

Logging On and Off

Before you can use SAP, you must log on. When you are finished working on your tasks in SAP, you log off. The first time that you log on at your own workspace, it will be with a generic password that your administrator will provide you. When you return to your own workplace and the system is in a “Live” status, you will be given your own user ID and the initial password. You will be prompted to change your password immediately and then every 90 days.



Starting SAP

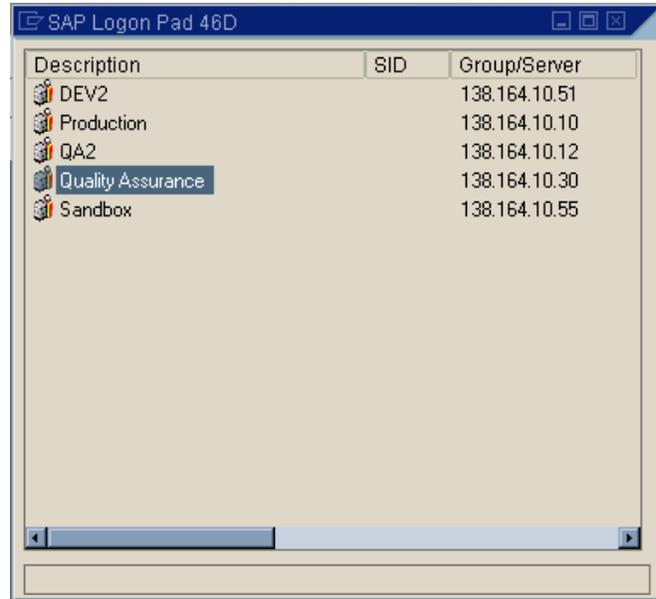
To start SAP, proceed as follows:

Double click on the desktop icon. _____



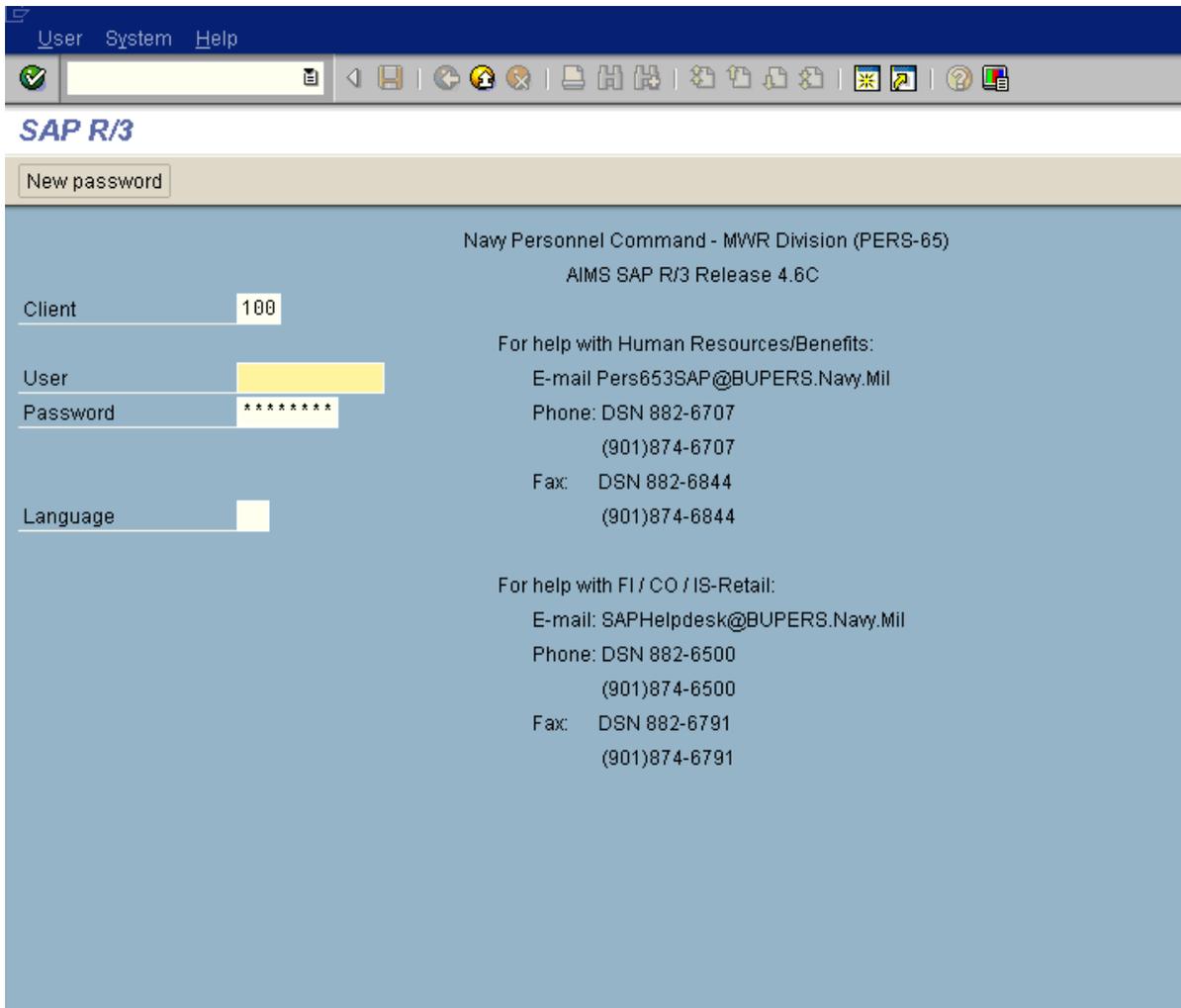
The SAP Logon screen appears.

