

Logon to SAP

Two ways to logon: SAP GUI (desktop icon)
or Portal (web)

1. SAP GUI



2. Portal (web) also known as the Internet Transaction Server (ITS)



Internet Explorer 6.0

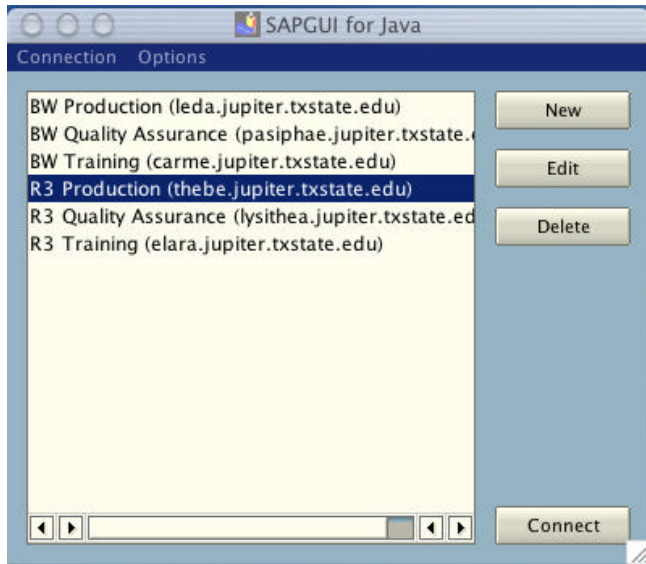


Netscape 7.2

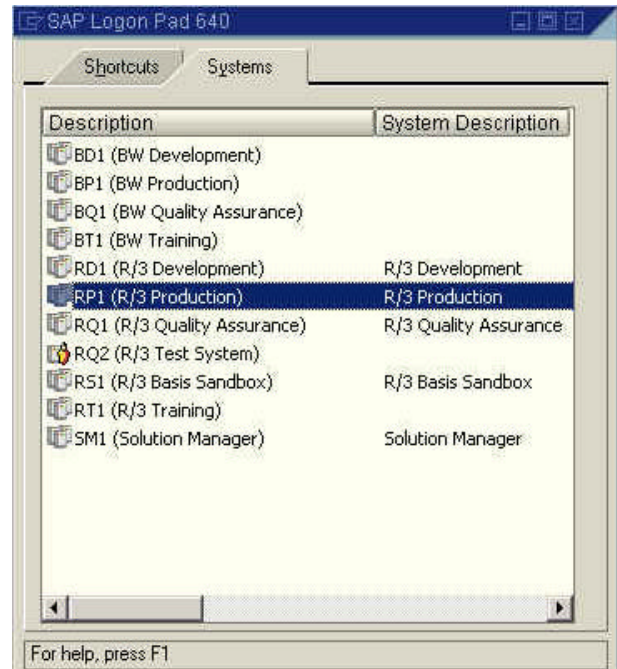
SAP GUI Logon Pad

For Mac, double-click R3 Production
For PC, double-click RP1 (R/3 Production)

MAC



PC



SAP GUI Logon

Enter your User ID and Password, then press the “enter” key on your keyboard.

