READ THE DIRECTIONS and FOLLOW THE DIRECTIONS VERY CAREFULLY!  99 times out of 100, when a student has a problem with this assignment it is because they did not follow the directions carefully!

Students should plan on each exercise taking roughly 45 minutes to complete.  They can start and finish exercise 1 and later start and finish exercise 2 but students always seem to run into trouble if they only complete part of an exercise at one sitting and try to pick up in the middle of that exercise later.

The SAP desktop application (the SAPGUI) should be installed on all of the machines in the labs and breakout rooms in Speakman and Alter Halls.  There are a few different ways to work when completing this assignment and I would recommend the following approach in the following order:

1.       Complete the assignment in the lab where the SAP Helpdesk is being run during one of the times when one of our student SAP consultants are working.  If you run into problems you can ask the consultant.  This is the best way for you to get through this assignment successfully.

2.       Students can also use any of the machines in Speakman and Alter Halls.  However, they won’t have any help from the student SAP consultants unless they are in the right lab at the right time.

3.       Students can use their own machines but they will need to install the SAPGUI on their machine.  Here is a link that they can use to get access to this software.  We do not provide any support for this but students have never had any problems doing this in the past.

<https://www.dropbox.com/sh/jizh1o4lb43i0bv/AAA46cqlUbgh5Hn6vQ4bS1pea?dl=0>

Students will need the following to login to SAP:

1.       SAPGUI – System ID – This is the name of the SAP system that you will be accessing.  Each section may be using a different SAPGUI – System ID.  Your ID will be noted in the excel file provided with all usernames and passwords.

2.       Client Number – An SAP system can have multiple “clients” and each client is identified by a unique three digit number.  Your client number will be noted in the excel file provided with all usernames and passwords.

3.       Student Userid – These are the userids that get assigned to the students.

4.       Student Password – Every student will start with the same password and will have to change it the first time they login.

You will need three documents which you can find on this class site to complete this assignment:

1.       Learn IT! #3 – How to Use SAP – This document gives students the basics when it comes to simply getting logged into SAP and basic navigation of the system.

2.       Learn IT! #3 – Exercise 1 of 2 – Sales Order Exercise – This is the first of two exercises students need to complete.

3.       Learn IT! #3 – Exercise 2 of 2 – HR Exercise – This is the second of two exercises students need to complete.