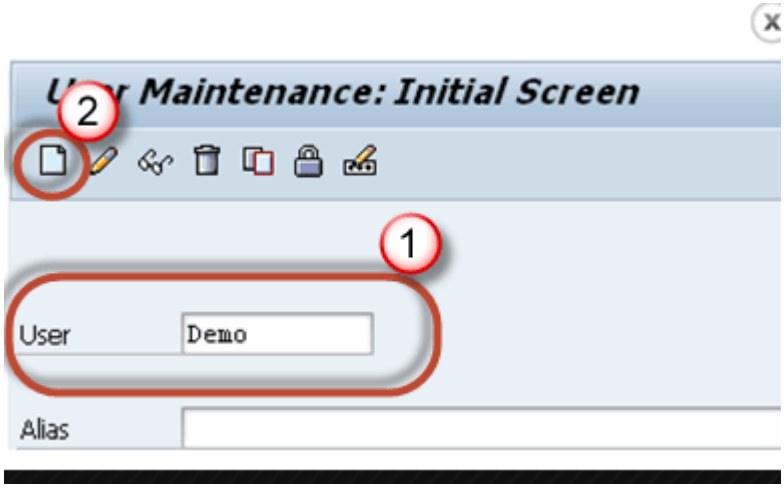
SU01: How to Create a New User in SAP

Following are the detailed steps to create a user in SAP

Step 1) Execute T-code SU01

Step 2)

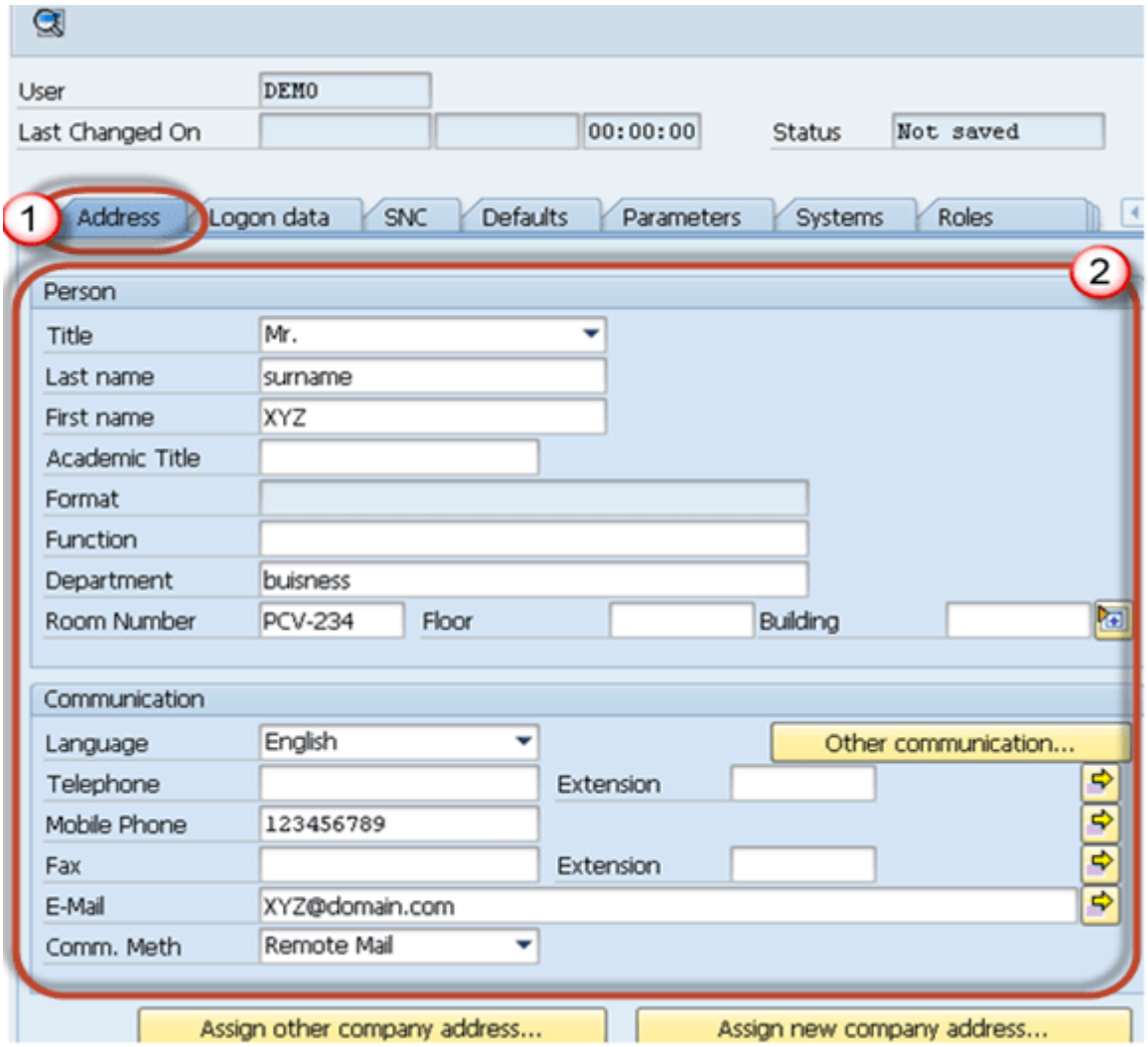
1. Enter **Username** which you want to create.
2. Click the create button



