

**SUBJECT: Process For Acquiring Security Access
In SAP**

GENERAL:

This bulletin describes the process to be followed to acquire security access in SAP based on appropriate role assignment.

A. Process for Requesting Security Access

1. In order to acquire security access in SAP you must have previously attended the relevant training session(s). Please go to our website at <http://www.broward.k12.fl.us/erpdb/brite/onlinelibrary/partnerbudgetforms.asp> and download the (ERP) SAP 6.0 User access Form.
2. If you have not attended training prior to acquiring security access in SAP, please go to our Training Calendar at <http://www.broward.k12.fl.us/ERP/brite/training/calendar/partnercalendar.html> and sign up for the next available training class.
 - Under certain circumstances we recognize that training may be postponed until after acquiring security access. These circumstances will be reviewed on a case by case basis by the ERP Director.
3. Complete the necessary sections of the (ERP) SAP 6.0 User Access Form, have the individual requesting the security access and appropriate Director/Principal sign the form and email the completed form to the ERP Security Mailbox.

B. Process for Approving Security Access

1. Once the form is received Security will proceed with the proper verifications and role assignments.
 - a. Send to Training Analyst to verify proper training has been completed. If training cannot be verified, Security will contact requestor that training must be completed prior to granting access.
 - b. Send to appropriate Process Analyst for access approval.
 - c. Security Analyst will determine if any further information will be required prior to granting the individual security access in SAP.
1. If the role assignment(s) creates a conflict due to the Segregation of Duties, the Organizational Change Management Analyst will inform the appropriate Director/Principal and send them a Segregation of Duties Acknowledgement

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Form to complete and sign. Upon return of the form, security access will then be granted.

2. Once the Security Analyst has determined to grant the individual security access in SAP, an email will be sent to the individual applying for the SAP security access and the appropriate Director/Principal.

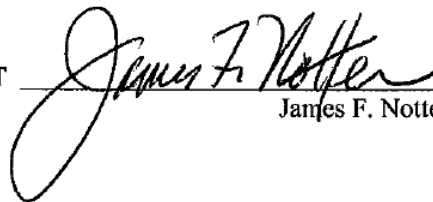
C. Process for System Access Security

1. End users are prompted every 45 days to reset password.
2. Three tier security authentication instituted for password reset: login, password, and security question.
3. Password must be at least eight characters long, contain at least one uppercase and one lowercase letter, contain at least one special character, cannot be identical to the last five passwords, the first three characters cannot be identical, cannot start with "1" or "?" and has to be resent every 45 days.
4. After 3 failed attempts at logging in, the user will be locked out of the system. In order to have the account unlocked, the user will need to contact the ERP Support Center to unlock the account.

D. Process for Authorization Review

1. A copy of the Authorization Report is sent to Principals/Directors for review annually to verify accurate role access to the SAP system.
2. When a person goes out on a leave or is terminated, once the action is completed in SAP they automatically lose access to all their roles in SAP except ESS which is delimited after 45 days.
3. Whenever a user changes positions all previous SAP access is delimited and security access on the new position must be requested.

APPROVED BY ELT



James F. Notter 1/26/2009

The School Board of Broward County ERP SAP User Access Form

A completed form is required when requesting any change in authorization in the SAP System.
If the form is not completed, your request will not be processed.

Date Requested:	Date Required: (3 business days from initial request)	Date Received at ERP Support:
Action Requested:	Add Authorization Delete Authorization Change Authorization	
EMPLOYEE INFORMATION		
Location No.: (8 digits)	Location Name:	Phone No.:
Last Name:	First Name:	Personnel No.:
Position No.: (8 digits)	Position Title:	Expiration Date: (Contract or temporary employees)
SAP Role (Grants Manager, AP Processing, Payroll Contact, Requisitioner) or Description of Request:		
Missing Authorization Report Attached: (SU53) Yes No		
Authorization Information *		
Business Area:	Cost Center:	
Is this Role assignment responsible for Grants Activity? Yes No		
Approval Signatures		
Print Name	Signature	Date
Employee		
Director/Principal		

***Business Area, Cost Center information may be found in Chart of Accounts documents on Financial Reporting Website at**

http://www.broward.k12.fl.us/comptroller/cfo/fin-reporting/finrptg_sap_chart_of_accounts.htm

Email completed form via CAB to ERP Security Mailbox.

SECURITY USE ONLY	
Security Initials:	Date Completed:
Action Taken:	
Process Analyst, Date & Initials:	Training Analyst, Date & Initials: