

# How do I connect to the SAP System?

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You have now installed the SAP software. The next step is to establish a connection with the SAP system through the internet.

### Configuration of the SAP GUI

After the installation process is completed, you should see the SAP Logon short cut on your desktop.

1. Double-click on the short cut to open the SAP Logon.

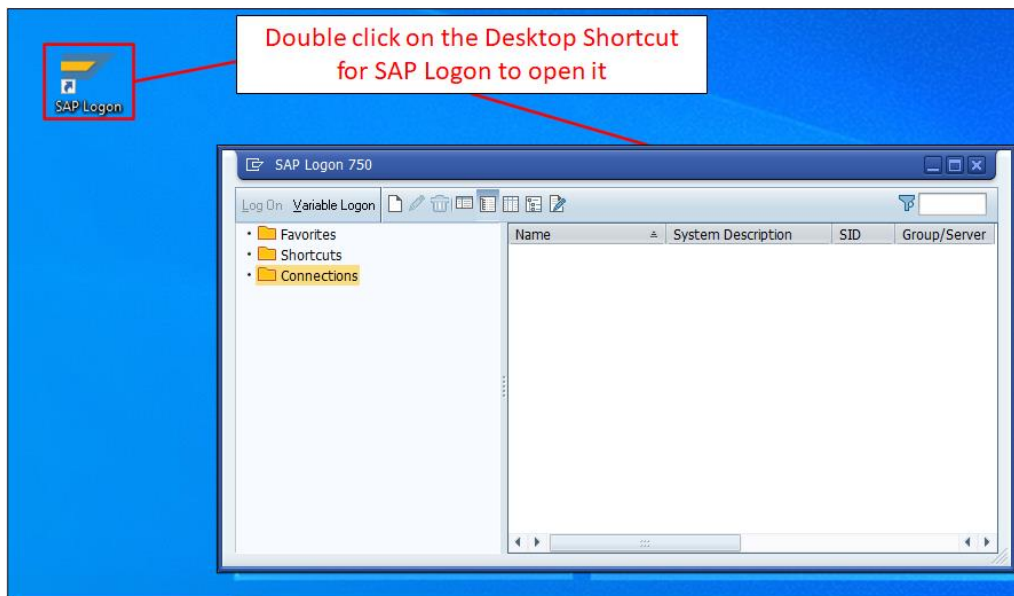



Figure 1: SAP GUI Configuration: Configuration Path (1)

2. It is possible that your Logon window does not appear in English however, but in German instead. And likely that it will appear using a new visual theme as shown in the following figures. To change this, proceed by clicking on the hamburger button  and choosing “Optionen” (or Options).

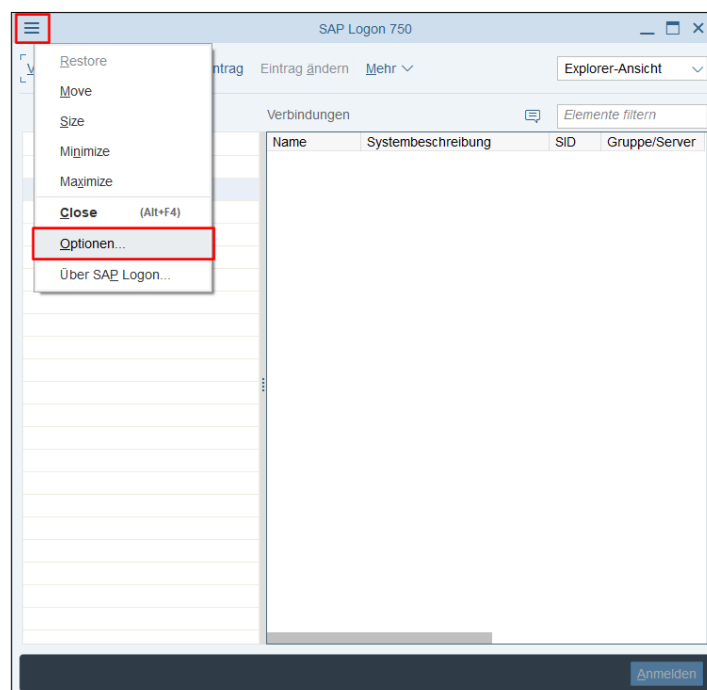
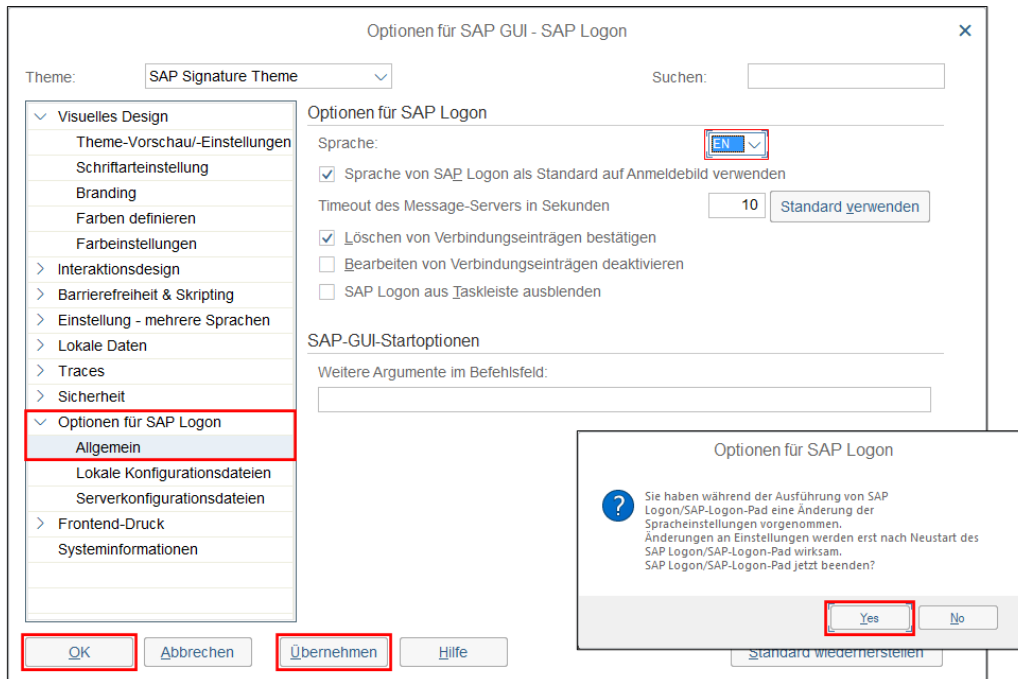


