Logging in to the SAP Desktop GUI

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Basic Navigation in the GUI & Web [Part 3: SAP Fundamentals & Basic Navigation]
Part 3 of 5, covering navigation in the Desktop GUI application and the web portal interface for SAP.

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Logging in to the Desktop GUI

GUI = Graphical User Interface. Here it references the SAP application used on the desktop.

01

Locate the SAP Logon Pad icon on your Desktop. Double-click it.

02

When the logon pad appears, make sure **Connections** is selected.

Then double-click **PRP [Production ECC]** to login to the City's real-time SAP "production" system.
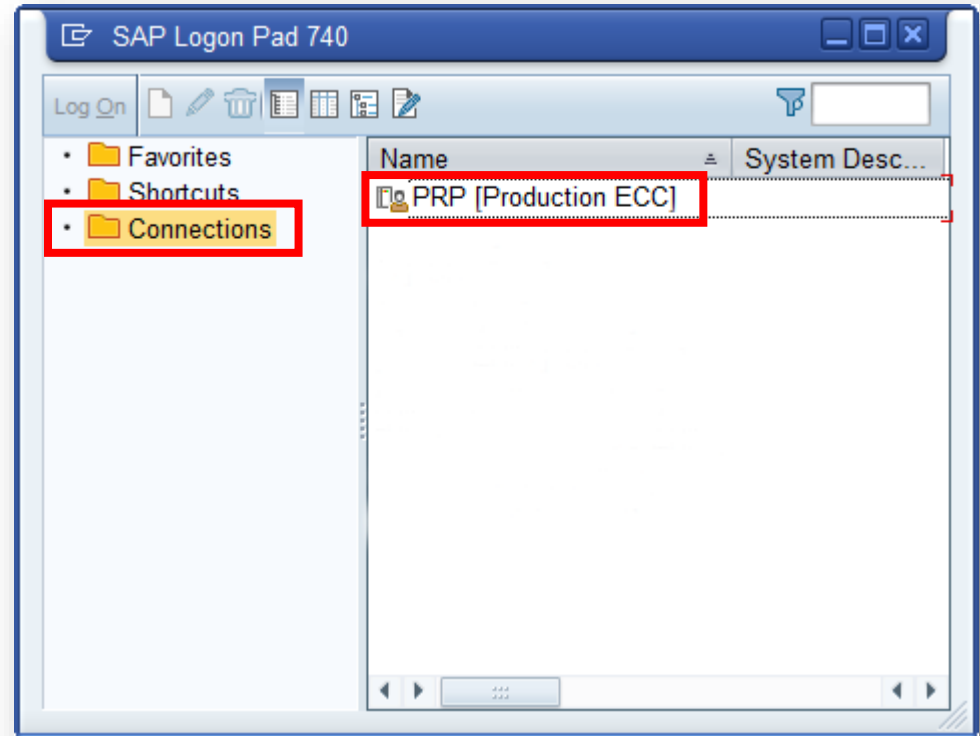
Note: If you are missing your SAP Logon Pad icon or if there is not a PRP client listed in your Connections, contact the Help Desk at 3-5199 for help.

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Basic Navigation in the GUI & Web [Part 3: SAP Fundamentals & Basic Navigation]
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Logging in to the Desktop GUI

03

Enter your SAP UserID into the **User** field.

