

**SUBJECT: Process Creating or Revising Security Roles
In SAP**

GENERAL:

This bulletin describes the process to be followed to create or revise security roles in SAP. Access to the SAP system is based solely on role assignments. To create a new role requires analysis on type of transactions the role must have. To revise an existing role requires either adding or deleting transactions.

A. Process for Requesting to Create or Revise Security Access Roles

1. In order to create or revise a security access role in SAP, the functional teams and the Business Process Owner (BPO) must either initiate the request and/or approve the necessity of the change and assignment to appropriate role(s) in order to carry out the required functionality in the SAP system.
2. Review and research into technical alternatives must be performed by the Process Analyst assigned to the relevant module of SAP which controls the task functionality being requested.
3. Requestor should complete the necessary sections of the ERP Create Revise Security Roles Request Form (Attachment 1), have the Business Process Owner (BPO), ERP Process Analyst, and ERP Team Lead sign the form and email the completed form to ERP Security Mailbox.

B. Process for Approving Security Access

1. Once the form is received, Security will proceed with the proper verifications and coordinate necessary actions for review and approval:
 - a. Security Analyst will review request for completeness and determine if additional information is required prior to proceeding with approval procedure.
 - b. Security Analyst will review request for Segregation of Duties issues.
 - c. Security will communicate the request to the ERP Process teams. The ERP Director and team leads will meet and invite any team members required to discuss the full impacts to the SAP functional module performance, technical system performance, concerns regarding view/access to sensitive information, etc. Alternative options and/or mitigations will be discussed.
2. Security Analyst will implement revisions to security role approved by ERP Department in Item B1 above, and set up testing environment for Process Analysts.

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C. Process for Implementing Security Access Change

1. Upon notification by Process Analysts that testing is successful, Security Analyst will initiate transport of role changes to Production, notify Process Analyst(s) and BPO of change implementation.
2. If change in access significantly affects functionality of a role, the Process Analyst will communicate the change to the appropriate audience either individually or through communications vehicles administered by Organization Change Management (OCM) (i.e. Cab Conference, Newsletters, Elluminate sessions, etc.)
3. Process Analyst will develop and publish Business Process Procedure (BPP), and work with Training Analyst to update end-user training materials.

APPROVED BY ELT _____
James F. Notter 1/26/2009

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ERP CREATE/REVISE SECURITY ROLES REQUEST FORM

Date Requested:	Date Required:	Transport Request # (Office Use Only):
		Security Request Form # (Office Use Only):

INFORMATION REQUIRED FOR ALL REQUESTS
-Will Not Process if Incomplete -

Requested by:		
First Name:	Last Name:	Team or Module:
Logon Role Name(s):		Missing Authorization Report Attached (Transaction Code SU53): <input type="checkbox"/> Yes <input type="checkbox"/> No

Action Requested: New Change Existing Delete Other _____

Description of New Role or Change to existing Role (include transactions, modules, special permissions, authorizations, tables, and reports):

Approval Signatures:	Name	Signature	Phone	Date
Business Process Owner (BPO)				
Process Analyst				
Team Lead				

Security Administration Use Only:

Date Received:	Security Admin. Initials:	Date Completed:
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Action Taken: