

Login to SAP via the GUI (Windows PC)

1. Double-click the SAPLogon-Pad icon on your desktop.



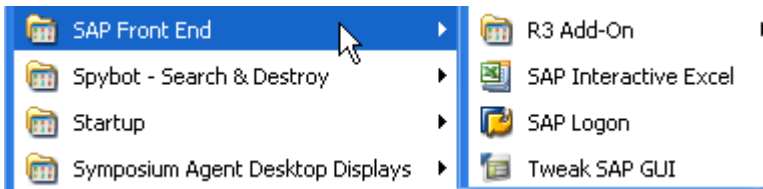
If the SAP icon is not on your desktop, click on the *Start* button



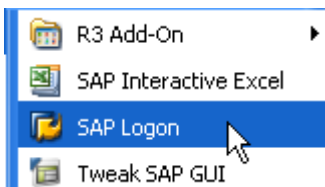
Hover on *All Programs* until the list of applications appears



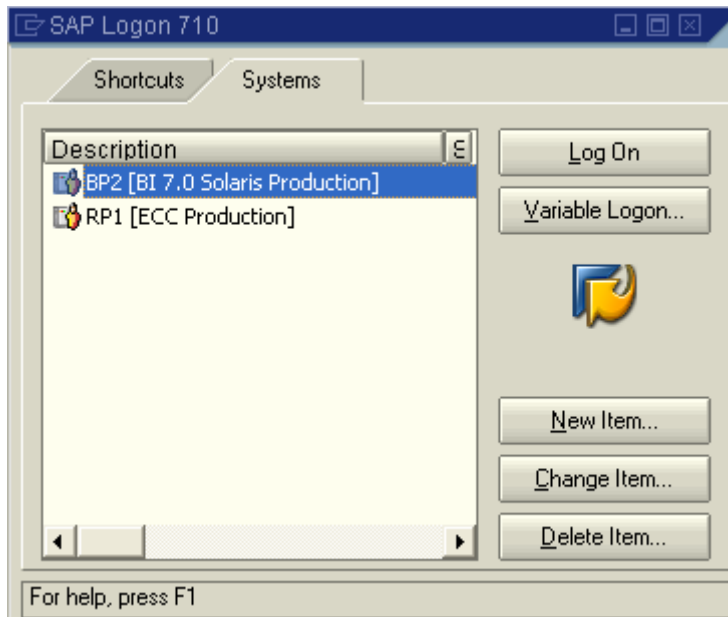
Hover on *SAP Front End*, so that you see a selection list



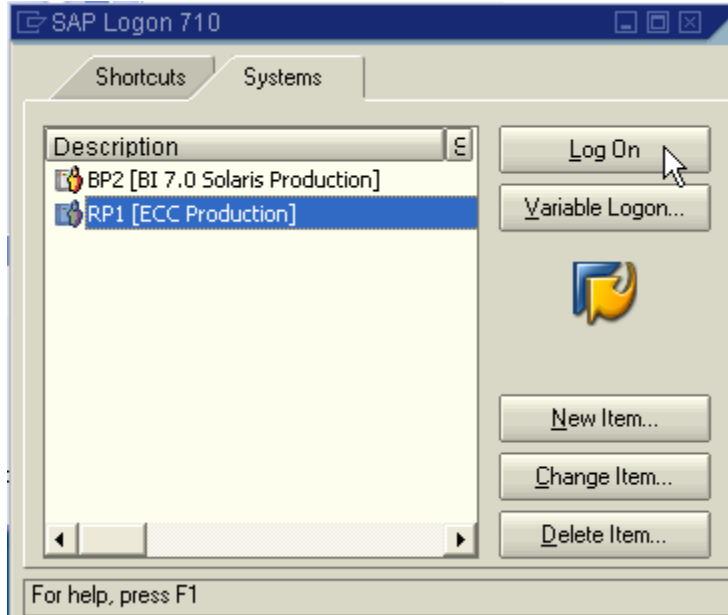
Then click on *SAP Logon*.