Step 3) In the next screen

1. Click the **Address** tab.
2. Enter Detials

1. **Title:** – Update the title from drop down list.
2. **Last Name:** – Update the user last name, this is mandatory field that to be update.
3. **First name:** – Update the first name of user.
4. **Communication:** – Update all communication details of user like mobile number, email id and default language.



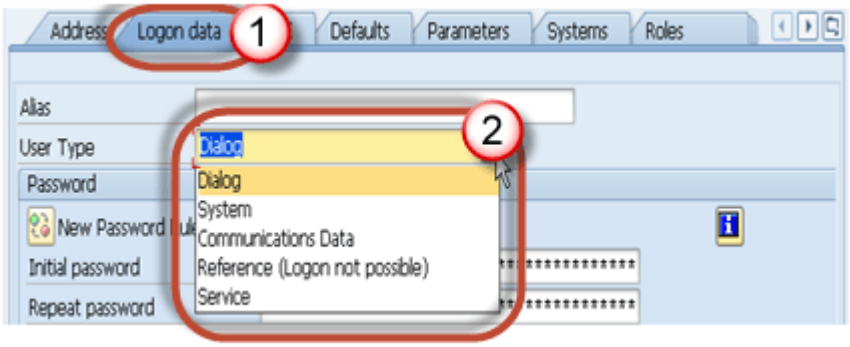
Step 4) Choose the user type in **Logon Data** tab.

Logon data: – On logon data tab, update the following details.

1. **User type:** – Update the user type that you want to assign to the used id.
2. **Password:** – Update the initial and repeat password (for e.g. SAP@123456), later user can change the password. It is mandatory to follow the password parameters
3. **Validity period:** – Update the valid period start data and last date.