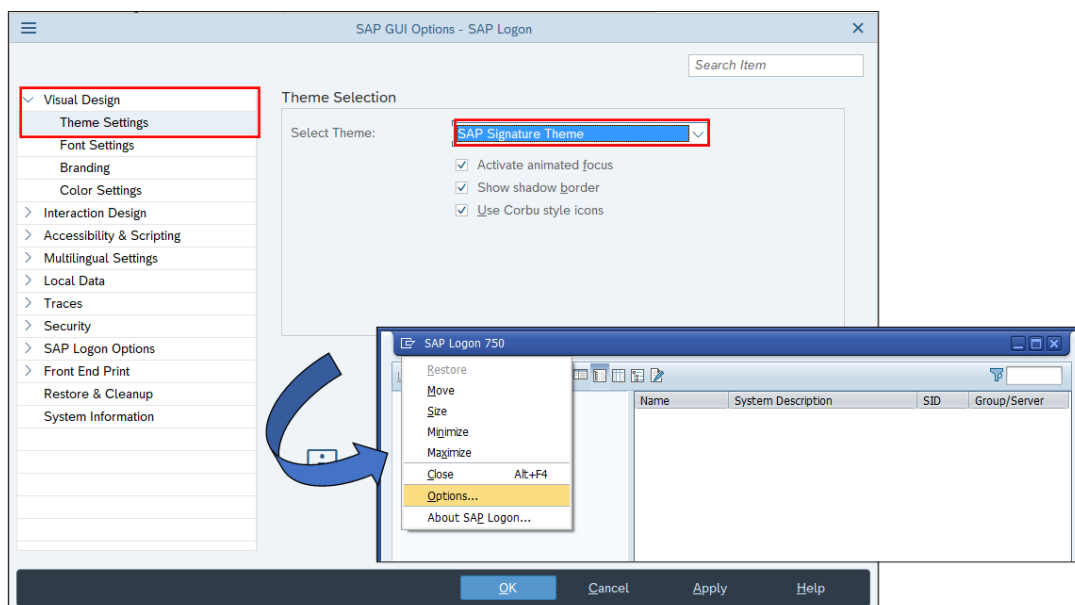
Figure 2: SAP GUI Configuration: Accessing the Options

- To change the language from German to English (if necessary, otherwise proceed with the next step), open the path “**Optionen für SAP Logon**” → “**Allgemein**” and select **EN** in the field “**Sprache**”. Confirm with “**Übernehmen**” and **OK** and then select **Yes** in the popup to close SAP Logon.



