

SAP User Authorization Request
For College users

Instructions:

1. User needs to complete this electronic form (**one user per form**) and save it in the user's PC
2. Email (**with name added to subject field**) to user's supervisor, including the form just saved as an attached document. The supervisor will
3. Forward to VP of Administration for approval/denial (**REQUIRED**), who will in turn
4. Forward to Local Area Network Administrator, who will
5. Forward to operag@email.laccd.edu

Notes:

A person cannot have Procurement and AP access:

Procurement Roles: 1 – 6, 11-12

AP Roles: 8, 15-18

All roles include display access, this means that role #26 inclusive in all other roles

Role #26 is meant for display access only, primarily to run reports on the web, however it can be used with SAPGui

If you want to see a detail description of each role, [click here](#).

SAP User Authorization Request For College users

Type of request:

Please Type:

New User (Yes or No): _____
 Username (write DEC or LAN id if known): _____
 Replace User (write username being replaced): _____
 Change to Active User (write username): _____
 Delete User (write username to delete): _____

Employee Information:

| | |
|-------------------------|---------------------------|
| Full Name: _____ | College: _____ |
| Employee #: _____ | Phone #: _____ |
| E-mail address: _____ | Department: _____ |
| Assigned Printer: _____ | Supervisor/Manager: _____ |

Roles

Required Data

| # | Role Description | Choose One Role | Cost Center | Purchasing Group | Plant | Release Code |
|----|--|-----------------|-------------|------------------|-------|--------------|
| 1 | District Procurement | | | | | |
| 2 | Regional Procurement Specialist | | | | | |
| 3 | VP of Administration (2 nd Approver) | | | | | |
| 4 | College Purchasing Aid | | | | | |
| 5 | Department Mgr/Chair/Head (1 st Approver) | | | | | |
| 6 | Department User or Requestor (originator) | | | | | |
| 7 | Business Office Staff | | | | | |
| 8 | Invoice Verification Staff | | | | | |
| 9 | CFA | | | | | |
| 10 | College Budget Office Staff | | | | | |
| 11 | Plant Facilities Staff | | | | | |
| 12 | Plant Facilities Management | | | | | |
| 13 | Receiving Department Staff | | | | | |
| 26 | Web (Occasional) User | | | | | |
| | | | | | | |
| | Other User (Describe) | | | | | |
| | | | | | | |