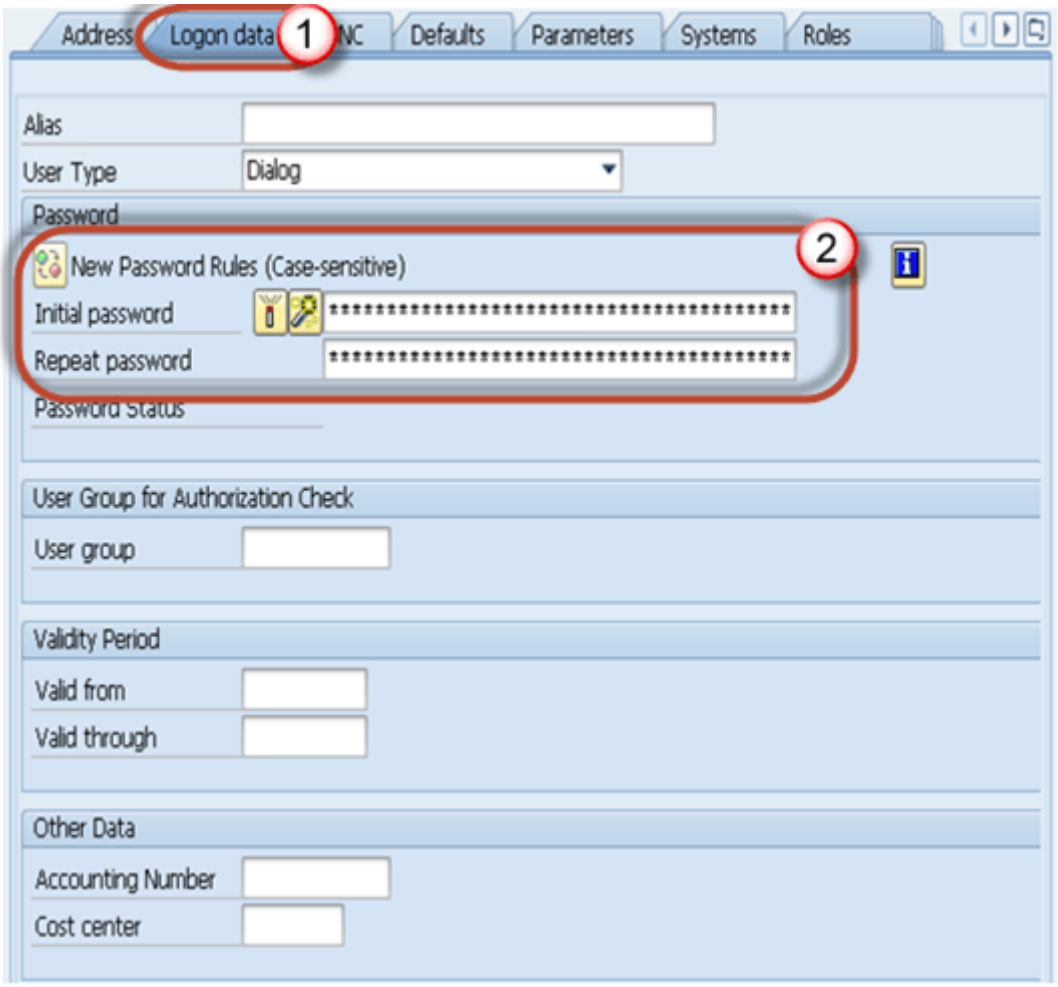
There are 5 types of users in sap:-

1. **Dialog user**: - Normally it is used for interactive system access from GUI (used for human users)
2. **System user**: - Normally it is used for Background processing, communication within a system.
3. **Communication user**: - It is used for external RFC calls.
4. **Service user**: - Dialog user available to a larger, anonymous group of users.
5. **Reference user**: - General, non-person related users that allows the assignment of additional authorizations. Example, Internet users created with transaction SU01. No logon is possible.



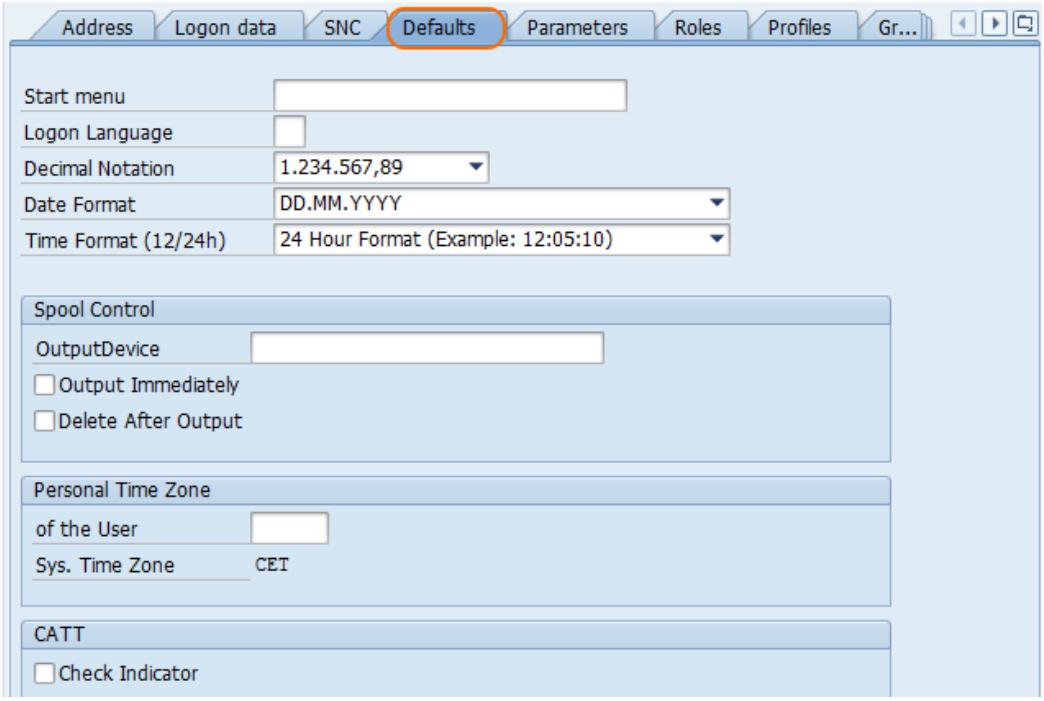
Step 5) Type the **initial password** for 2 times.

