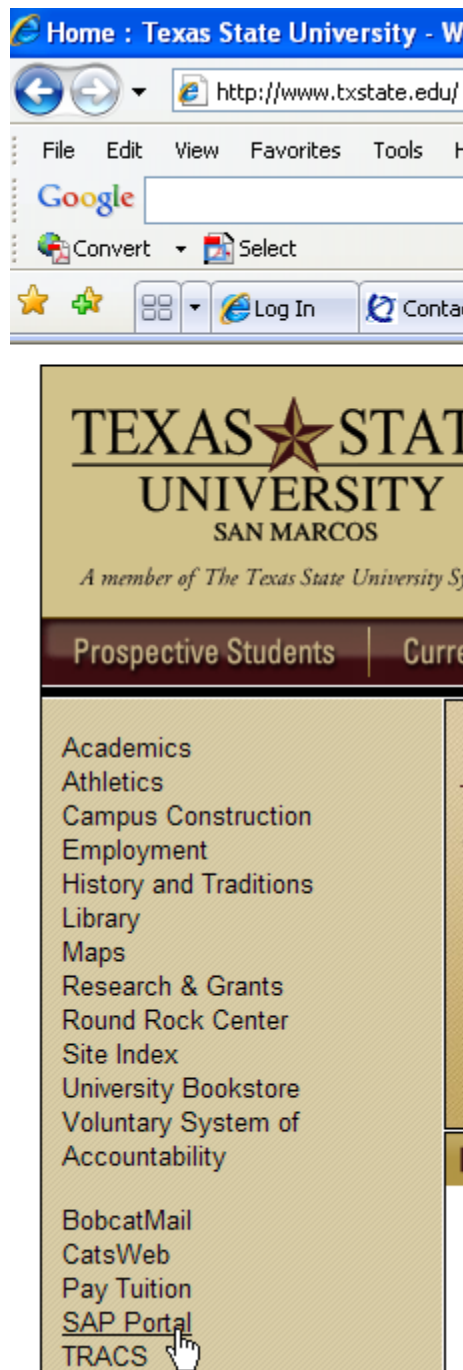





Changing your SAP Password via the SAP Portal (Windows PC)

1. **Open Internet Explorer (IE) to the Texas State homepage. Click on the *SAP Portal* link. [If you're using a Mac, you must use the Mozilla Firefox browser.]**




2. You must know your current password in order to manually change it to a different password. On the Logon screen, enter your User ID and Password and hit the *Enter* key or click on the  button.

 **TEXAS STATE UNIVERSITY**
SAN MARCOS
The rising STAR of Texas





SAP Portal



Net ID

Password

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

Use of computer and network facilities owned or operated by Texas State University-San Marcos requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University-San Marcos.

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Need Help?

[SAP Resources](#)
This website provides a central location for help on using SAP for your financial and human resource activities.

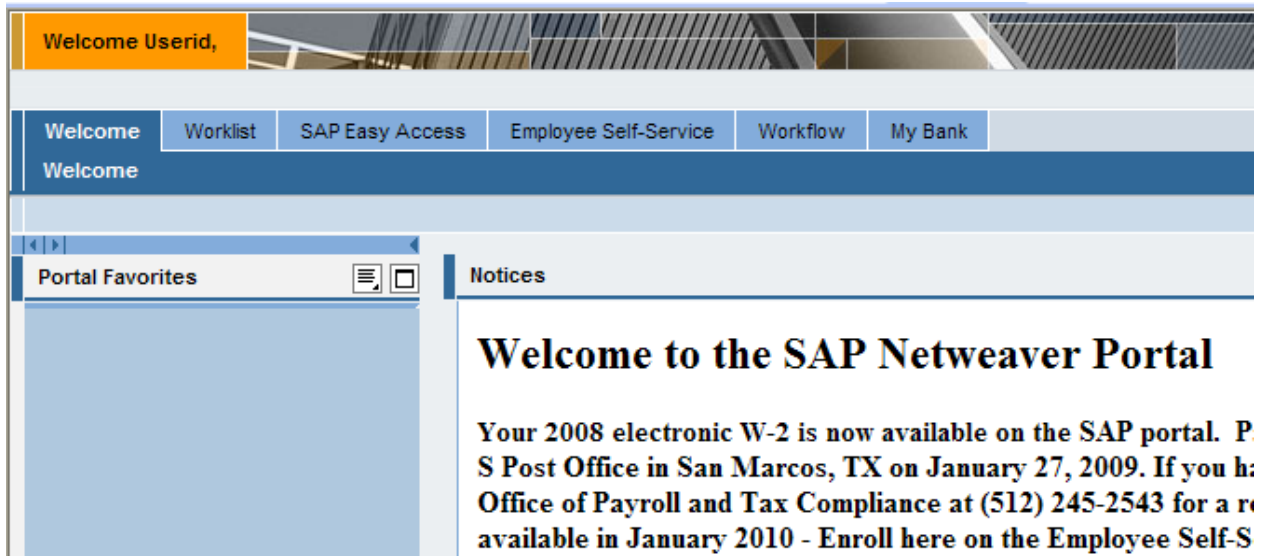
Browser Support:
For browser support issues, please [contact 245-ITAC\(4822\)](#).

