Set Up Manage Provisioning Access Tool and Request Consultant Approval for Provisioning (back-end)

Contents

1 Overview

This document goes through the set up and approval process used to enable Partner Consultants access to the Provisioning (back-end) to SAP SuccessFactors HCM (BizX) instances (tenants). The set up requires the administrator (also known as the sfadmin originally set up by SAP) to have the permissions to authorize the Partner Consultants’ access. By default, each instance (tenant) provided to customers include one administrator user (sfadmin) **in the name of the person stated in the contract as the “Technical Administrator”**, which is initially set up with no permissions.

This document will guide you through the creation steps of one group to which the “sfadmin” user will belong to and one role which includes the appropriate permissions.

The end state:

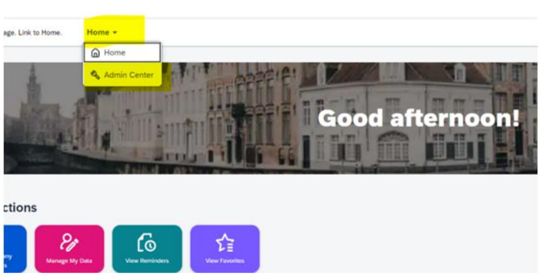
- A new Group called “Approver Group”, which will include the “sfadmin” user.
- A new Role called “Approver Role” with permissions to approve consultants to be given access to your SAP SuccessFactors HCM (BizX) instances Provisioning environments.
- The end result being providing the sfadmin user access to the “Manage Provisioning Access Tool” to request Consultant approval to access your Provisioning (back-end).

Note: The process will need to be repeated for each and every tenant provisioned.

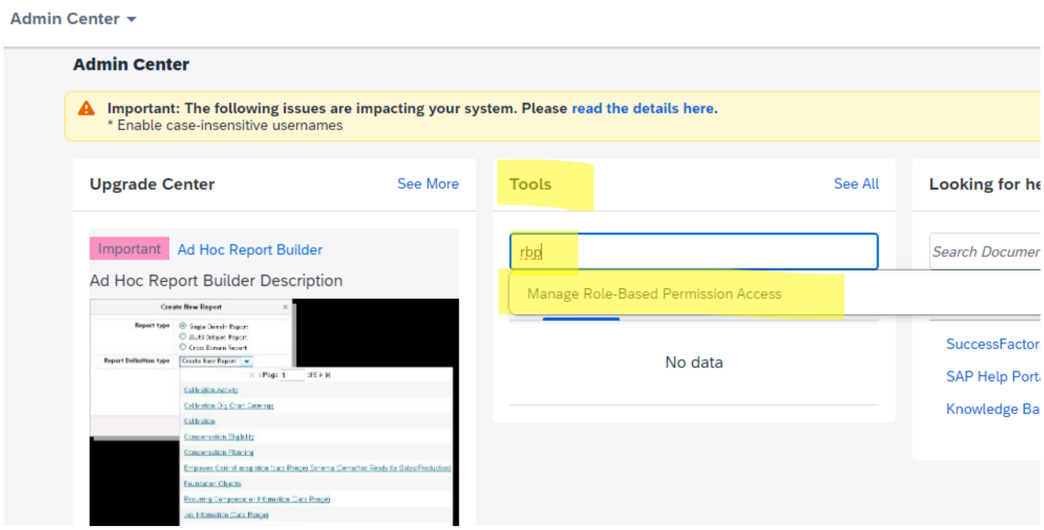
Additional information can be found in the following SAP Support KBA: [2519639 - Manage Provisioning Access Tool - BizX Platform (sap.com)]

2 Confirm “sfadmin” user’s permissions to Manage Role Based Permission Access

1. Login using the “sfadmin” credentials provided in the initial provisioning email received by the person known as “Technical Administrator” in your contract. *(**NB:** The “sfadmin” user could have been created with **the actual name of the Technical Administrator** in stated in the contract)*
2. Go to Home / Admin Center.