On first logon of the new user , system will ask to re-set the password.

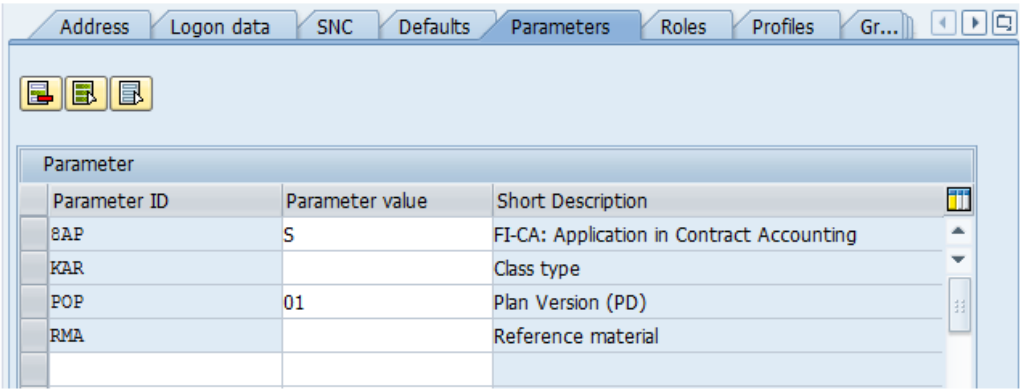

Address
Logon data
1
NC
Defaults
Parameters
Systems
Roles
Alias
User Type
Dialog
Password
2
New Password Rules (Case-sensitive)
Initial password
Repeat password
Password Status
User Group for Authorization Check
User group
Validity Period
Valid from
Valid through
Other Data
Accounting Number
Cost center

Default tab: – Click on default tab and update the following information.

1. You can update default details of Logon language, date format, time format, start menu and so on.
2. Spool Control: – Specify the output device like printer.
3. Personal Time Zone: – You can specify the time zone of user based on his location.



Parameters: – Update the parameters and parameter value.



The **parameter tab** is **used** for many purposes. One of the main **uses** is to pre-define fields in SAP. For example - In Transaction ME21 there is a field for "site".

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For example - In Transaction ME21 there is a field for "site".

If you press F1 on the field and then press on the technical info (The spanner icon) - You will see that the field parameter ID is called "WRK"

If you go into SU01 --> Paramaters

If you put in "WRK" and then the value AAA - This will mean that every time you go into ME21 the value AAA will be automatically maintained in the Site field.

It will also apply to any other transaction in SAP where you are able to put in Site.

This helps improve efficiency and saves a couple seconds here and there.

ABAPers can also program a check on a parameter.

Example:

We did not want users to access a specific transaction during the day.(7AM - 5PM)

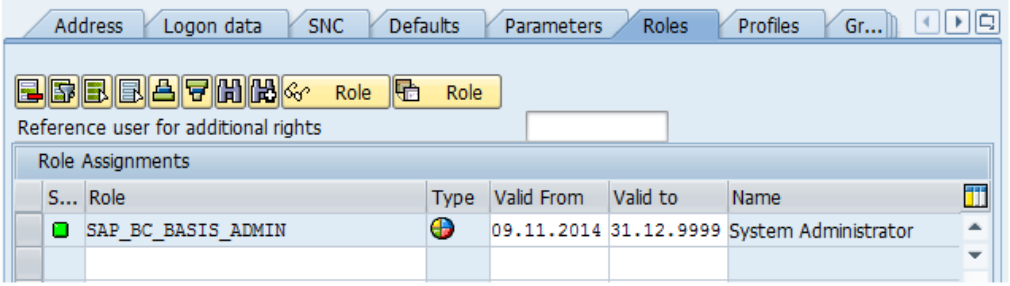
The program would check the user - if the user had the value "X" in a specific Z parameter - It would allow them to access it.