**Figure 3: SAP GUI Configuration: Changing the Language (DE → EN)**

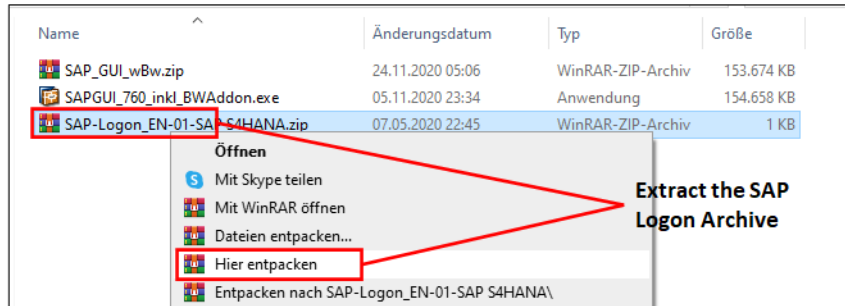
- Afterwards, restart SAP Logon and open the **options** again (this time in English). Open the path **Visual Design** → **Theme Settings** and select the **SAP Signature Theme** from the Select Theme drop-down menu. This step is optional and you can choose to keep the Belize theme, but in this script we will proceed with the SAP signature theme from now on. To confirm the change, select **Apply** and **OK** again and **restart** SAP Logon.



**Figure 4: SAP GUI Configuration: Changing the Theme**

- Unpack the archive **SAP-Logon** (which you also downloaded from the Download Area - Software). You will receive one text document which hold the parameters needed for configuring the individual course systems.

Here: **01-SAP S4HANA**



The extracted Archive contains one Textfile with the Parameters of the system connection

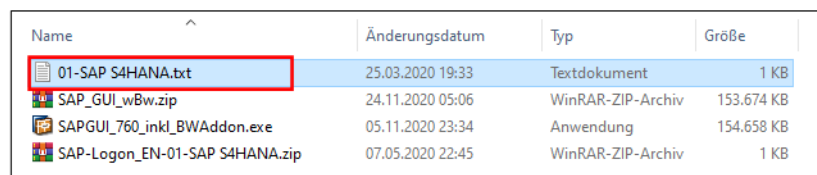



Figure 5: SAP Configuration: Extract Configuration File

- In the SAP Logon press  to create a new Logon item. In the following window press "Next".

