

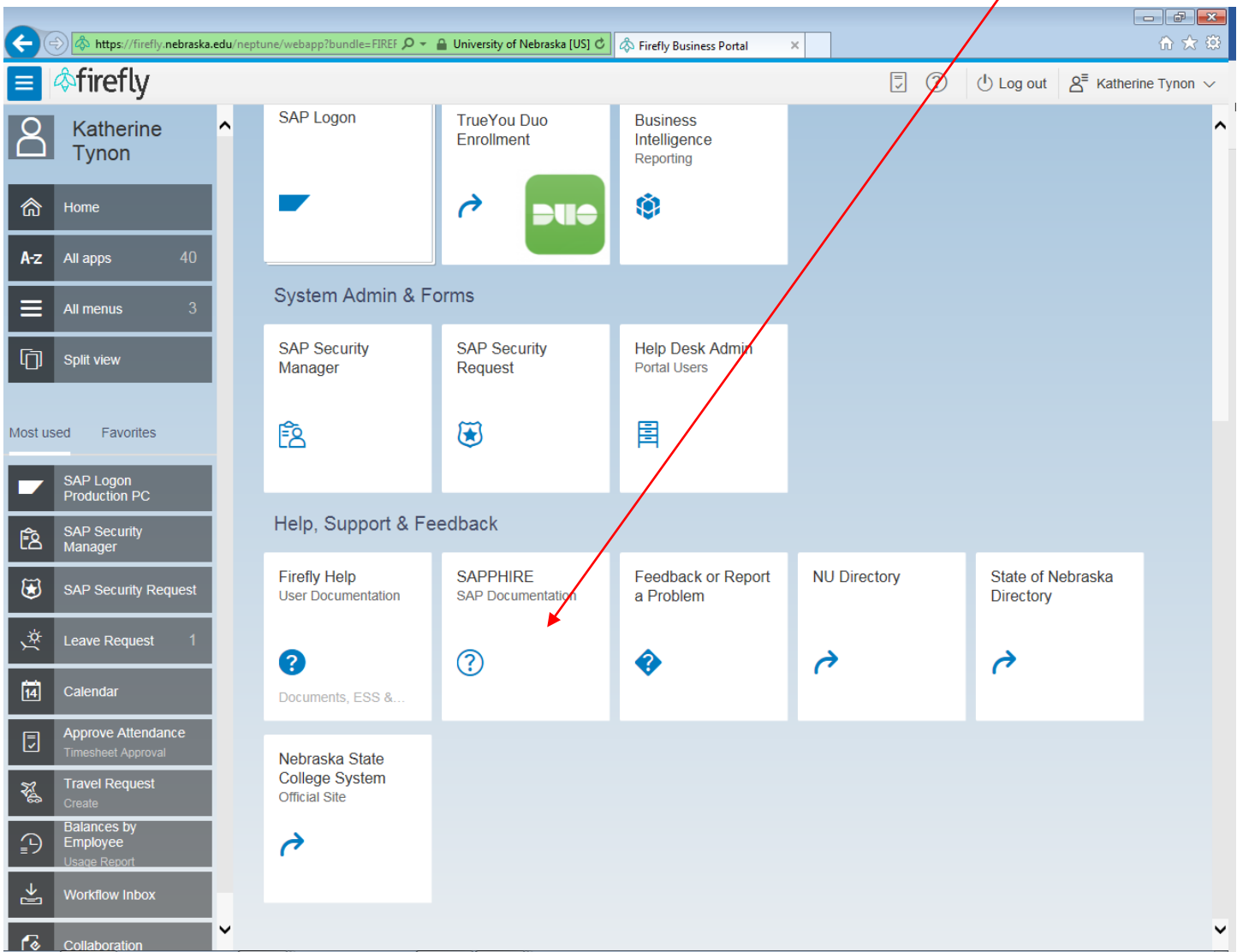
## How to request SAP security access

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](mailto:computerservices@peru.edu), or 402-872-2270.

