Quality Assurance... Denied Role</td>
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<td></td>
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</tr>
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</table>

**Last Modified:** 11/30/2016
6. Select “Role(s)” for access request as below:

Final screen looks as below:
Press button after your Role selection. And you are ready to submit your request.

7. Verify information and you are ready and can submit your “SAP Access Request” by clicking as shown below.

Note: If you miss any other roles, you can repeat Step 5 – 6 and include more Roles before you press .
Your request is generated with Request # for future reference and BTS system triggers Workflow to notify Role approver about your request.

SAP GRC system will generate auto generated email notification to your MS Outlook as shown below:

Note the subject line “SAP Access Request # <xxxx> - SUBMITTED”
8. You can verify your “SAP Access Request” on BTS portal with link

With this, you successfully created “SAP Access Request” for additional Roles and you need wait for approval from Role Approver.
Note:

Typical Role Approver(s) determined dynamically by SAP GRC system depending on requesting Role and/or your Cost Center combination. SAP GRC system will send automated email(s) to appropriate approver(s) and Requester will receive email(s) depending on the Approval or Reject status.

9. Approved and Close email samples:

Dear [Name],

Your SAP Access Request # 360 has been approved by:

[Approved by Name]

Thank you for using SAP GRC CUP for your SAP Access Request needs.

Please click here to view your Access Request Status. You will find SAP Access Request # 360 in your status inbox.

Please click here to view your SAP Security Profile.

Best Regards,
Hi,

SAP Access Request # 360 has been processed and is now closed. The details are as follows:

RF706_1079001 Role assigned to user ****** ( QR1910 )
RF703_1079001 Role assigned to user ****** ( QR1910 )

Please feel free to view all Role Approver comments below:

Comments entered by ********** 31 at 30.11.2016 14:45:30 :
Approving.

Comments entered by ********** 1 at 22.11.2016 10:01:49 :
This is mandatory section and Approver must maintain notes/ comments.

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.

**************************SAP Access Request completes**************************
Part#2

SAP Access Request Approval OR Reject.

1. As "SAP Access Request Approver" and MS Outlook email as below:
   Note: Please note subject line "SAP Access Request # <xxxx> - SUBMITTED"

   You receive email from sapsecurityteam@lausd.net

   Your submitted Request#  

   Roles those requested for your approval

   Use this link to Approve Role(s) requested via BTS portal.

   Please click here to access your Role Approver Workitems. You will find SAP Access Request # 360 in your work inbox.

   SAP Security Team
   sapsecurityteam@lausd.net

   For example, click the link on your email to launch BTS portal (Note: if you are using Citirx, use https://apps.lausd.net or alternatively you can use https://bts.lausd.net) to approve work items those requires your approval.
2. Launch BTS portal using URL: [https://bts.lausd.net](https://bts.lausd.net) as shown below (Mac users must use Citrix application):

![BTS Portal](https://example.com/bts_portal.png)

3. Click on tab “Access Request” as shown below to launch SAP Role request form:

![Access Request](https://example.com/access_request.png)

The BTS website supports Internet Explorer 10 and 11 (IE 10 & 11) in Compatibility View.

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For a complete schedule, please click on Payroll Schedule on the left side navigation bar from the Time Reporting or Time Approver tabs.
You land in the following screen after clicking **Role Approvers**:

![Role Approvers screen](image)

**Click on Role Approvers tab**

**Due date for approval determined by SAP GRC system**

**SAP Access Request work item(s) waiting for your approval**
To Approve SAP Request Access work item(s), follow steps below:

Note: You can approve ONLY one item at a time.

Follow below steps 1 to 3 to make your decision of Approve or Reject the SAP Access Request.

Select SAP Access Request Roles that you are ready to approve by selecting each line (You can also select multiple lines)

After you select Roles, and click “Approve” OR “Reject” button based on your decision

Click “Comments” tab to enter your Approve or Reject justification comments

After Step 3, you will land on following page to enter your comments or justification either for your “Approval” or “Rejection” and screen
6. Enter your Approval or Rejection justification comments as below:
Note: In certain cases, multiple approvers involved in approving the SAP Access Request, approvers will see the following screen to add comments. Please notice on the text editor, Click on to write your comments.

Sample screen show below:
7. Complete or correct your inputs based on message(s) generated by SAP GRC system.

Note: Correct your input if system prompts Errors with RED, otherwise you have completed your decision on SAP Access Request work item and Close the browser as shown in Step#2.

8. Check your “SAP Access Request” work items by clicking Refresh link as shown.
9. You have successfully completed your Decision Action on “SAP Access Request” from SAP Role requester and SAP GRC team will notify the requester with appropriate message via MS Outlook email.

**********SAP Access Request Approval or Reject complete**********