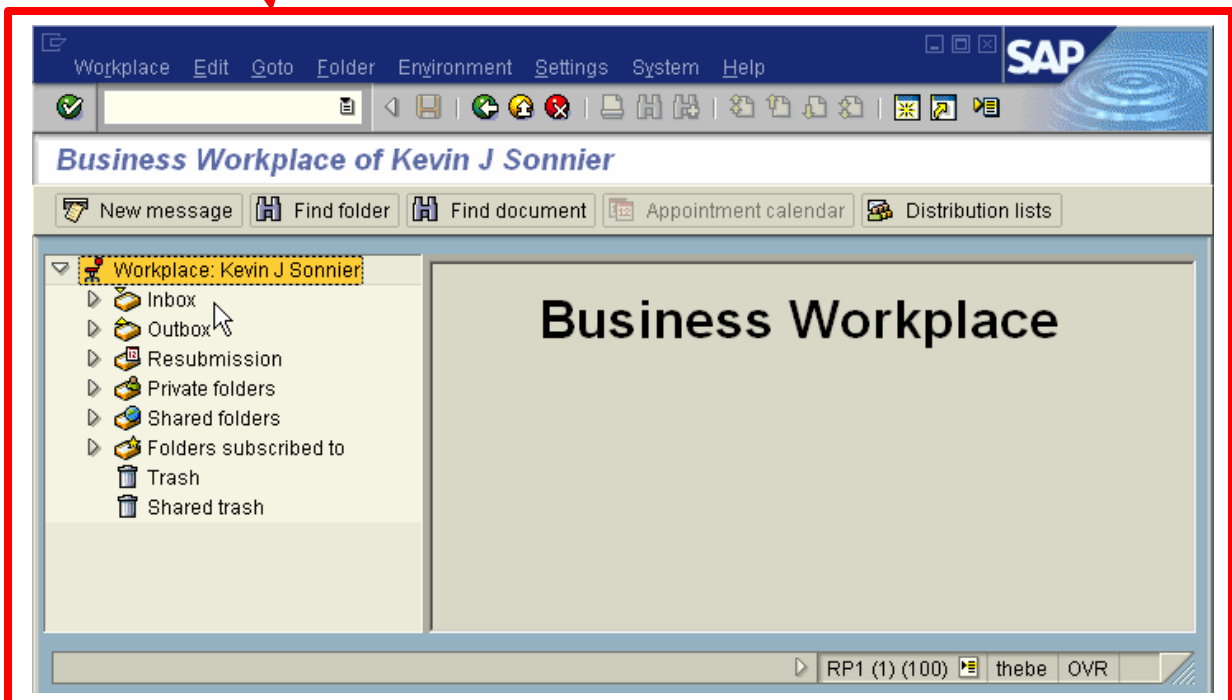
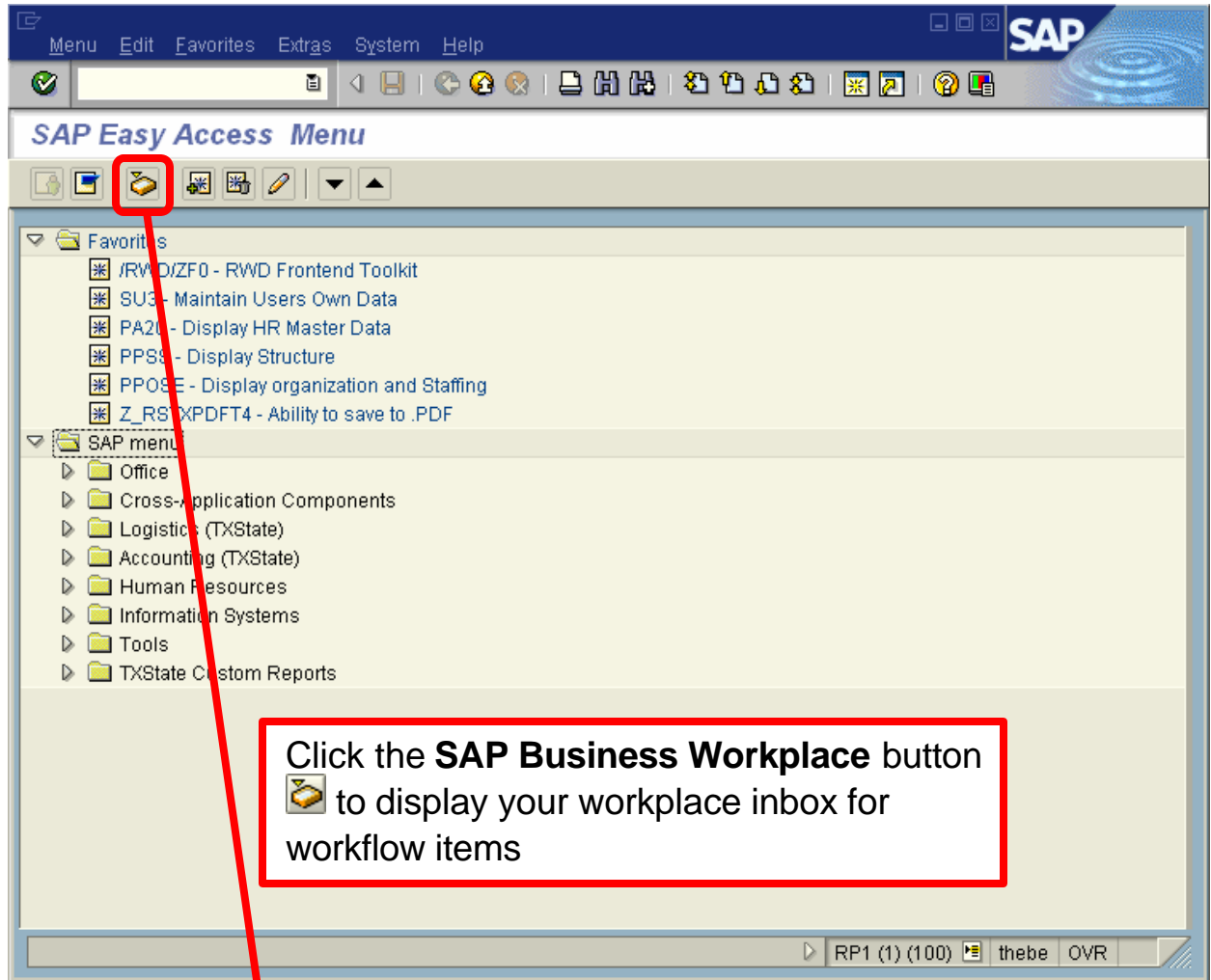
The screenshot shows the SAP GUI Logon screen. The top bar includes the SAP logo and menu options: User, System, Help. Below the top bar is a toolbar with various icons. The main area contains the following fields and text:

