Sample Request for Time Keeper Roles

The following is an example of how to request time keeper roles for SAP access. *This form is only to be used by LAUSD employees.*

Click the link below to login and view the SAP Security Access Form for the BTS project: [http://btssecform-1p.lausd.net/](http://btssecform-1p.lausd.net/)

**Login to the SAP Security Access Form**

To access the form, log in using your Single Sign-On (SSO) user name and password. You do not need to enter the domain name (@lausd.net). If you cannot remember your password, click **Get Support** the link below; you will see a selection to reset your SSO password.

Once you have entered the Username and Password, **Logon** click to continue.
The SAP Security Access Form will display. Note that the system will automatically disconnect after 5 minutes of inactivity.

Indicate the nature of the request by clicking the following selections:
- Request New Role(s)
- Are you requesting Time Keeper/Approver roles: Yes

User Information

Based on your Single Sign-On, the form will be populated with your user information:
- Employee ID
- Email address
- First name
- Middle name
- Last name

You will be required to complete the following fields:
- Work phone number: Enter your work phone number in xxx-xxx-xxxx format. Entering the phone number in any other format will display an error message: Example: “’213-2415200’ is not a valid phone number. (eg: 213-241-1000)”. If the phone number is not entered before attempting to continue, the
following error message will display: “Please type your work telephone number, so that we can contact you regarding the request.”

- **Assignment:** Click the arrow next to the Assignment field to display and select the assignment the request is being submitting for. If you have more than one active assignment, specify which assignment you are submitting the request for. *If you wish to request roles for more than one assignment, you will need to submit a separate request for each assignment.* If no selection is made, the following error message will display: “Please select one assignment that will be associated with this request.”

Once an assignment has been selected, the associated Job Description and Location will display below the Assignment, followed by a list of predetermined roles for the assignment. These predetermined roles are referred to as “baseline” roles.

Once the assignment has selected, click to continue to the Security Role Selection screen.
The Time Keeper/Approver Role Selection screen will display.

- Click the selection for Time Keeper
- Click Yes or No to indicate whether the request is for a Summer School assignment
- Enter the 7 digit cost center(s) you are requesting access for

Click Next Step to continue.
Verify that the cost center(s) you’ve entered are correct. If you need to make a change, click [Go Back] to make your changes.

The screen will also display a list of time keepers (if any) for your location.

After verifying the entries, click [Next Step] to continue.
The Roles Selection Final confirmation page will display. Verify that the correct roles are displayed.

If you have requested Time Keeper roles for more than one location, you will see the roles displayed more than once.

Click to continue.
Verify that the user information is correct, that the selected roles are correctly displayed, and that any required role justification statements have been completed.

Click [Print this page] to print the form. Once the required signatures have been obtained, fax the completed form to the SAP security team at (213) 241-8020.

You will receive an email indicating receipt of your request. There is a 3 day turnaround time for requests that have been completed properly. Please refer to the Request Number when checking the status of your request.