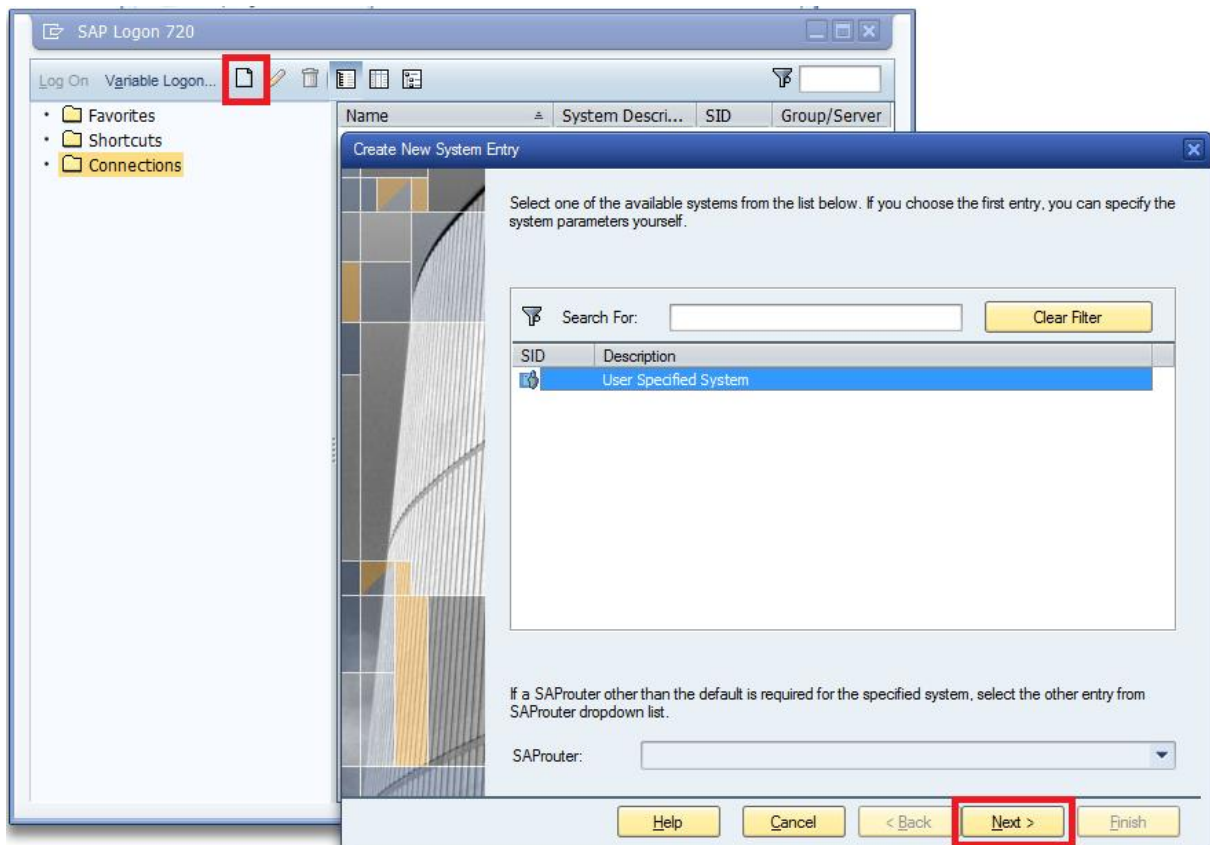
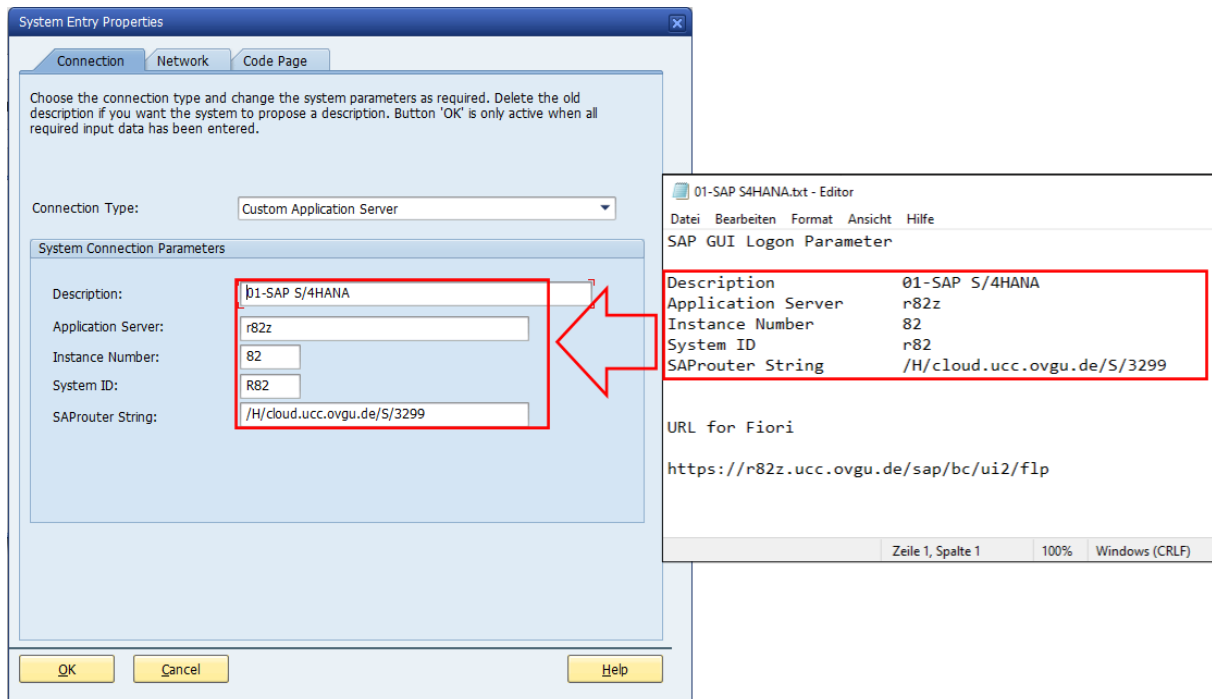


