**HOW TO SETUP HCI TENANT AND SUCCESSFACTORS**

1. Ask EC lead/resource to create SuccessFactors Instance access for you (1. integration resource example: ACNINT4) and for HCI tenant (example: HCIAdmin)

SF Link: <https://hcm4preview.sapsf.com>

Company ID: freeportmcT1

Personal user: ACNINT4

Password: \*\*\*\*\*\*

HCI user: HCIAdmin

Password: HC!123

\*\*\*For password issue - ask EC resource to reset your password.

1. Ask EC resource to give your user EC Admin roles
2. Ask EC resource to give HCI user the following permissions and roles:

**Procedure**

1. Under User Permissions, select the General User Permissions category.

2. Select the checkbox for the SFAPI User Login permission.

3. Under Administrator Permissions, select the Manage Integration Tools category.

4. Select the checkbox for the Admin Access to OData API permission.

5. Under Administrator Permissions, select the Employee Central API category.

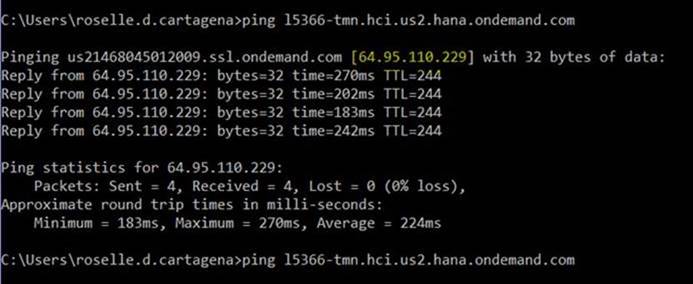
6. Select the checkboxes for the following permissions:

a. Employee Central Foundation SOAP API

b. Employee Central HRIS SOAP API

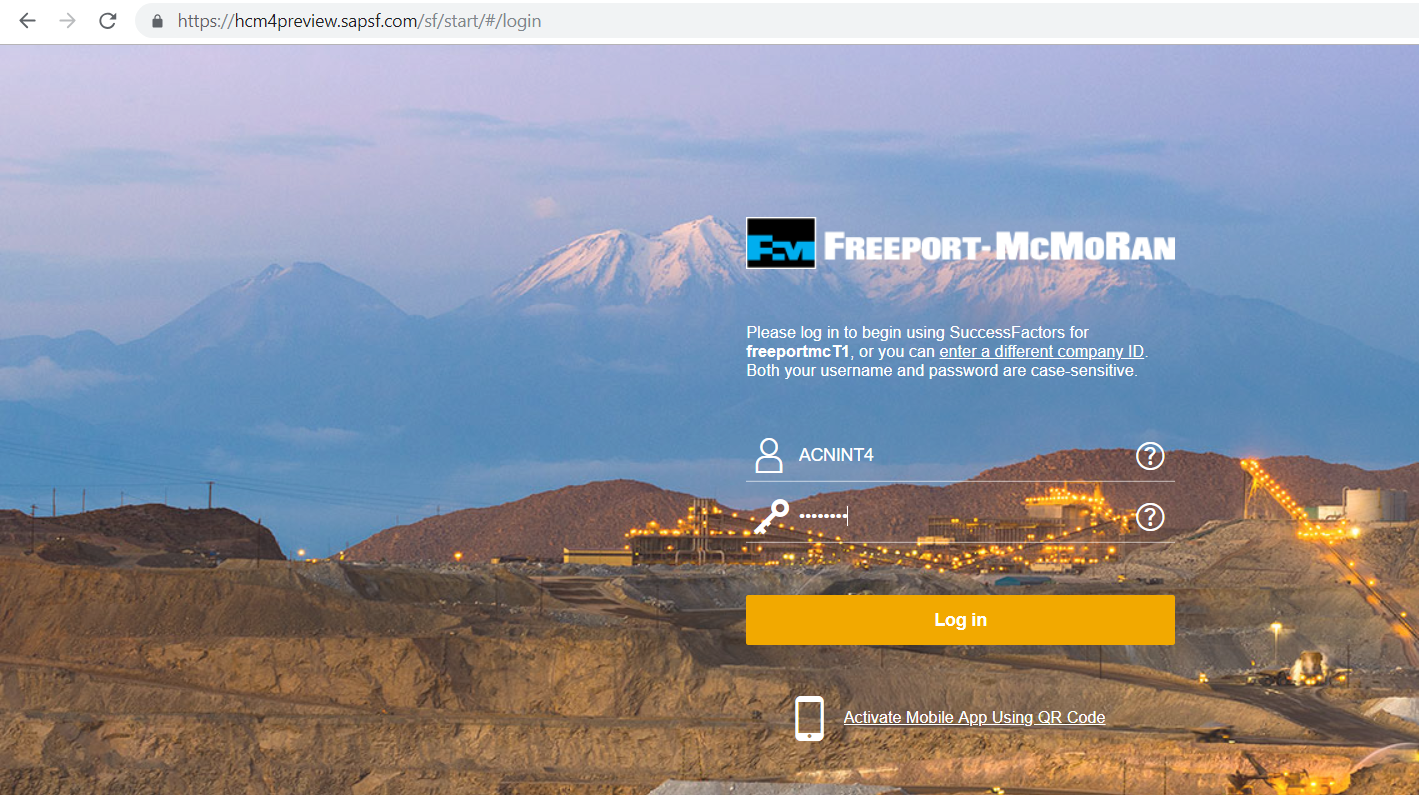
c. Employee Central Foundation OData API (read-only)

