

SAP Log On

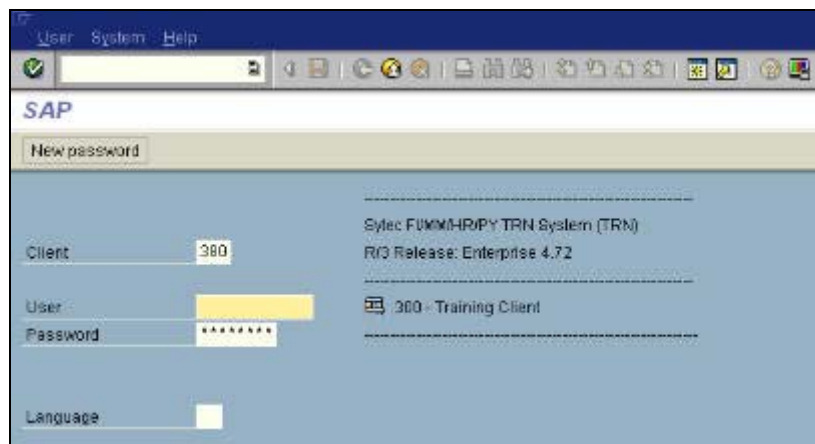
In order to be able to log into the SAP system you should have the following icon on your desktop. If you do not have it and need access to the SAP system, you should contact the WCU Help Desk (x3350) to load the SAP GUI (Graphical User Interface) on your computer.



Clicking on this desktop icon will cause the following pop-up window to appear:



Note the two different descriptions - Training and PRD [SSHE-PRD]. To enter the Training Environment, highlight that line by clicking on it. To enter the production (real live data) environment, highlight the PRD [SSHE-PRD] line. Then click the Log on button. The following window will then appear:

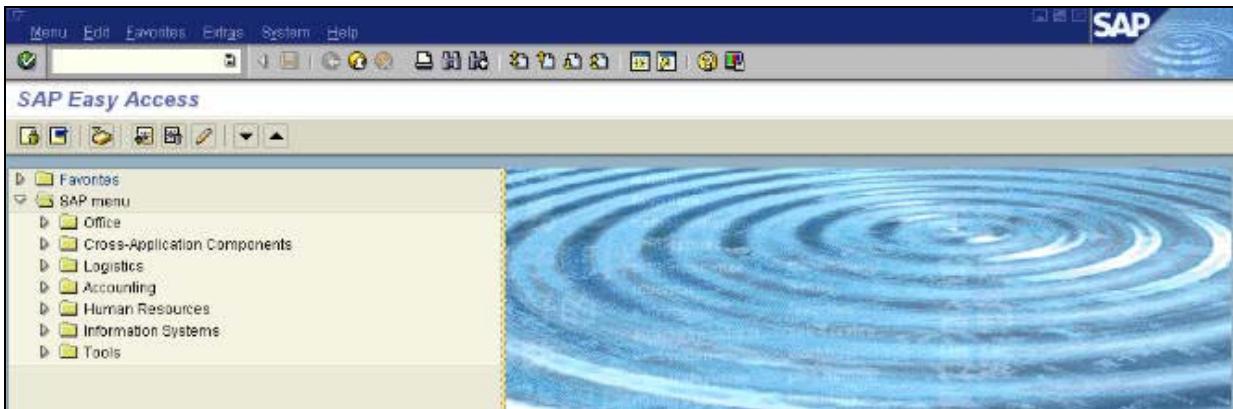


Enter your User ID and Password in the appropriate named fields. All WCU user ID's will start with 75. When entering your password type directly over the asterisks, you do not have to delete them.

Then click the green Checkmark  or hit enter.

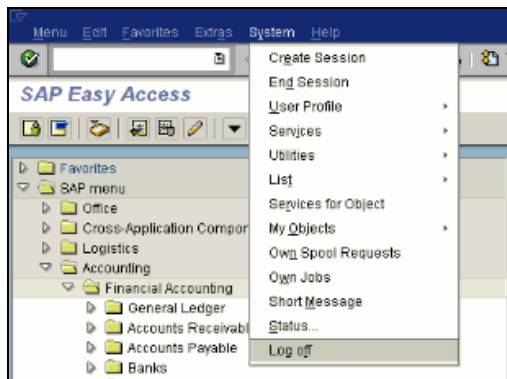
The first time you logon to the system you will immediately be prompted for a new password. Passwords must be 7 characters long, they cannot begin with the first 3 digits of your User ID, and they must be changed every 30 days. When changing your password, you may not use the last 5 passwords you utilized previously.

This will then take you to the following screen which is the first SAP window from where you can navigate to the various SAP transactions.



How to Log Off

Click on System and then select Log Off.



You may also click on the small X  by the SAP logo.