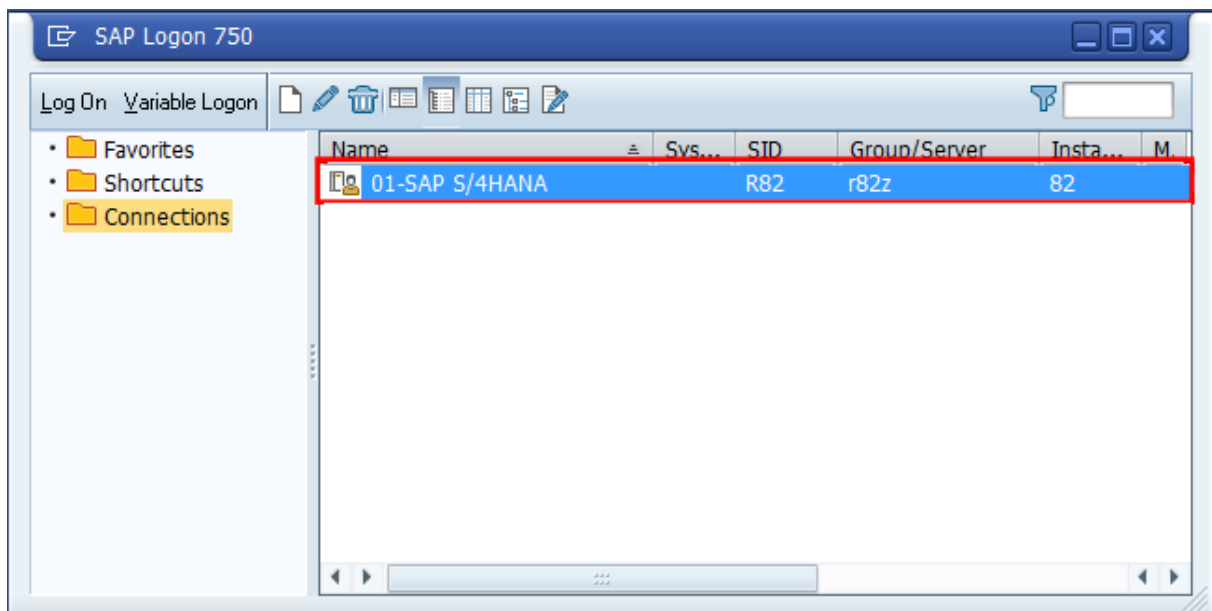
Figure 6: SAP Configuration: Creating SAP Logon Item (1)

- In the now shown window, select **Custom Application Server** from the drop-down menu **Connection Type**. Now copy the parameter values from the text document belonging to your course (here: **01-SAP S/4HANA**) into the corresponding fields of the SAP Logon screen.



**Figure 7: SAP Configuration: Creating SAP Logon Item (2)**

- After completing the parameter entries select "Next" and then "Finish". Now you should see your new SAP Logon system link.



**Figure 8: SAP Configuration: Creating SAP Logon Item (3)**

## Registering your IP

When you connect to the internet, your provider assigns you a dynamic IP-Address. This IP-Address is unknown to our SAP system, which is why it has to be registered with the SAP server. If you are disconnected from the internet and try to log on again to the SAP system, you will need to register your IP-Address once again, since your internet provider assigns you a new IP-Address.

The following procedure must be accomplished **every time** you try to connect to the SAP system:

1. To start the Remote-Login procedure go to the URL:

[https://s01z.ucc.ovgu.de/remote\\_access#](https://s01z.ucc.ovgu.de/remote_access#)

Now you see the Remote-Login pop-up of the UCC. Enter your User-ID and your Password for the Remote-Login, which were given to you in the *welcome-mail*.



NOTE

**Every time** you want to connect to the SAP system, you must first register your IP-Address. We recommend that you save this URL in your browser's favorites.

We recommend saving this URL in your browser's favorites, since you will have to use it quite often.


**Remote-Login:**

URL: [https://s01z.ucc.ovgu.de/remote\\_access#](https://s01z.ucc.ovgu.de/remote_access#)