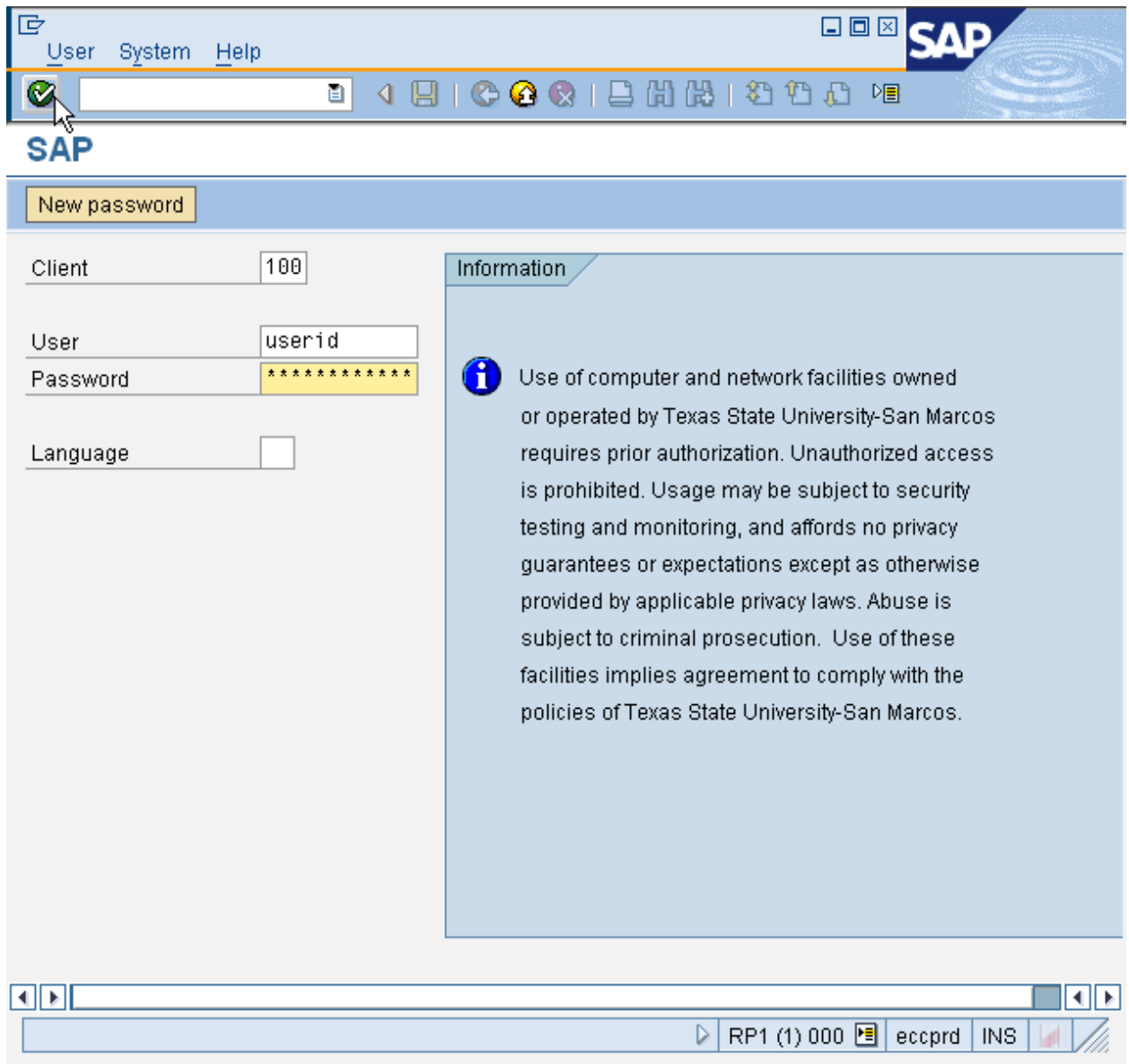
This will bring up the SAP Logon 710 pad.