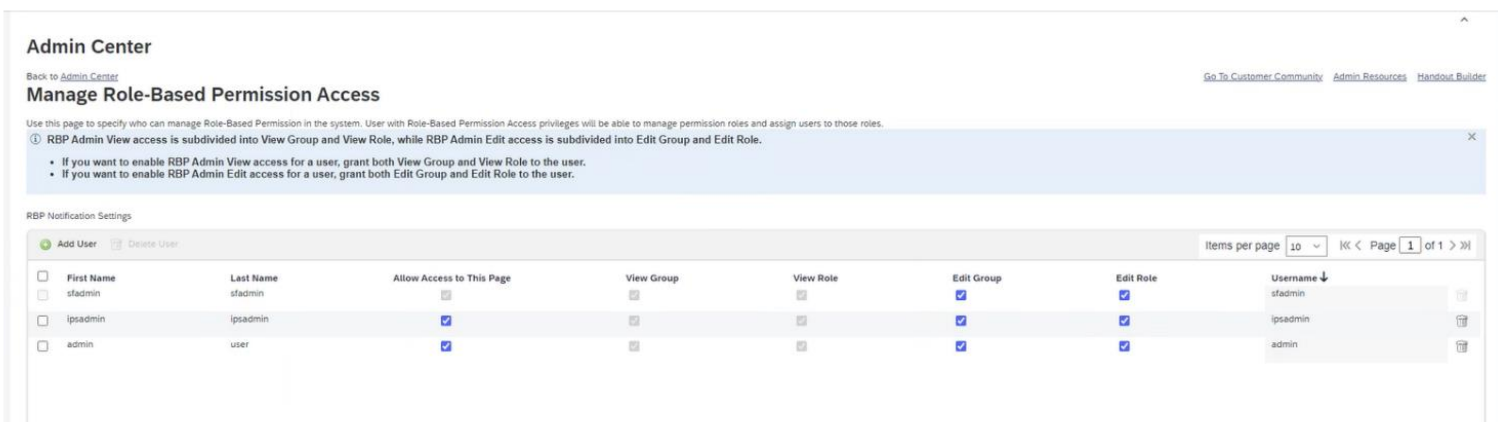


. Once in the Admin Center, use the “Tools” search bar to type “rbp” and select *Manage Role-Based Permission Access.*



4. Check whether a) the “sfadmin” is in the list *(remember that the “sfadmin” is the name of the person who features as Technical Administrator in the contract),* b) The *Role-Based Permission Admin* box is checked.

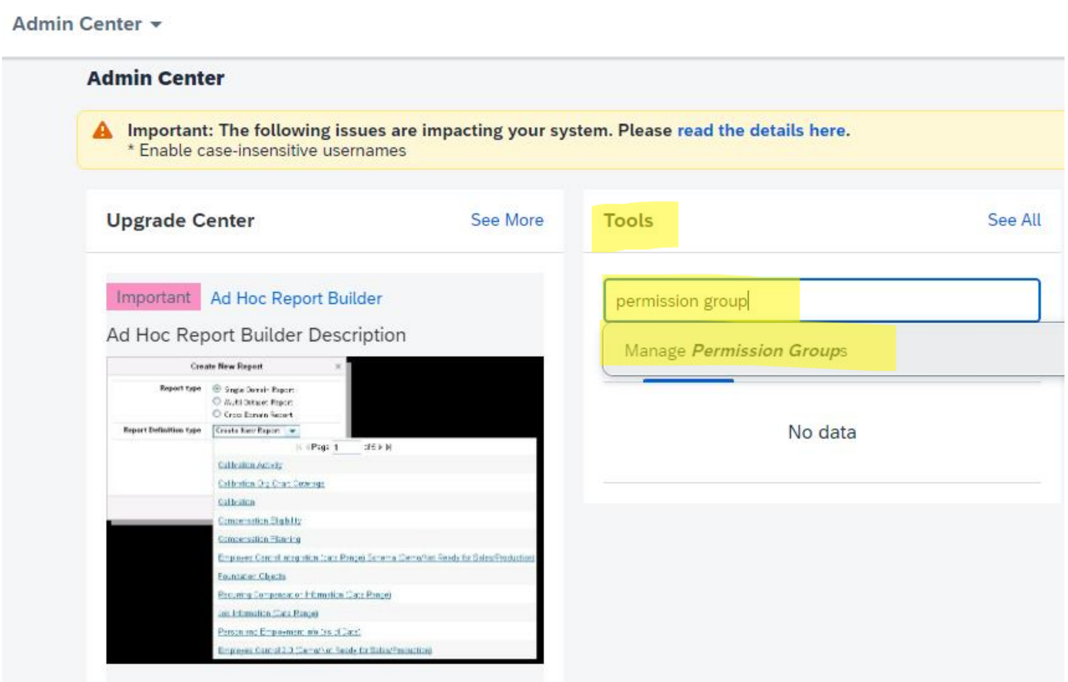
Ensure that the “sfadmin” role has “Edit Group” and “Edit Role” ticked.



