How to request SAP security access

It is the responsibility of the supervisor to submit a request for employees who need security access to SAP. Security access will not be assigned without the approval of the supervisor. Contact Kathy Tynon (SAP Security Coordinator) if assistance is needed in submitting a request.

Please do not use the security request to submit an issue with SAP or Firefly. This procedure is only for requesting security access for a user. If you have an issue with Firefly or SAP, please notify Kathy Tynon at computerservices@peru.edu, or 402-872-2270.

1. Log into the Firefly portal
   
a. Scroll down to the Help, Support & Feedback section to the select SAPPHIRE tile
2. Click the SAP Security Request button located in the bottom right-hand corner of computer screen.
If the HR/Payroll Office has entered the employee information in SAP, you will be able to find the employee name by selecting the Search for Employee button. If the employee name is not found, you will not be able submit a request for SAP security at this time.

3. Select the Search for Employee button, and enter the employee’s name in the following format:
   a. LAST NAME FIRST NAME (i.e. TYNON KATHERINE)

***Tip - Last name only may be entered in the search field, but you may need to scroll to find your employee.
b. Click on the employee name
c. Notice how the employee’s information has populated the page. If phone is missing, please add office phone number in the following format: 4028722211

4. Click NEXT
5. Select the radial button for SAP.
6. Select the radial button for Windows and select the appropriate Yes or No answer to the TrueYou DUO enrolled question.

***Tip – If employee will be using a Macintosh computer, then select Macintosh.

7. Click NEXT
8. Enter a description of the security access the employee will need.
   (i.e. Department access – view only)
   (i.e. Department access – view only, and Travel Coordinator)
   (i.e. Functional User)
   (i.e. same access as predecessor (give name))

9. Click NEXT
10. Select the **Search for Employee** button to find the supervisor, (your name). Enter name in the following format:
   a. LAST NAME FIRST NAME
   b. Click on your name, and the page will populate with your information.

***Tip - Last name only may be entered in the search field, but you may need to scroll to find your name.

11. Click **SUBMIT**

After submission, an email is immediately sent to notify the SAP Security Coordinator. The employee and supervisor will receive an email from the SAP Security Coordinator as soon as the security roles have been activated.