You will be presented with the client choices (Production, Quality Assurance and Sandbox are various MWR/VQ clients) as shown in the dialog box.



Double click the icon for the client that you will be working in.

The logon screen (with the title SAP R/3) appears in a new window, as shown below, and you are now ready to complete the log on process.



Logging On

Before you log on, make sure you know the client number, your userID and password.

During the SAP Logon process and while you work in SAP, you are often instructed to press the TAB key after you enter data in a field. When you press the TAB key, the cursor moves to the beginning of the next field. This is prevalent through the entire SAP application. While it is sometimes required to press the Enter key to advance, if you are working on a document with multiple fields, pressing the Tab key is the quickest and most efficient way to move between fields.

If you are logging on for the first time:

Your system administrator will provide you a password to use when you log on for the first time. During this initial process of logging on, you must provide a new password, one that you create. After that, you will use your own password whenever you log on.

To log on to SAP, make the following entries in the fields on the logon screen:

1. In the client field, enter the client number (The correct client number usually appears automatically when working in the Production client. If you are working in a client for “playing” purposes, you might need to change the number. For example, when working in QA 500, you may need to change the client number to 500.)

If a default number appears in this field, you can change it by overtyping it or accept it by leaving as is.

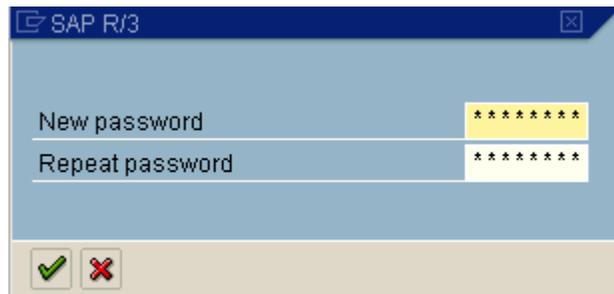
2. Press the TAB key to move to the next field.
3. In the User ID field, enter your User ID
4. Press the TAB key to move to the next field.
5. In the password field, enter the initial password your system administrator has given you.



Note: As you type the password, the asterisks remain in the field and only the cursor moves. As a security measure, the system does not display what you type.