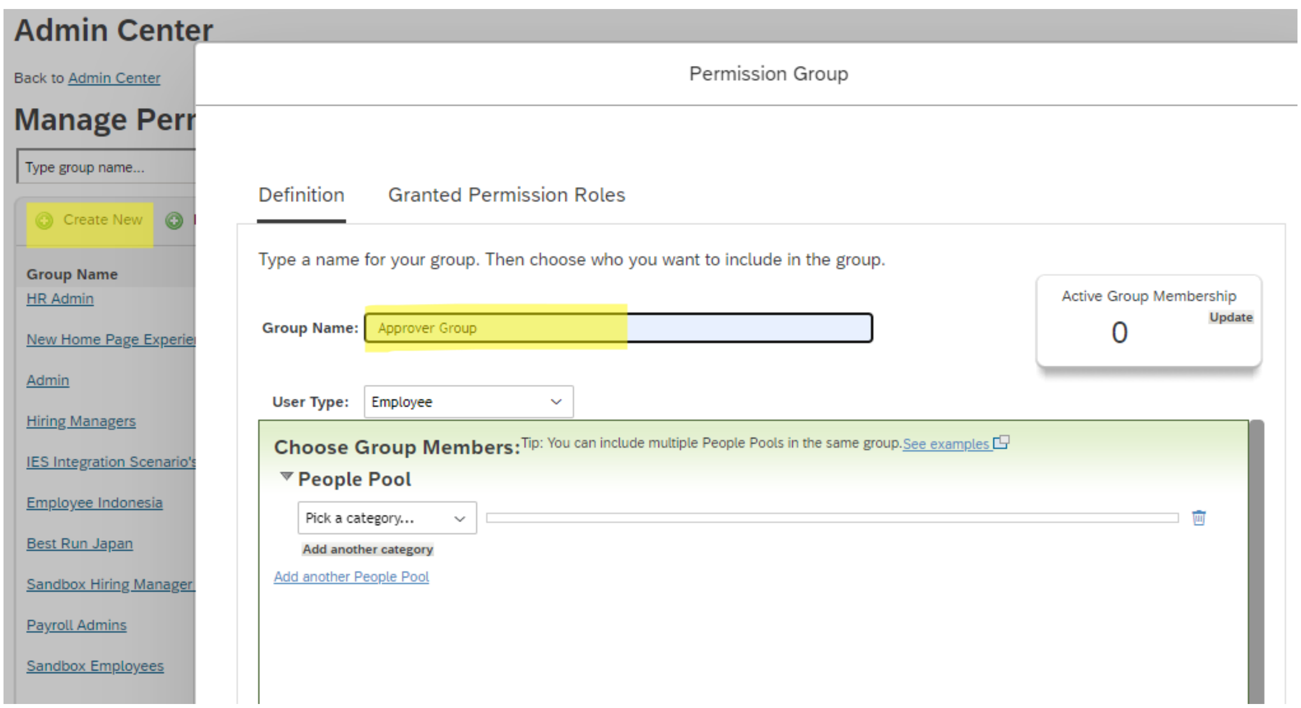
5. Please log out and log back in for any changes made to become effective.

3 Create New Group (Role-based Permissions Group)

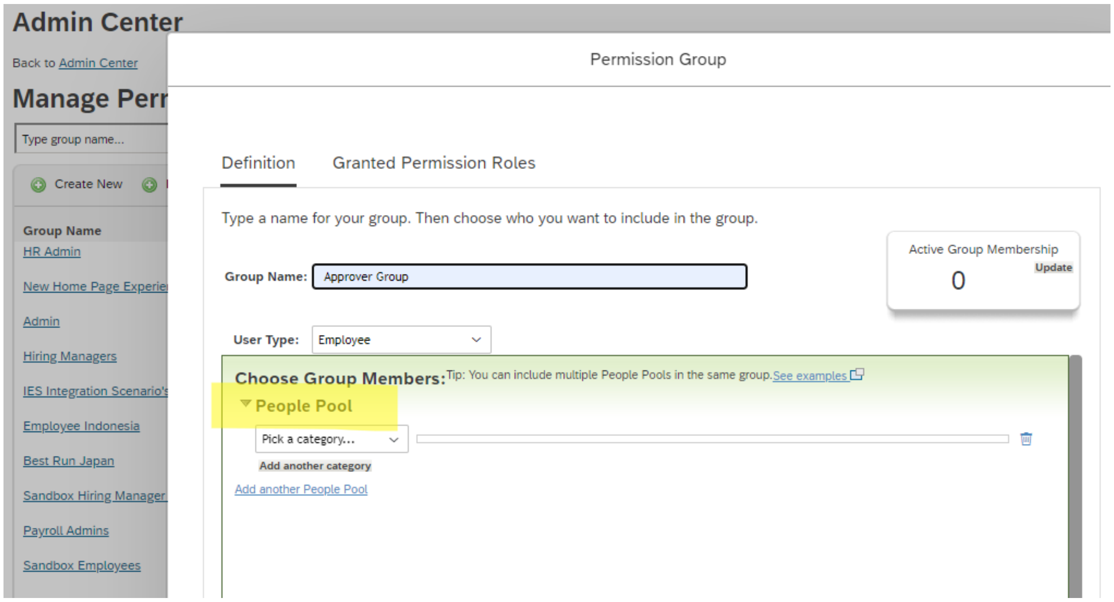
6. In the “Tools” search bar in the Admin Center, Search for “permission group” and select *Manage Permission Groups*.