1. Use CMD to get HCI tenant IP Address range using ping command

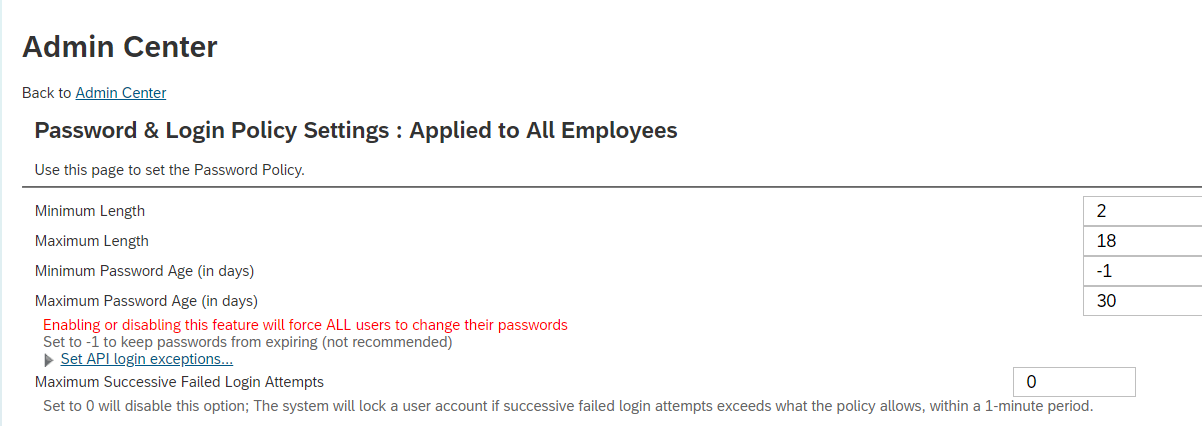


IP safe range -> **64.95.0.0-64.95.255.255**

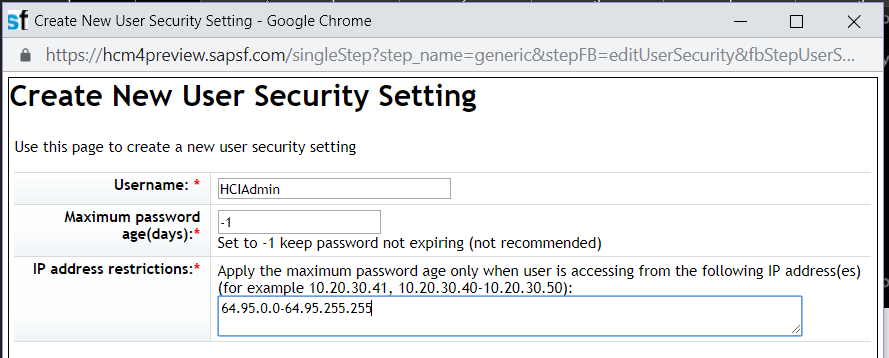
1. Log in to SuccessFactors Instance



1. Go to **Admin Center** then **Password & Login Policy Settings**



1. Click Set **API login exceptions** then click **Add**



\*\*-1 means password will never expire