Login: H11421345

Password: 4dax8a

**This is the UCC-Website for  
the IP-Activation and your  
personnel data for logging in  
to that website**




**SAP UCC**  
University Competence Center

**SAP NetWeaver**

Benutzer: \*

Kennwort: \*

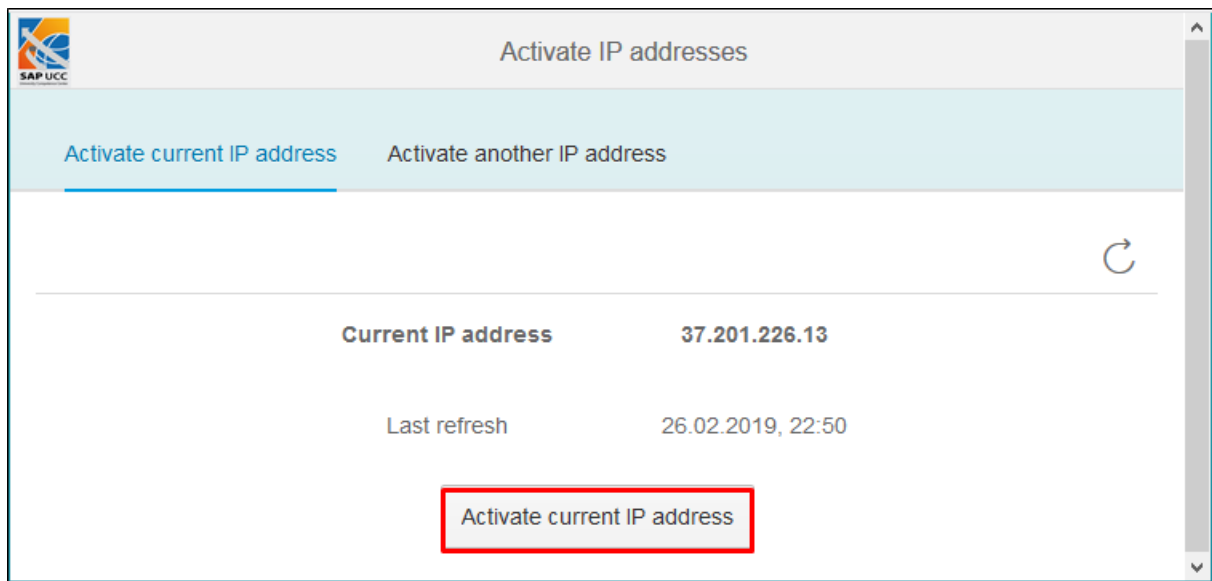
Sprache: Deutsch



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Figure 9: IP Address Registration (1)

- If the User-ID and the Password are valid, you should see the following screen with your actual IP-Address that was assigned to you by your provider. Now you can activate this IP-Address by pressing the button **Activate current IP address**.



**Figure 10: IP Address Registration (2)**

- When you press the button, you get the notification that your IP is activated within the next minute. Now you can close the browser window.



*The IP-Address activation is only temporary. That means that your IP is deleted from the SAP server at least once a day. Especially when you work on nights (0:00), you should log onto the SAP system immediately after the IP-Address activation.*

*Furthermore, connection errors, interferences, or breakdowns of your internet connection or the reset of your IP-Address by your internet provider will result in connection failures to the SAP system. If this is the case, then you have to reactivate your IP-Address.*

## Logging on and off

Via SAP Logon, you can now run the SAP GUI.

1. Open the SAP Logon with the short cut on your desktop and double click on the item for your SAP system (refer to the welcome mail to find out which SAP Logon item starts the connection with your SAP system).