- Client:** 100
- User:** ks19 (highlighted with a red box)
- Password:** *****
- Language:** [Empty]

On the right side, there is a disclaimer: **Use of Texas State University computer and network facilities requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.**

At the bottom right, there is a status bar with the text: RP1 (1) (000) thebe OVR

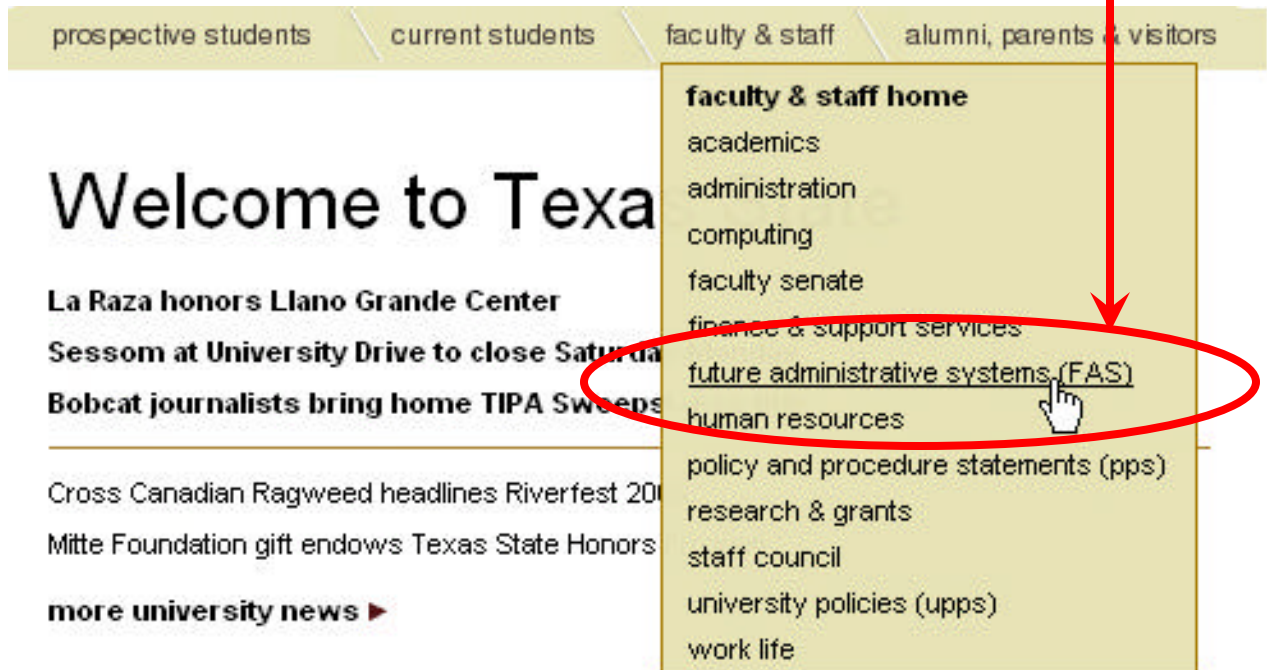
SAP GUI



Portal Logon

Go to the University's webpage and select "faculty & staff home" and then "future administrative systems (FAS)."

Or simply type <http://www.fas.txstate.edu> in the web browser's address bar.



The image shows a screenshot of the Texas State University website's navigation menu. The menu is located at the top of the page and includes the following items: prospective students, current students, faculty & staff, and alumni, parents & visitors. The "faculty & staff" item is selected, and a dropdown menu is displayed. The dropdown menu contains the following items: faculty & staff home, academics, administration, computing, faculty senate, finance & support services, future administrative systems (FAS), human resources, policy and procedure statements (pps), research & grants, staff council, university policies (upps), and work life. The "future administrative systems (FAS)" item is highlighted with a red oval, and a red arrow points from the text above to this item. A mouse cursor is also visible over the "future administrative systems (FAS)" item.

prospective students / current students / **faculty & staff** / alumni, parents & visitors

faculty & staff home
academics
administration
computing
faculty senate
finance & support services
future administrative systems (FAS)
human resources
policy and procedure statements (pps)
research & grants
staff council
university policies (upps)
work life