If you are using Internet Explorer 8 to access the SAP portal, you will need to set the browser's "Compatibility View". Please see the ITAC help page on [Enabling "Compatibility View"](#).

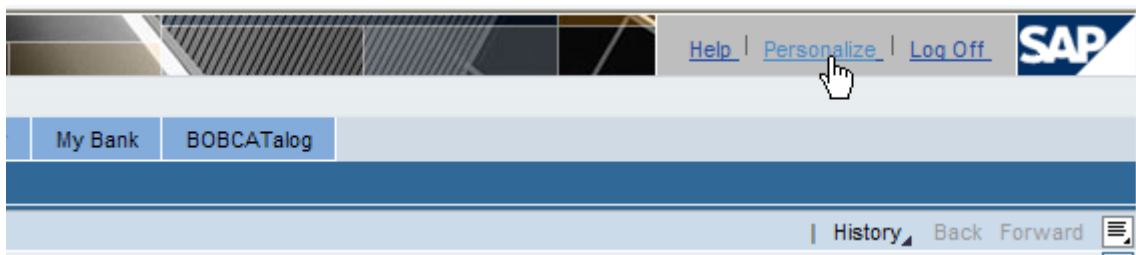
Password Information:
Password length is 8 to 12 characters and must include at least 1 numeric digit. Passwords are case sensitive, should not be re-used, and should not contain any dictionary words.

SAP Maintenance:
The SAP systems may be unavailable from midnight on Saturday through noon on Sunday for weekly maintenance.

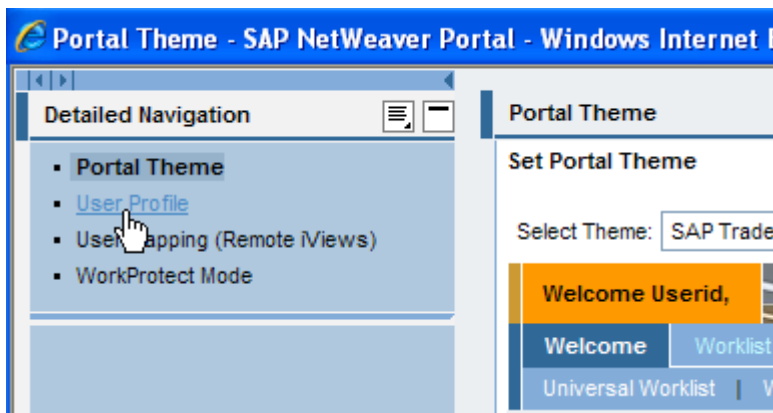
3. The Welcome screen will appear.



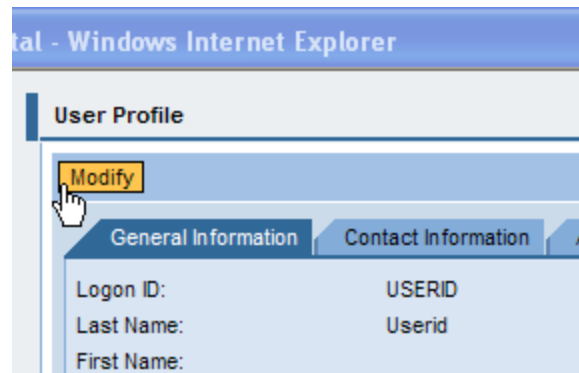
4. Go to the top right of the Welcome screen and click on the Personalize link.



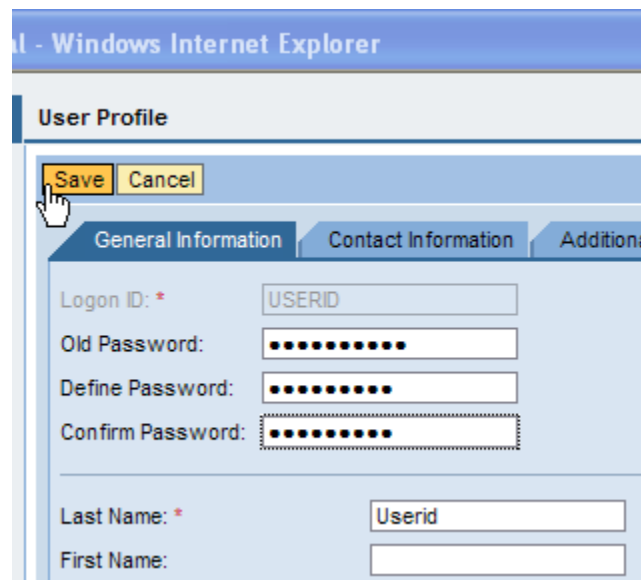
5. Click on the User Profile link.



