Password in SAP

PASSWORD EXPIRED? They do that every 90 days!

If you get a message in a SAP dialog box stating your password has expired - create a new password, and then repeat it. This will be your password for another 90 days.

BEFORE PICKING A PASSWORD, here are some things to consider:

• Again, remember that SAP requires that you change your password every 90 days.
• Passwords in SAP are case sensitive, so remember the case that you used when you created your password.
• Think of a 8 - 12 letter word that you won’t forget.
• Put a 1 on the end of that word.
• The next time SAP asks for a new password, just change the 1 to 2, or 2 to 3, etc..
• After 6 password changes, you can go back to using 1 again.

PASSWORD LOCKED?

You may call the Institutional Research office (IR) at ext. 2099, or you may contact Bryan Fuhs in the Institutional Research office at ext. 2212, to reset your password. Your password will be reset to initpass. Once you use initpass to sign on to SAP, you will then be asked to create a new password.

Also, if you have questions regarding creation of a SAP User ID for new employees or SAP user roles, you may contact Bryan (2212).