2. Select the appropriate client from the Systems list and click on the Log On button.



3. Enter your User ID and Password and hit the **Enter** key or click on the  to access the **SAP Easy Access Menu** screen.



User System Help

SAP

New password

Client 100

User userid


Password *****

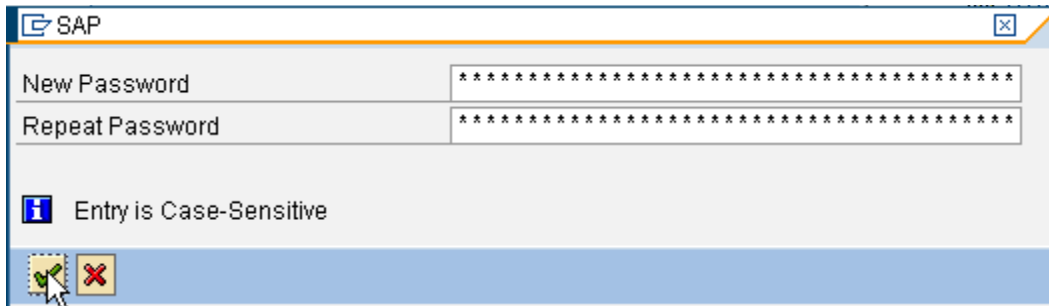
Language

Information

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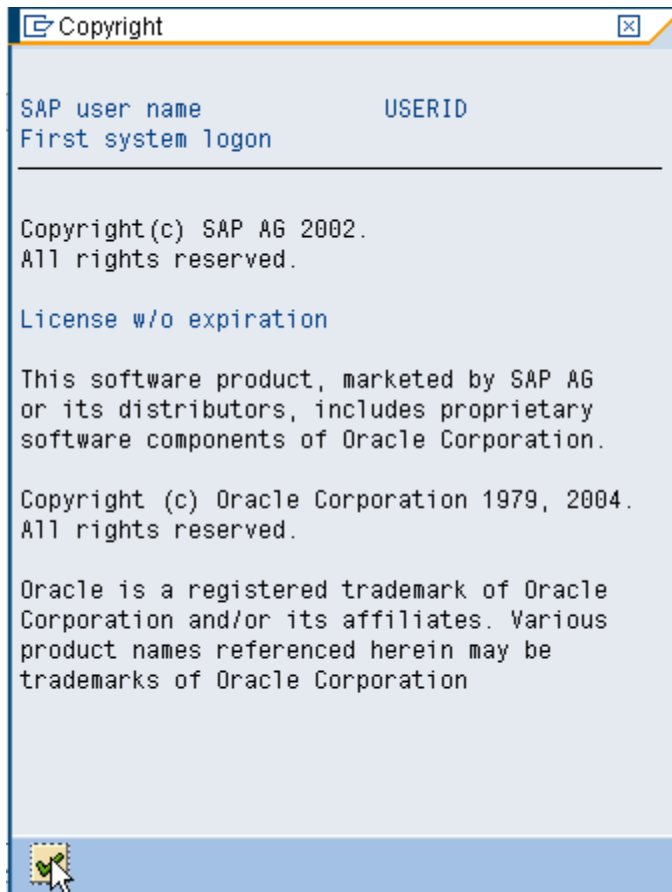
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4. If this is your first time logging on with a new temporary password, you will be asked to create a new password and confirm it. Enter the new password and hit the *Enter* key or you can click on .



The screenshot shows a window titled "SAP" with two input fields: "New Password" and "Repeat Password". Both fields are filled with asterisks. Below the fields, there is a checkbox labeled "Entry is Case-Sensitive" which is checked. At the bottom left, there are two icons: a green checkmark and a red X. A mouse cursor is pointing at the green checkmark icon.

You will then see the following screen which will disappear when you hit the *Enter* key or click on .



