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 contact Susan Elwell in the Institutional Research office at ext. 4429 or email susan.elwell@sru.edu, 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 Susan Elwell (ext. 4429 or susan.elwell@sru.edu).