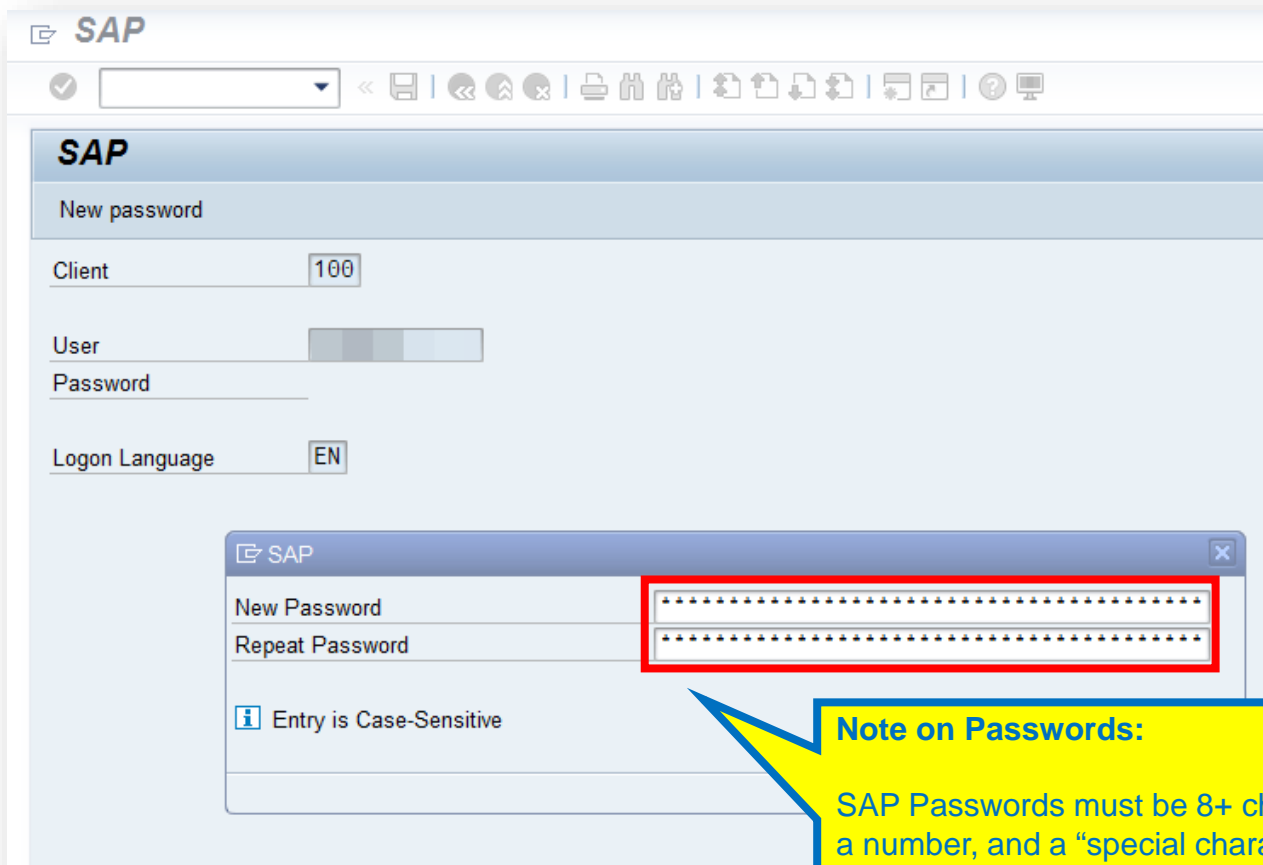Enter your SAP Password into the **Password** field.

Press **Enter** or click the **SAP Enter Button** (green circle with a checkmark).

New Employees

SAP UserID: This should have been given to your by your hiring manager or bureau HR personnel when you received your e-mail details and network access information.   If not, contact the HelpDesk (3-5199) for your User ID.

Password: Call the Help Desk at 3-5199 to obtain a temporary password once you have your SAP User ID.

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03.A. (New Users only)

If you are logging on for the first time, SAP will require you to create a New Password.

Enter your new **Password** in both fields and click the **Green Check** or hit **Enter**.

You will be logged in to the system and able to use the SAP Desktop GUI.

– END –

Note on Passwords:

SAP Passwords must be 8+ characters long, contain a capital letter, a number, and a "special character". Special characters are the characters above the number keys on your keyboard.

So **tree123** would not be acceptable, but **Treehouse!12** would be.

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