The screenshot shows a window titled "Copyright" with the following text:

```
SAP user name          USERID
First system logon

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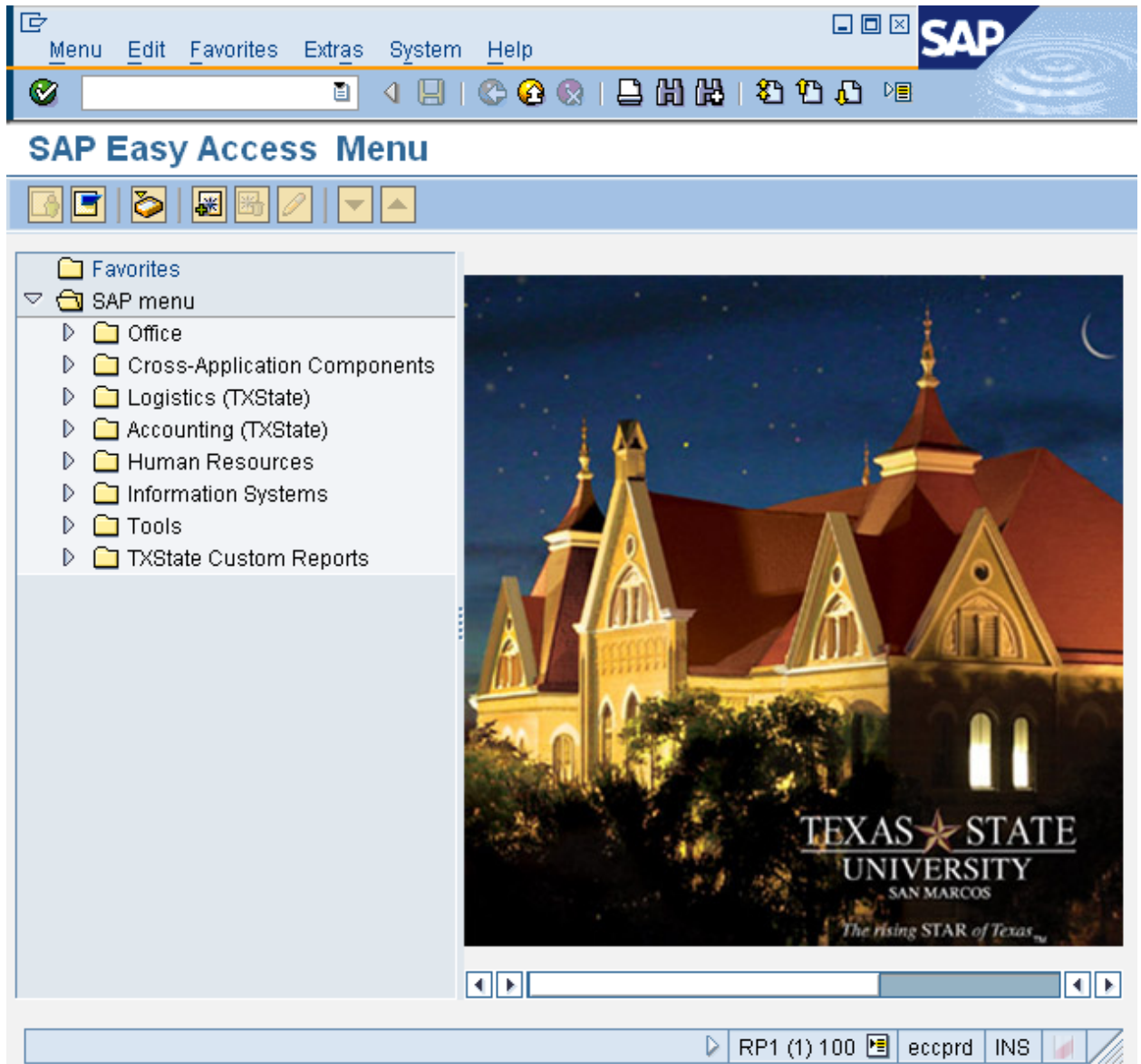
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At the bottom left, there is a green checkmark icon with a mouse cursor pointing at it.

5. The **SAP Easy Access Menu** screen will appear.



6. You are now logged into the SAP GUI and are ready to proceed with your transaction.