

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 an 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?

Contact Susan Elwell via email at susan.elwell@sru.edu, or by phone at extension 4429, 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.

You may also contact Susan should you have questions regarding SAP access/login for new employees, or for addition or changes to SAP user roles.