

Requesting Evisions Access Using IRIS Transaction ZSESATAUTH000

1. Run transaction ZSESATAUTH000 found under IRIS User Tools -> User Access -> Satellite System User Request
2. Enter Personnel Number and hit enter
3. Select Evisions radio button
4. Select Request (near top of form)

The screenshot shows the SAP 'Satellite System Authorization Form - Initial' interface. The form includes a 'Personnel no' field with a yellow highlight, a 'User ID' field, and a radio button selection area with options: ARCHIBUS, ESM, EVISIONS, and TALEO. The 'Request' radio button is selected. The interface also features a 'Display' button, a 'Request' button, and a 'Workflow History' tab. The SAP status bar at the bottom shows 'PRD (1) 300' and 'r3app8 OVR'.

4 - Choose request

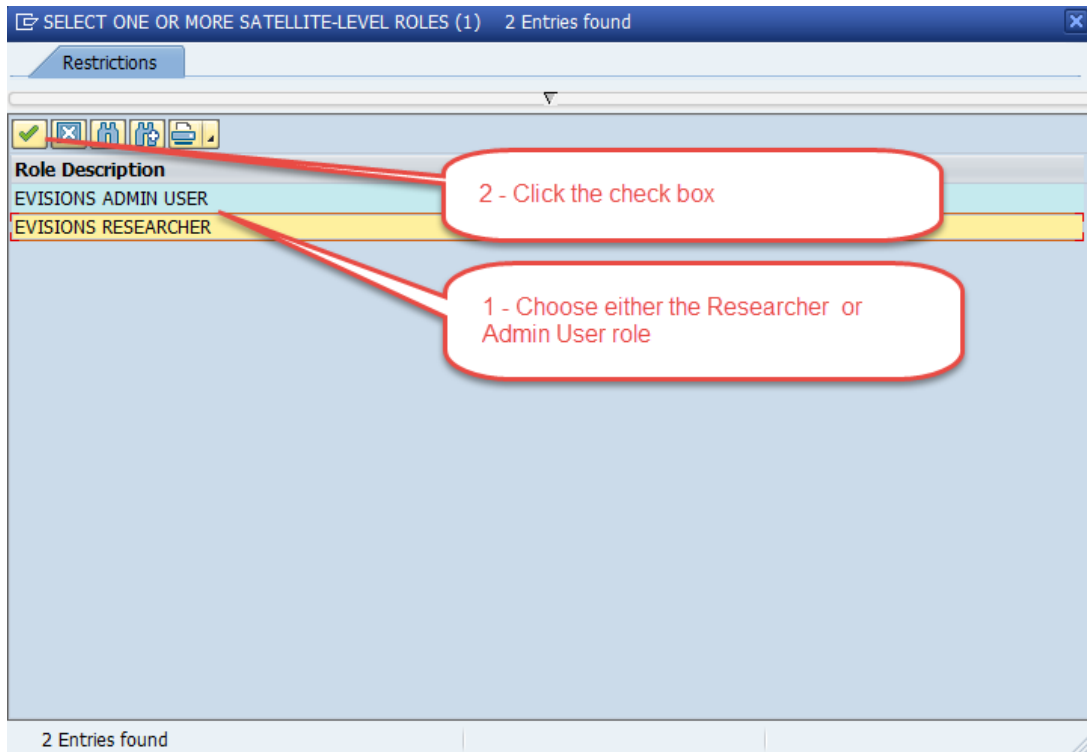
1 - Enter PerNo

2 - Verify correct NetID or Personnel information

3 - Select Evisions

After you choose request a new window will open where you make your role selection.

1. Highlight the role needed for this person. The Researcher role is for anyone who may be added to a proposal in SP or 424. The Admin role is for those who will ONLY be making approvals in SP.
2. Choose the check box to record your selection. The window will close automatically.



Complete the request using the following steps

1. Double check the personnel number and user information
2. Adjust the validity date if necessary
3. Add an explanatory note if necessary
4. Click Submit for Approval (near the top of the form)

Should you need to remove or change the Evisions role:

Use the green pencil to change the role. Complete your request by choosing Submit for Approval after making the changes.

Use the red delete button to request Evisions access be removed. Complete request by choosing Submit for Approval.