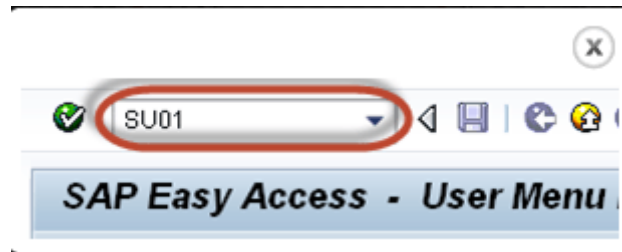


## SU01: How to Create a New User in SAP

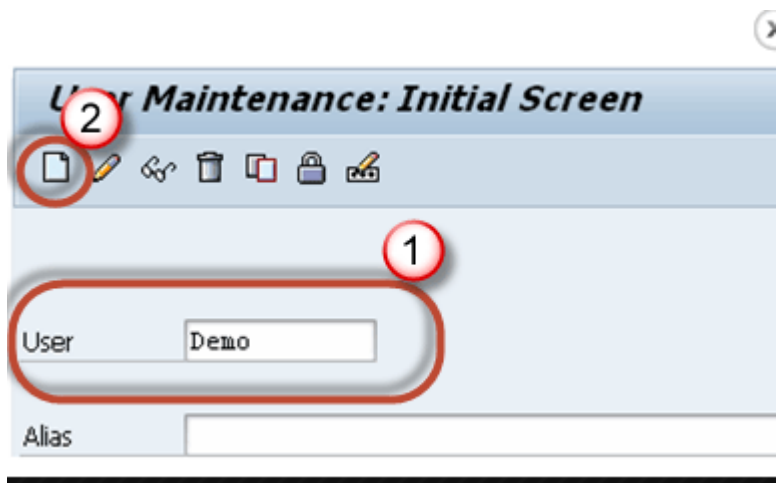
Following are the detailed steps to create a user in SAP

**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 Details

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.

User: DEMO  
Last Changed On: 00:00:00  
Status: Not saved

1 Address Logon data SNC Defaults Parameters Systems Roles

Person

Title: Mr.  
Last name: surname  
First name: XYZ  
Academic Title:  
Format:  
Function:  
Department: buisness  
Room Number: PCV-234 Floor: Building:

Communication

Language: English  
Telephone: Extension:  
Mobile Phone: 123456789  
Fax: Extension:  
E-Mail: XYZ@domain.com  
Comm. Meth: Remote Mail

Other communication...  
Assign other company address...  
Assign new company address...

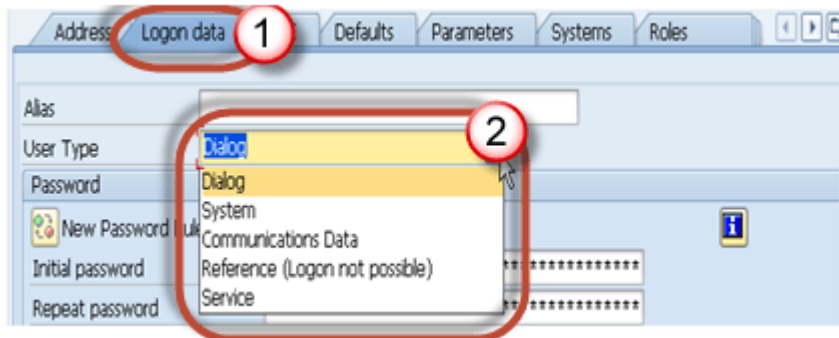
**Step 4)** Choose the user type in **Logon Data** tab.

**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

 New Password Rules (Case-sensitive) **2** 

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.

The screenshot shows the 'Defaults' tab in the SAP configuration interface. The 'Start menu' field is empty. 'Logon Language' has a dropdown arrow. 'Decimal Notation' is set to '1.234.567,89'. 'Date Format' is set to 'DD.MM.YYYY'. 'Time Format (12/24h)' is set to '24 Hour Format (Example: 12:05:10)'. The 'Spool Control' section includes an empty 'OutputDevice' field and two unchecked checkboxes: 'Output Immediately' and 'Delete After Output'. The 'Personal Time Zone' section shows 'of the User' with an empty field and 'Sys. Time Zone' set to 'CET'. The 'CATT' section has an unchecked 'Check Indicator' checkbox.

**Parameters:** – Update the parameters and parameter value.

The screenshot shows the 'Parameters' tab in the SAP configuration interface. It features a table with the following data:

Parameter ID	Parameter value	Short Description
BAP	S	FI-CA: Application in Contract Accounting
KAR		Class type
POP	01	Plan Version (PD)
RMA		Reference material

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".

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".

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 --> Parameters

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)

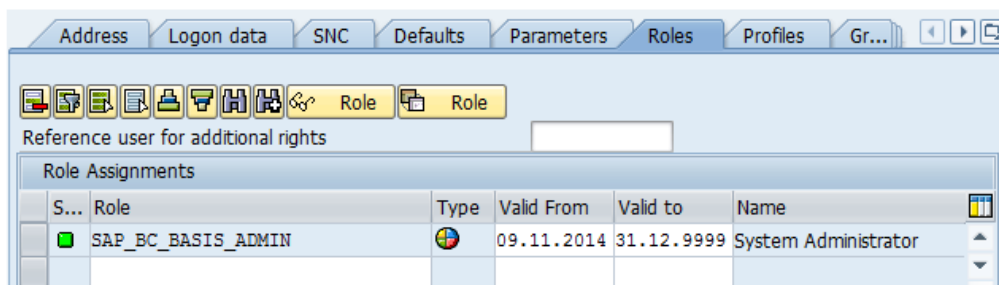
The program would check the user - if the user had the value "X" in a specific Z parameter - It would allow them to access it.

## 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.

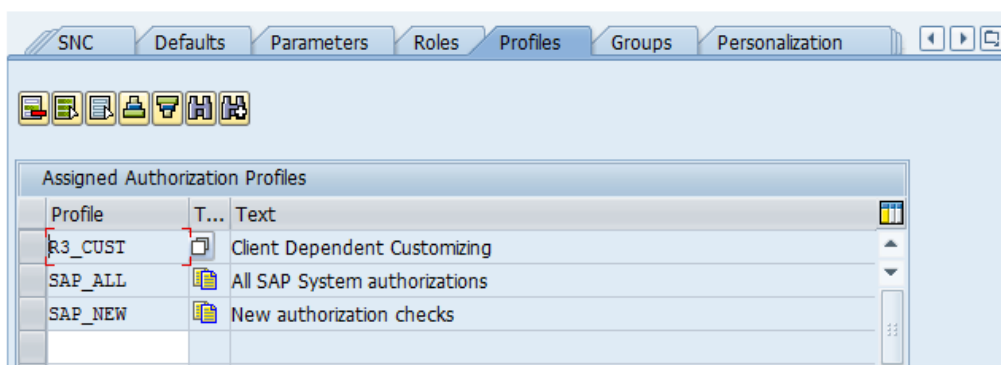


## Step 7)

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.

**Group:** – Assign user to a specific user group.



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

