

Frequently Asked Questions for SAP USER ID and SAP Password Reset

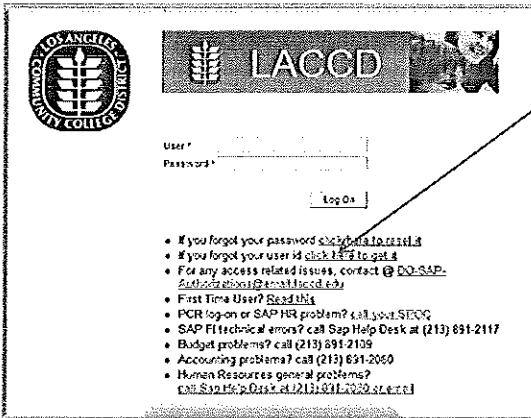
Password reset and SAP User ID inquiries

1. Question: What is a my SAP User Id?

Answer: Your SAP User Id is typically the same as your email address without the domain address. For example – email account (smithj@lamission.edu). The SAP User ID would be SmithJ.

2. I don't know my SAP User Id. How can I find out what my SAP USER ID is?

Answer: You can have SAP send you your SAP USER ID by selecting the "If you forgot your user ID –click here to get."



The screenshot shows the SAP login interface for LACCD. It includes the LACCD logo, a login form with 'User' and 'Password' fields, and a 'Log On' button. Below the form, there is a list of links for various SAP-related issues:

- If you forgot your password click [here to reset it](#)
- If you forgot your user id click [here to get it](#)
- For any access related issues, contact @ DO-SAP-AuthAndAccess@lamission.edu
- First Time User? [Read this](#)
- PCR log-on or SAP HR problem? call your SECC
- SAP FI technical errors? call Sap Help Desk at (213) 891-2117
- Budget problems? call (213) 891-2109
- Accounting problems? call (213) 891-2050
- Human Resources general problems?
call Sap Help Desk at (213) 891-2029 or email

And filling in the information below with your First and last Name as recorded in SAP HR and your employee number. Once this is done you will be sent an email to your work email address with your SAP User ID.

Forgot Your SAP User ID?

Please provide the information below to retrieve your SAP User ID.

Information you provide should match SAP HR records.

Personal Information

First Name:

Last Name:

Employee Number: (format: 11111111)

3. Question: How do I reset my password?

Answer: You can reset your password by using the SAP Portal password reset application.

Here is the link

https://securepro.laccd.edu:8443/SecurePro/faces/PassReset.jsp?form1:tabset:tabsetPanel:passup_submittedLink=form1:tabset:tabsetPanel:passup

LACCD

User:

Password:

- If you forgot your password [click here to reset it](#)
- If you forgot your user id [click here to get it](#)
- For any access related issues, contact @ [DO-SAP: 833-0426/213-891-2117](#)
- First Time User? [Click Here](#)
- PCR logon or SAP HR problem? [call your SBQC](#)
- SAP FI technical errors? [call Sap Help Desk at \(213\) 891-2117](#)
- Budget problems? [call \(213\) 891-2109](#)
- Accounting problems? [call \(213\) 891-2050](#)
- Human Resources general problems? [call Sap Help Desk at \(213\) 331-2032 or email](#)

Password reset instructions:

Please click the link above and click here to reset "If you forgot your password - click here to reset it". You will need to know your SAP user ID which is normally the first section of your mail address without the @, and your complete FirstName and LastName as it is identified in your HR