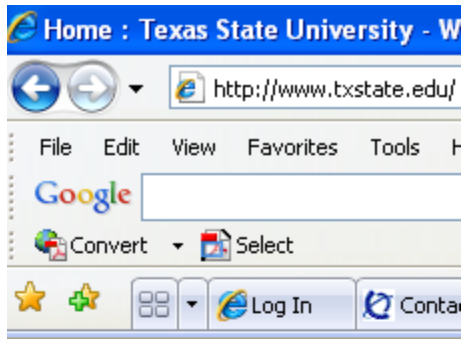



# Login to SAP via the SAP Portal


(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. 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. If this is your first time logging on with a new temporary password, you will get a message telling you that the *Password has expired* and will present a screen so that you can create and confirm your new password.

Type the temporary password into the *Old Password* box. Enter your new password into the *New Password* and *Confirm Password* boxes.

Hit the *Enter* key or click on .



**!** Password has expired

Change Password

User ID

Old Password

New Password

Confirm Password

4. The *Welcome* screen will appear.

Welcome Userid,

Welcome Worklist SAP Easy Access Employee Self-Service Workflow My Bank

Welcome

Portal Favorites Notices

## Welcome to the SAP Netweaver Portal

Your 2008 electronic W-2 is now available on the SAP portal. P S Post Office in San Marcos, TX on January 27, 2009. If you h: Office of Payroll and Tax Compliance at (512) 245-2543 for a r available in January 2010 - Enroll here on the Employee Self-S

5. You are now logged into the SAP Portal and are ready to select the appropriate tab.

6. 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.