6. The new password dialog box is displayed as shown:

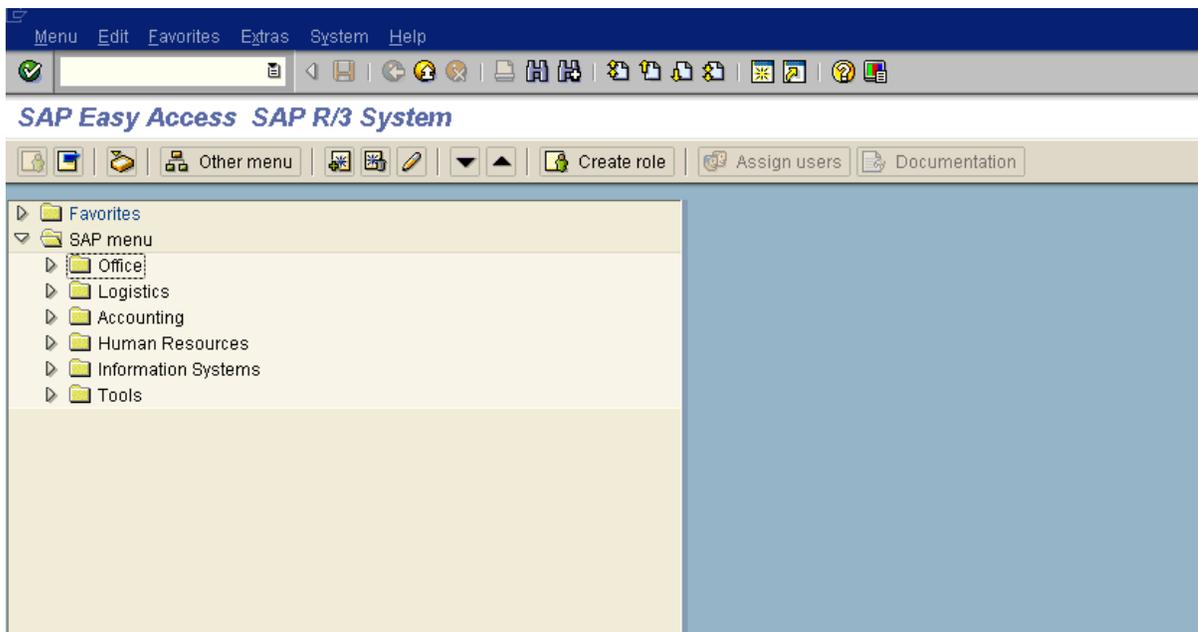
7. In the New password field, enter a new password. (See Rules for creating a password, if you need help.)



8. Press the TAB key to move the cursor to the Repeat password field.
9. In the Repeat password field, enter your new password again, exactly as you entered it the first time.
10. Press “ENTER” or click the green check mark  to log on to SAP.

If you have logged on previously:

1. In the client field, enter the client number
2. Press the TAB key to move to the next field.
3. In the User ID field, enter your User ID.
4. Press the TAB key to move to the next field.
5. In the Password field, enter your password and note that the asterisks remain in the field and only the cursor moves. As a security measure, the system does not display what you type.
6. Press “ENTER” or click the green check  mark to log on to SAP.
7. You have successfully logged on to SAP



◆ **Rules for creating a Password**

A password is a combination of characters that you enter every time you log on to SAP. Your password prevents other people from accessing or changing your work.

Remember your password, you cannot log on to SAP without it.

Follow these rules when creating a password:

1. It must have exactly 8 characters.
2. You may use any combination of alphanumeric characters. Valid characters include: the letters “a through z” and the numbers “0 through 9“
3. Do **NOT** begin a password with any of the following: a question mark, an exclamation point or a blank space.
4. Do NOT begin a password with three identical characters (for example, bbbat)
5. Do NOT begin a password with any sequence of three characters that is contained in your User ID (for example, “smi”, if your User ID is “sea_dsmi”
6. Do NOT use “password” as your password
7. Do NOT use any of the last five passwords you used (does not apply the first time you log on)

YOU WILL BE PROMPTED TO CHANGE YOUR PASSWORD EVERY 90 DAYS. DO NOT USE A PASSWORD YOU HAVE USED PREVIOUSLY WHEN PROMPTED TO CHANGE YOUR PASSWORD TO A NEW ONE.



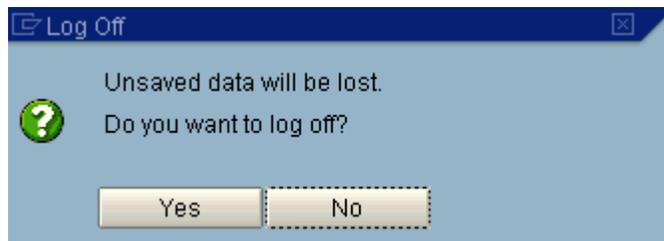
NOTE: In SAP, passwords are NOT case-sensitive.

Logging Off

You can log off SAP from any screen.

To log off SAP, follow these steps:

1. From the menu bar, choose System → Log off OR click the  in the upper right corner of the window.
2. The Log Off dialog box appears (as shown here) informing you that any data you have not saved will be lost if you proceed with logging off.



3. If you are not certain that you have saved all your data, click **No**. You will return to the screen you were working on.
4. If you are certain that you have saved all the data you want to save, click **Yes**. All of your SAP sessions are closed and you are returned to your Windows environment. You have successfully logged off the system.