Welcome to Texas

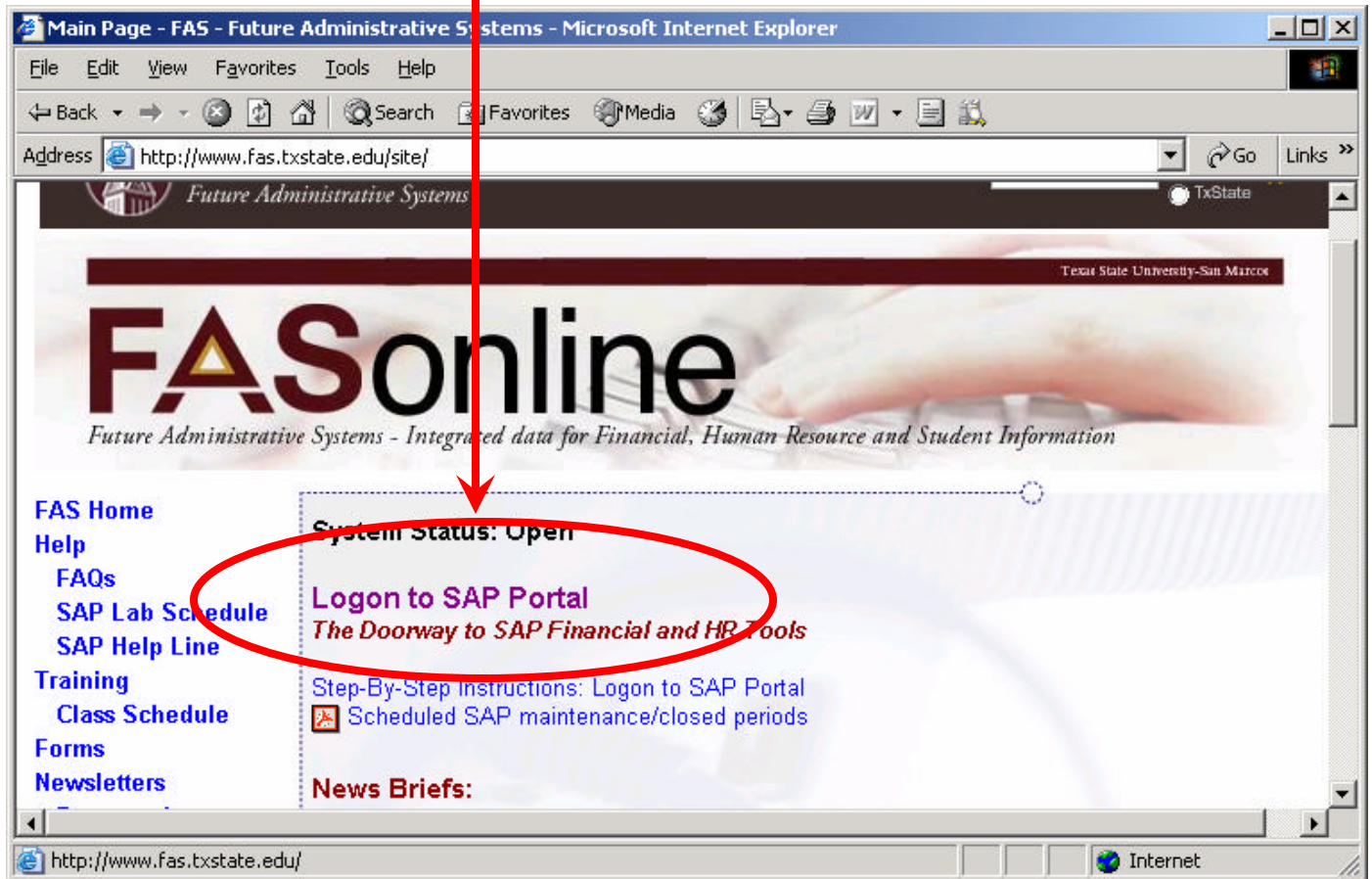
La Raza honors Llano Grande Center
Sessom at University Drive to close Saturday
Bobcat journalists bring home TIPA Sweeps

Cross Canadian Ragweed headlines Riverfest 20
Mitte Foundation gift endows Texas State Honors

more university news ►

Portal Logon

Click on the “Logon to SAP Portal” link.

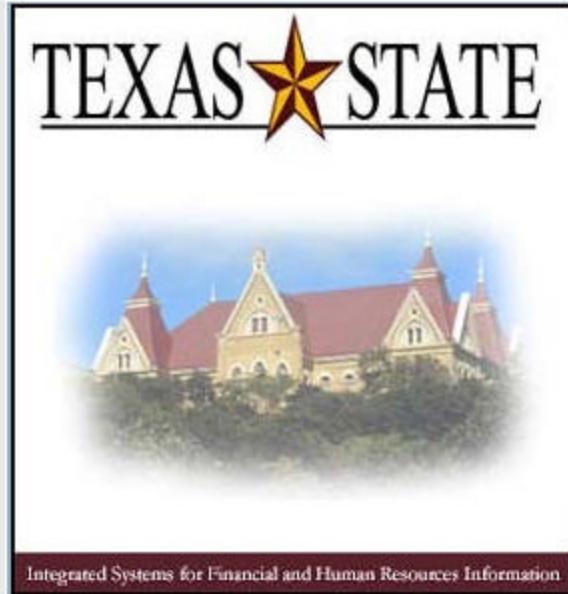


Portal Logon

Enter your User ID and Password, then click on the “Log on” button.