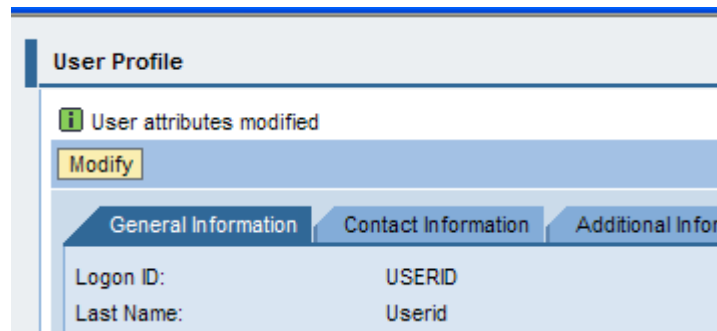
6. Make sure you're on the "General Information" tab. Click on the "Modify" button.



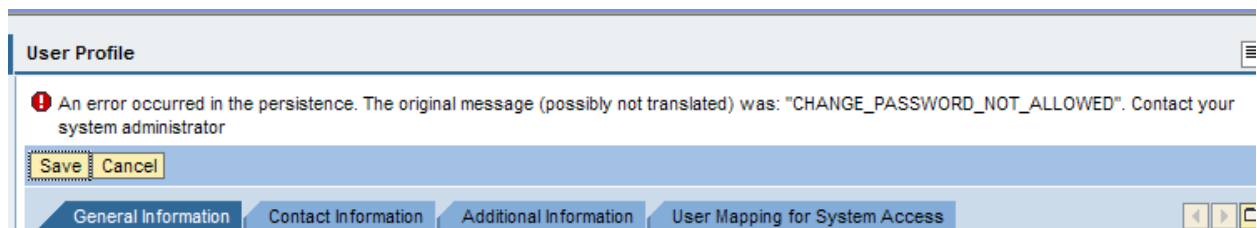
7. Enter your existing password in the "Old Password" box. Then create a new password and type it into the "Define Password" and "Confirm Password" boxes. Then click on the "Save" button.



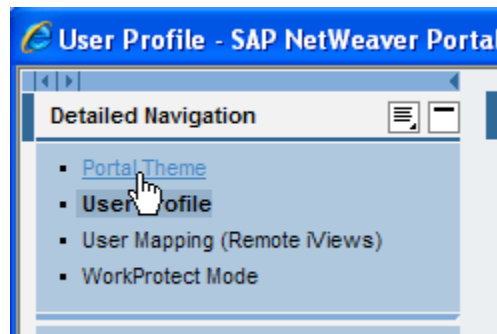
8. If you are successful in changing your password, you will see the following message:



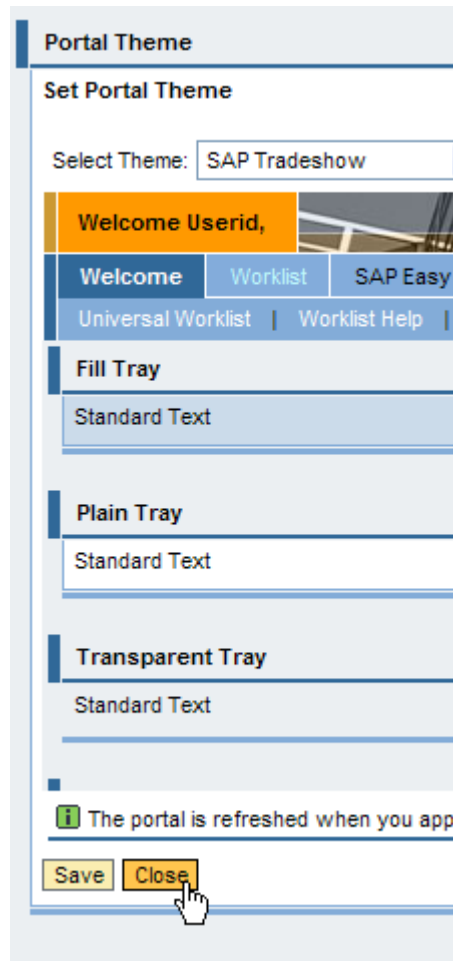
If you get the following message, it means that you are attempting to change your password twice on the same day and you are only allowed one password change a day:



9. To close this window, click on "Portal Theme".



10. Follow by clicking on the “Close” button.



11. When you are ready to exit the SAP Portal, click on the *Log Off* link in the top, right-hand corner of your browser screen.