Step 6)

1. Select the roles tab
2. Assign roles as per requirements

Role tab: –

User Role is one of the important step to be assign to a user. The admin has to assign a particular role to a user to perform his tasks. For example if you are create user for system admin, here we assign role to the user.

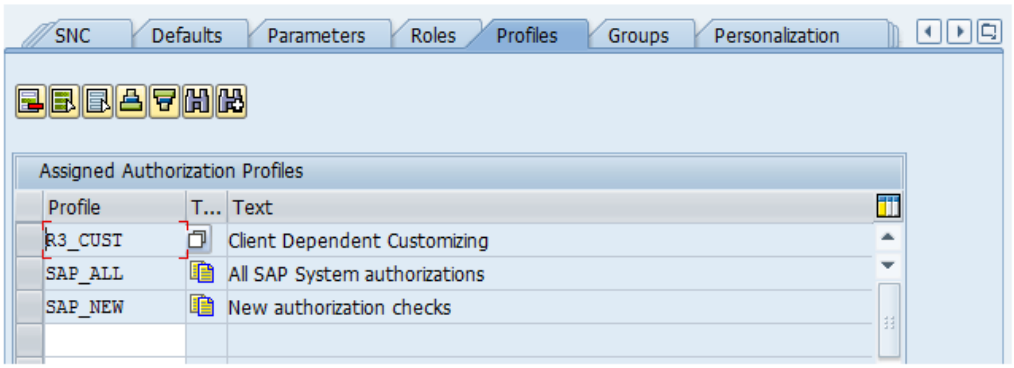


Step 7)

1. Select the **profiles** tab
2. Assign profiles as per requirements

Profiles

It is the mandatory field that you have to assign profile to a user, SAP provides predefined SAP_All means user will be have authorization for all transactions.



Group: – Assign user to a specific user group.

You can assign **SAP_ALL** and **SAP_New** profile to user for **full authorization.**

- **SAP_ALL**:You assign this profile to users who are to have all R/3 authorizations, including super-user authorization.
- **SAP_NEW**:You assign this profile to users who have access to all currently unprotected components. The SAP_NEW profile grants unrestricted access to all existing functions for which additional authorization checks have been introduced. Users can therefore continue to work uninterrupted with functions which are subject to new authorization checks which were not previously executed.

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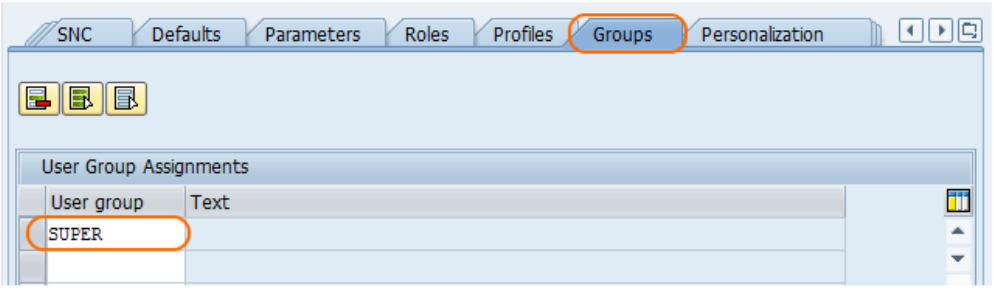

After updating all the mandatory fields, click on save button to save the configured new user id in SAP.

Personalization tab is the rarely **used tab in SU01**. I am sure, most of the security consultant doesn't know the purpose of it? It is **used** to assign the **personalized** objects which has some default settings such as e.g Workflow/Approvals , User layouts etc., Table SPERS_OBJ holds the information

Step 8)

1. Press **save**
2. Then the **back button (F3)** button