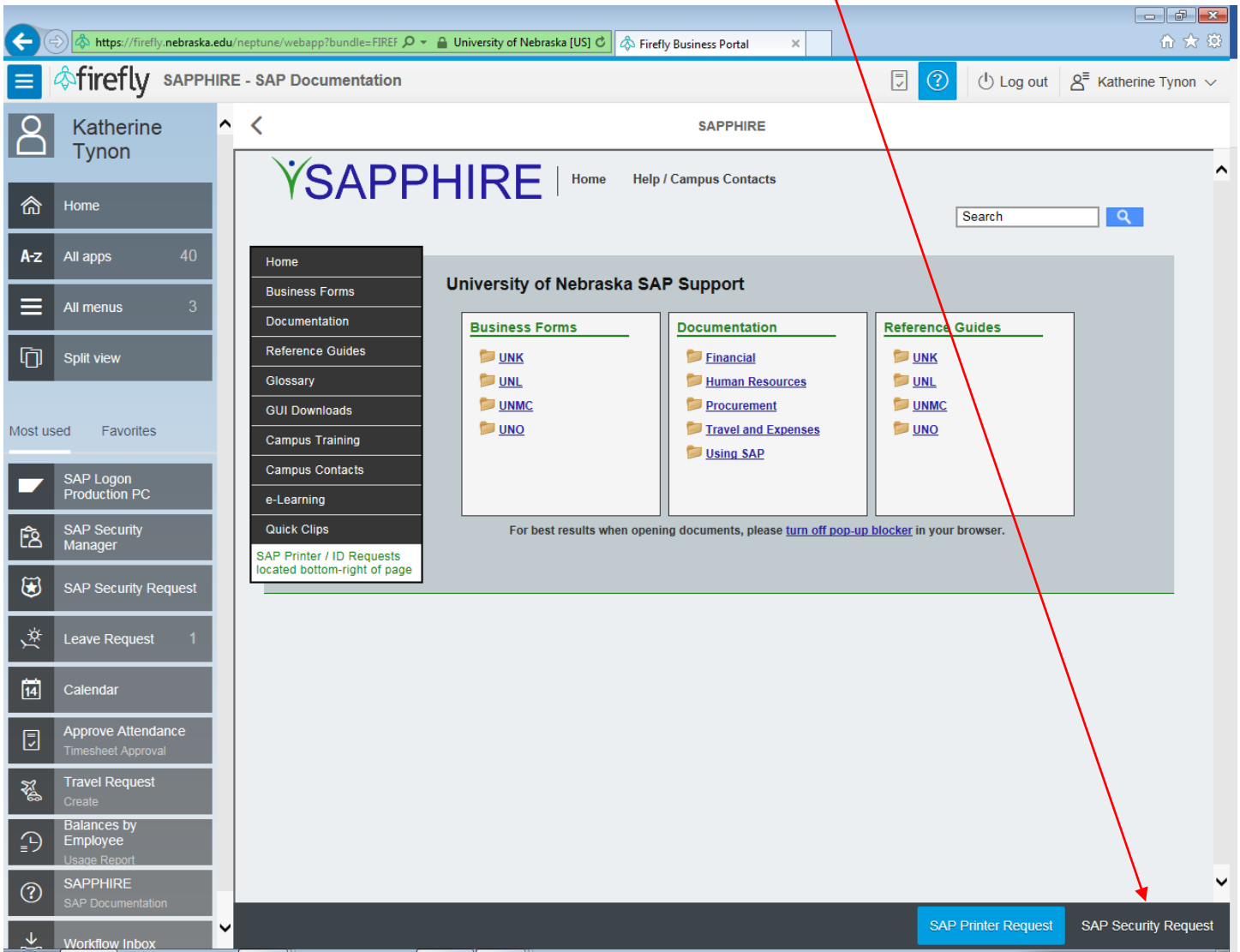
### 1. Log into the Firefly portal

#### a. Scroll down to the Help, Support & Feedback section to the select SAPHIRE tile



The screenshot displays the Firefly Business Portal interface. The browser address bar shows the URL <https://firefly.nebraska.edu/neptune/webapp?bundle=FIREF> and the user is logged in as Katherine Tynon. The left sidebar contains navigation options such as Home, All apps (40), All menus (3), Split view, Most used, and Favorites. The main content area is divided into sections: SAP Logon, TrueYou Duo Enrollment, Business Intelligence Reporting, System Admin & Forms (including SAP Security Manager, SAP Security Request, and Help Desk Admin Portal Users), and Help, Support & Feedback. The SAPHIRE SAP Documentation tile in the Help, Support & Feedback section is highlighted with a red arrow. Other tiles in this section include Firefly Help User Documentation, Feedback or Report a Problem, NU Directory, State of Nebraska Directory, and Nebraska State College System Official Site.

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 to 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.

The screenshot shows the 'SAP Security Form' interface. The search box 'Search for Employee' is highlighted with a red arrow. Below it, the following fields are visible:

- \*Denotes that the field is required.
- \*First name:
- \*Last name:
- Email address:
- \*Department:
- Job Title:
- \*Campus Phone:
- \*Campus:

A green 'Next' button is located at the bottom right of the form area.

b. Click on the employee name

The screenshot shows a web browser window with the URL <https://firefly.nebraska.edu/neptune/webapp?bundle=FIREF>. The page title is "SAPPHIRE - SAP Documentation" and the user is identified as "Katherine Tynon". The main content area is titled "SAP Security Form" and "REQUEST CONTACTS". It prompts the user to "Please enter the contact information of the person requiring a change to their access." and includes a "Search for Employee" input field. A modal dialog box is open, titled "Enter Name (i.e. Last name first name) or employee personnel number". The input field in the dialog contains "TYNON". Below the input field, a list of search results is displayed: "Katherine Tynon" and "Michelle Tynon". A red arrow points from the text "b. Click on the employee name" to the name "Katherine Tynon" in the search results. The dialog also includes a "Cancel" button at the bottom right.