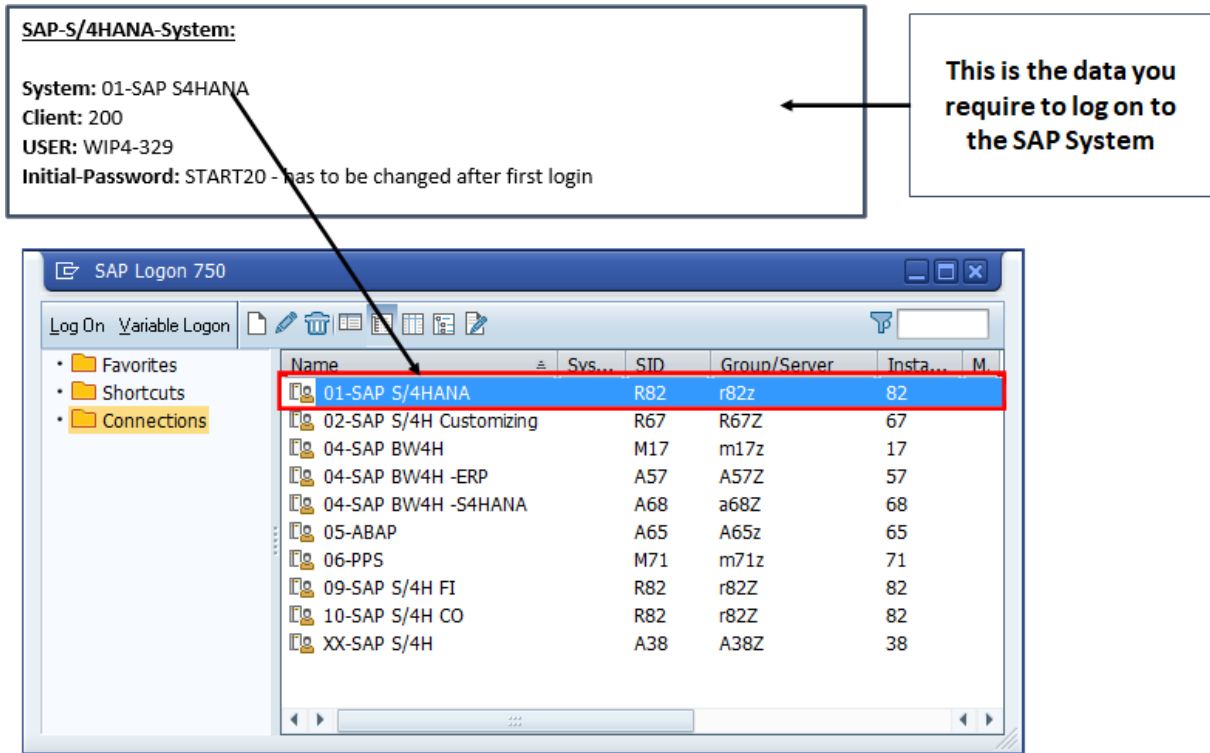



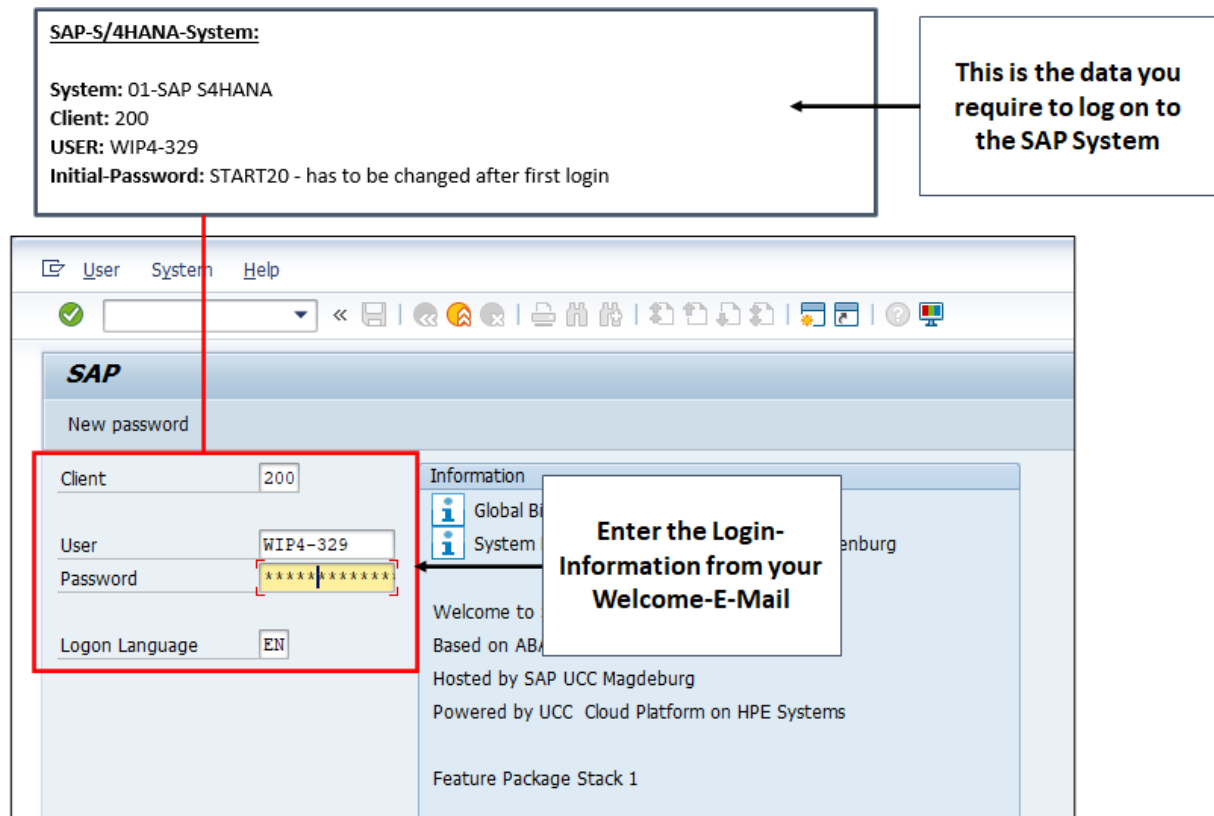
Figure 11: Connect to the SAP System

2. In the following figure you can see the logon screen.

SAP systems are **client-based**. (You will find out later what this means.) However, this allows you to process more than one business case at the same time in the SAP system. From an organizational perspective, a **client** is an independent unit in the system. It features an own data environment and, thus, own master data, transaction data, dedicated user master records, chart of accounts, and specific customizing parameters.

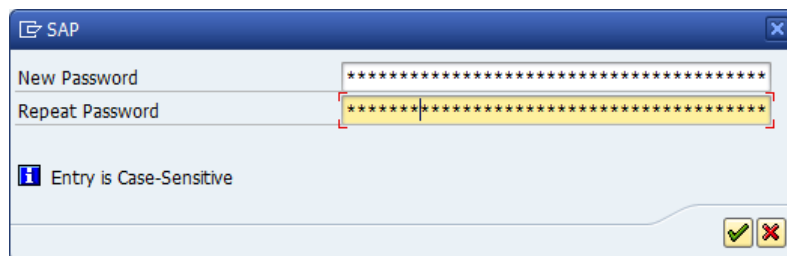
On the screen, you need to enter the **client**, the **user** with **password**, and the **language**. Refer to your welcome mail to obtain this information. Enter **EN** for the language. Then, click **enter** or .