SAP Portal Logon
Financial & HR Tools

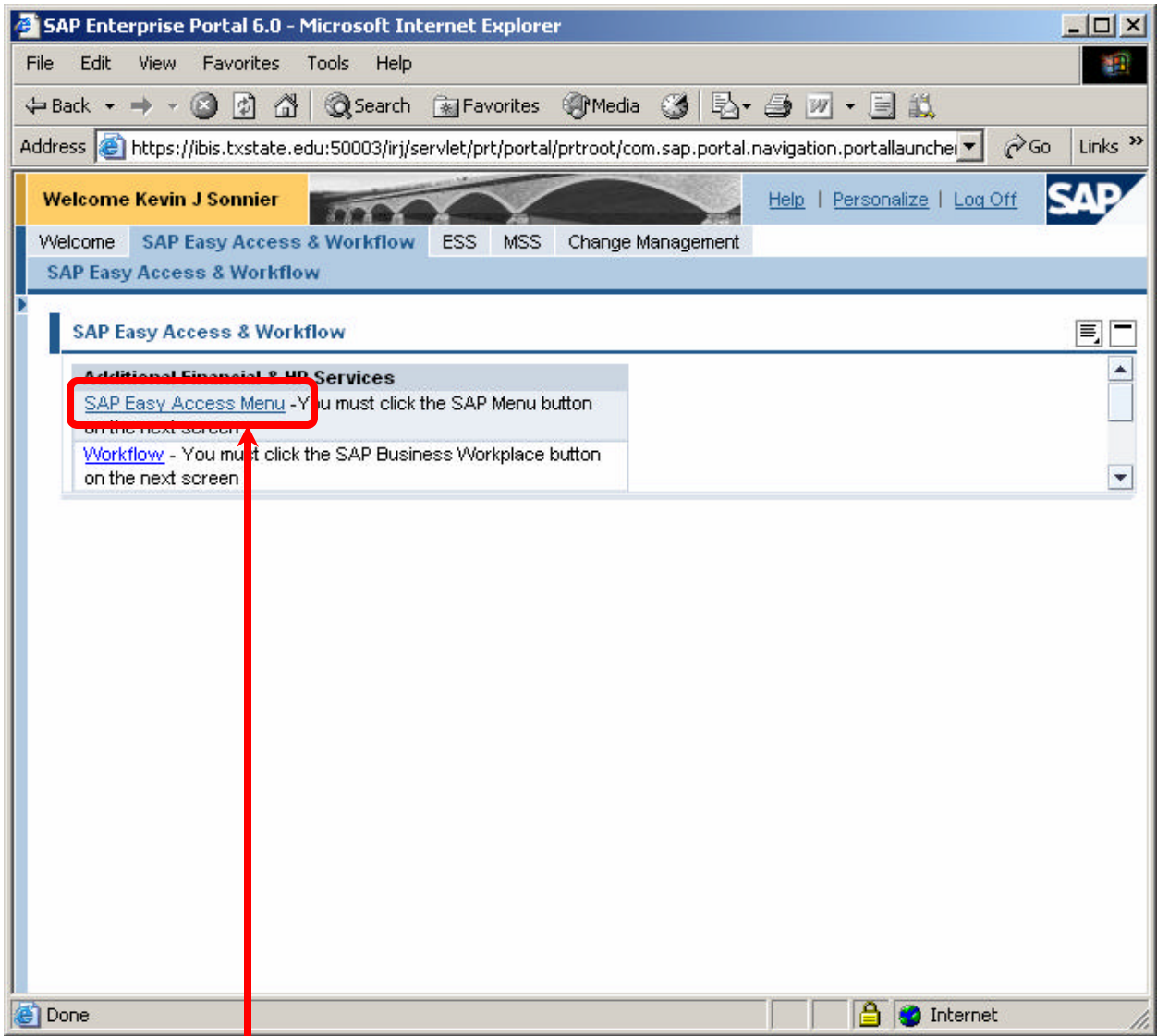
[Logon Problems?](#) [Get Support](#)



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Portal (web)



Click the [SAP Easy Access Menu](#) link to gain access to the SAP R/3 Easy Access Menu or Workplace Inbox (workflow).