- 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

https://firefly.nebraska.edu/neptune/webapp?bundle=FIREF University of Nebraska [US] Firefly Business Portal

firefly SAPHIRE - SAP Documentation Log out Katherine Tynon

Katherine Tynon

Home

All apps 40

All menus 3

Split view

Most used Favorites

SAP Logon Production PC

SAP Security Manager

SAP Security Request

Leave Request 1

Calendar

Approve Attendance Timesheet Approval

Travel Request Create

Balances by Employee Usage Report

SAPHIRE SAP Documentation

Workflow Inbox

SAP Security Form

REQUEST CONTACTS

Please enter the contact information of the person requiring a change to their access.

Search for Employee

\* Denotes that the field is required.

\*First name  
Katherine

\*Last name  
Tynon

Email address  
KTYNON@PERU.EDU

\*Department  
Business Office

Job Title  
Director of Business Serv

\*Campus Phone  
Campus Phone

\*Campus  
PSC

Next

4. Click NEXT

5. Select the radial button for SAP.

The screenshot displays the Firefly Business Portal interface. The browser address bar shows the URL <https://firefly.nebraska.edu/neptune/webapp?bundle=FIREFLY>. The page title is "SAPPHIRE - SAP Documentation". The user is identified as Katherine Tynon. The main content area is titled "SAP Security Form" and contains a section for selecting a system. The text reads: "\*Select the system you wish to add/change/delete access to:". Below this text are three radio buttons: "SAP", "ESS ONLY", and "eSHOP Shopper". A red arrow points to the "SAP" radio button. The page also includes a "Back" and "Next" navigation bar at the bottom right.

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.

https://firefly.nebraska.edu/neptune/webapp?bundle=FIREF... University of Nebraska [US] Firefly Business Portal

firefly SAPHIRE - SAP Documentation Log out Katherine Tynon

Katherine Tynon

Home

All apps 39

All menus 3

Split view

Most used Favorites

SAP Logon Production PC

SAP Security Manager

SAP Security Request

Leave Request 1

Calendar

SAPHIRE SAP Documentation

Approve Attendance Timesheet Approval

Balances by Employee Usage Report

Travel Request Create

Collaboration

SAP Security Form

REQUEST CONTACTS REQUEST TYPE

\*Select the system you wish to add/change/delete access to:

SAP  ESS ONLY  eSHOP Shopper

What operating system will you use to access SAP?