**Figure 12: Log on to the SAP System**


- When you log on for the first time, the system will prompt you to choose a personal password.

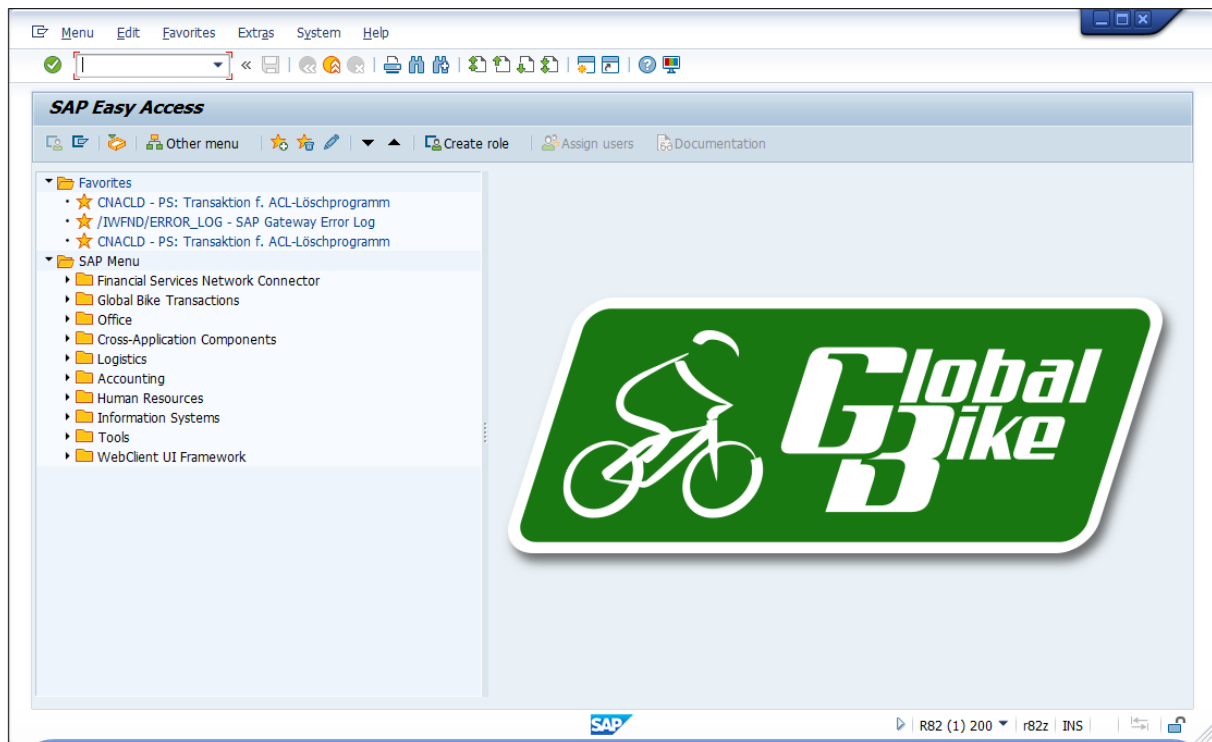


**Figure 13: Change your Password**


- Subsequently, confirm pressing **Enter** or .

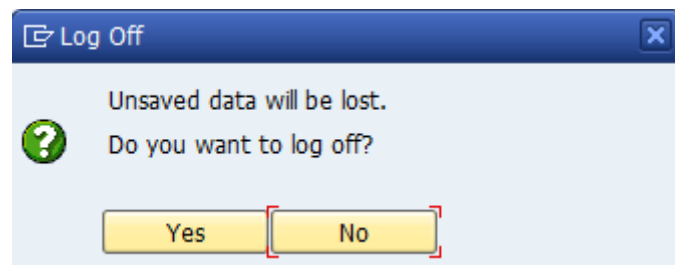
*Note: The SAP system logon procedure is **case sensitive**.*

- Confirm the following copyright note, which will be displayed only at the time of the first logon, pressing **Enter** or .
- Now you can see the SAP Easy Access Menu. The SAP Easy Access is the initial standard screen, which will be displayed after logging on. You can navigate using the tree structure on the left hand side of the screen.



**Figure 14: SAP System Initial Screen**

Under the menu path **System** → **log-off** (or alternatively pressing ) you can terminate your current session. A safety message will be displayed telling you that you may lose unsaved data.



**Figure 15: Log off from the SAP System**

After making sure that you have saved all work (up to that point you have not worked at all on the system), confirm the message by clicking **YES**.