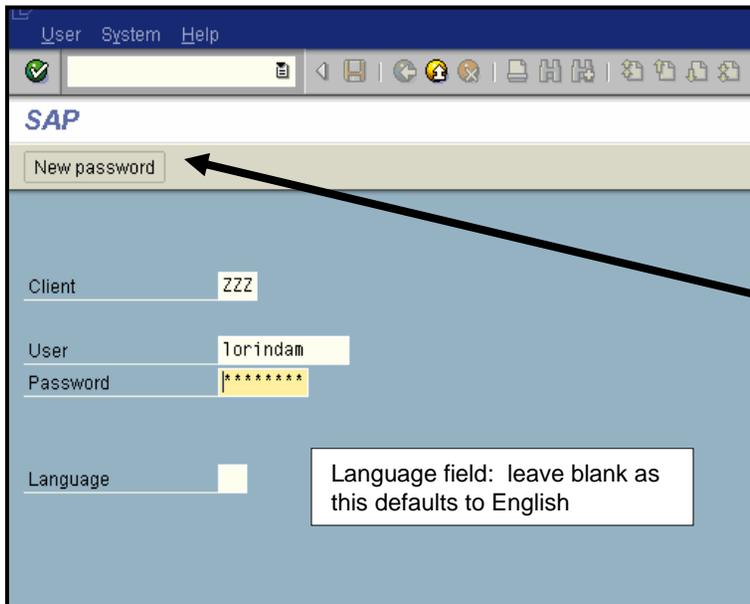


Roles and Access

Your predetermined role determines areas of HRMS you have access to. You are only able to access information and/or complete transactions based on your role.

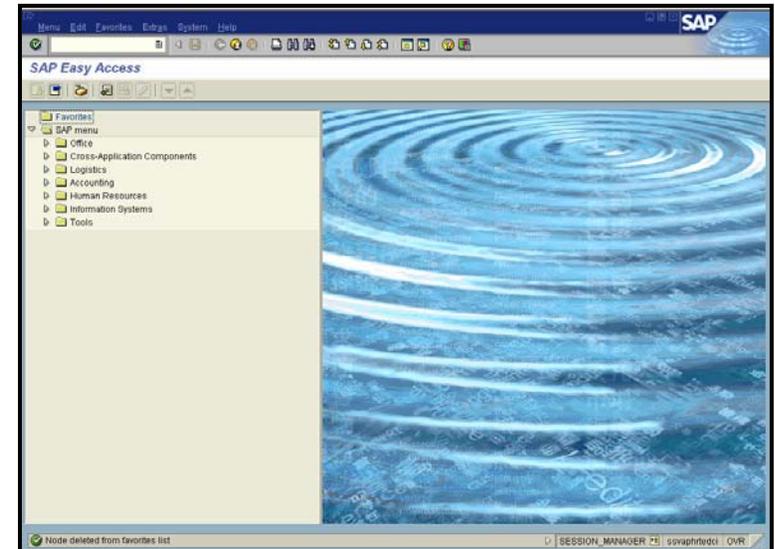
Log on to the HRMS using SAP GUI

- Double-click the SAPLogon icon  from your desktop
- SAP Logon dialog box appears, click on the appropriate server and click the Logon button 
- Enter the *Client*, *User* (ID) and *Password*



The screenshot shows the SAP GUI login screen. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a 'New password' button in the upper left corner, which is highlighted with a black arrow. Below this are input fields for 'Client' (containing 'ZZZ'), 'User' (containing 'lorindam'), 'Password' (containing '*****'), and 'Language'. A text box next to the 'Language' field contains the instruction: 'Language field: leave blank as this defaults to English'.

The **SAP Easy Access** screen is the point of entry into HRMS after logging on.



Changing Passwords

To change your password, click the *New password* in the upper left-hand corner of the screen, enter a new password, confirm the new password, then click  (**Enter**) to verify.

Obtaining User IDs and Passwords

Your agency will provide you with your specific log on information.