Windows  Macintosh  Both

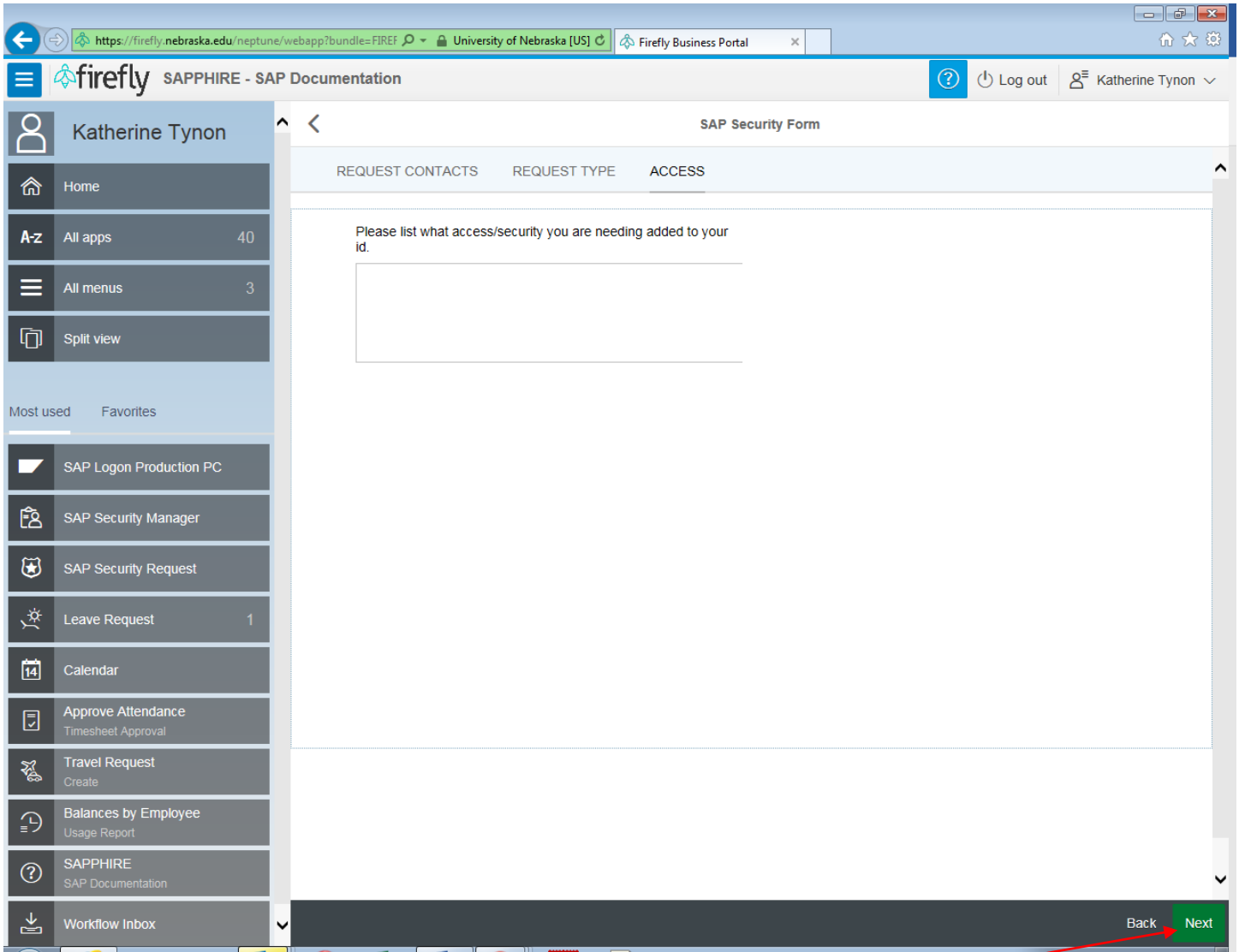
Is this user already enrolled in TrueYou DUO?

Yes  No

Back Next

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))



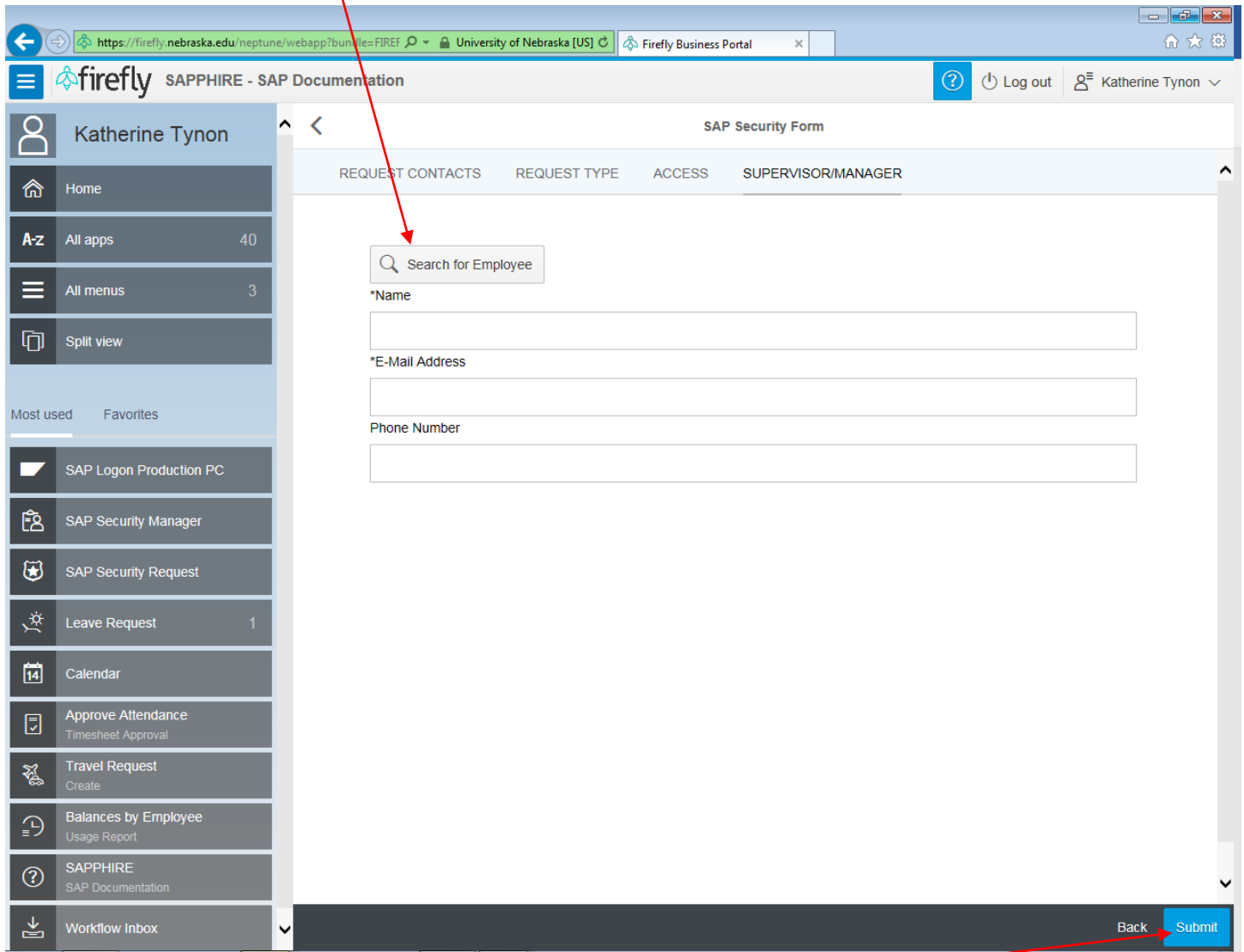
9. Click NEXT



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.