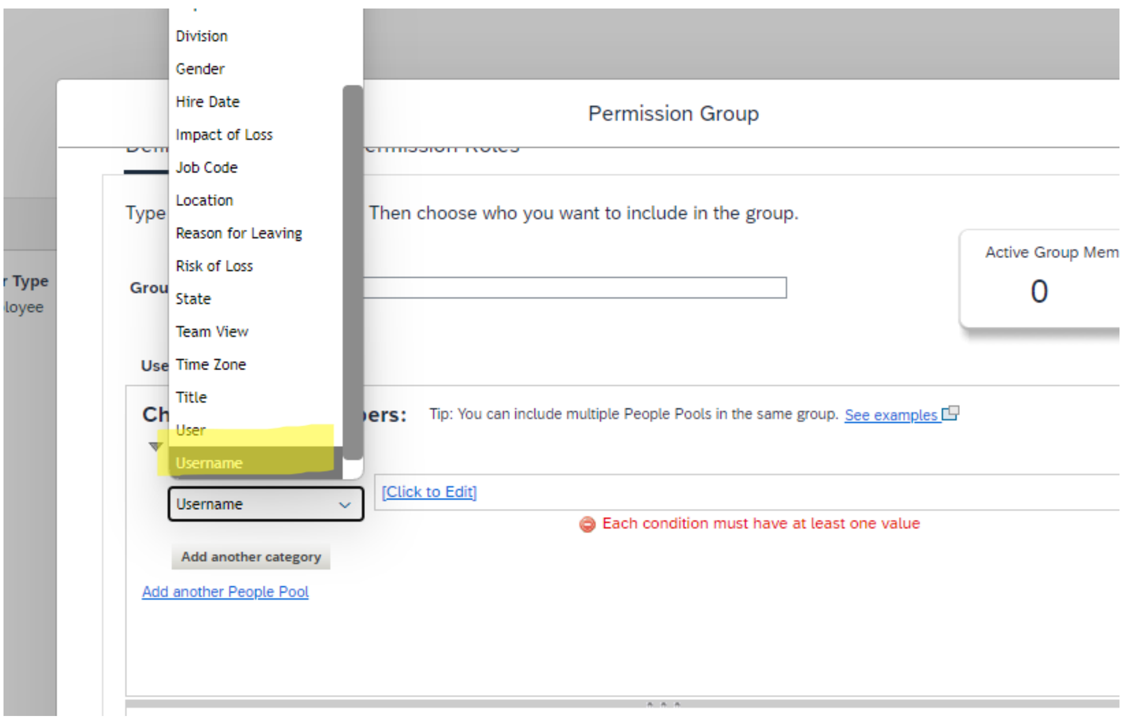


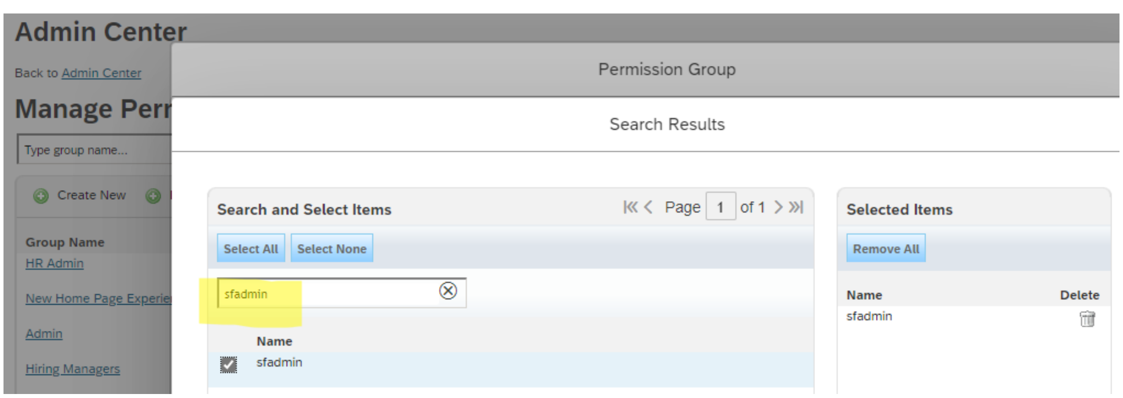
7. Click on “Create New” to create a new group and call it “Approver Group”.



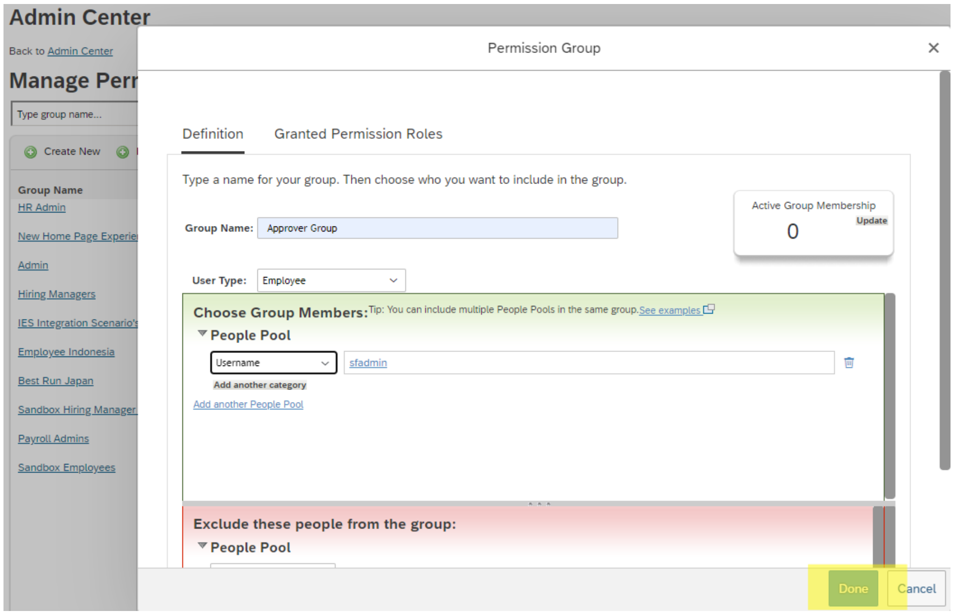
8. From the People Pool drop down list, select the category “Username” and search for user “sfadmin” (or the name of the Technical Administrator in your contract).





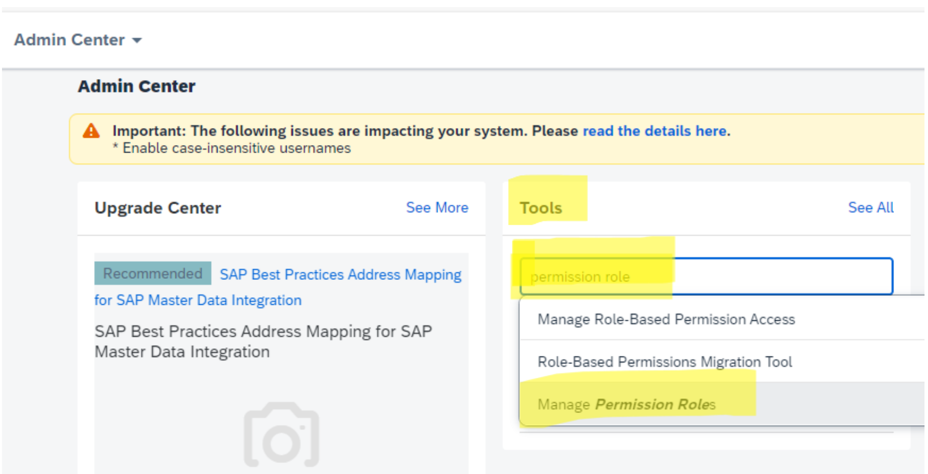


9. Click Done on to finish the group creation.

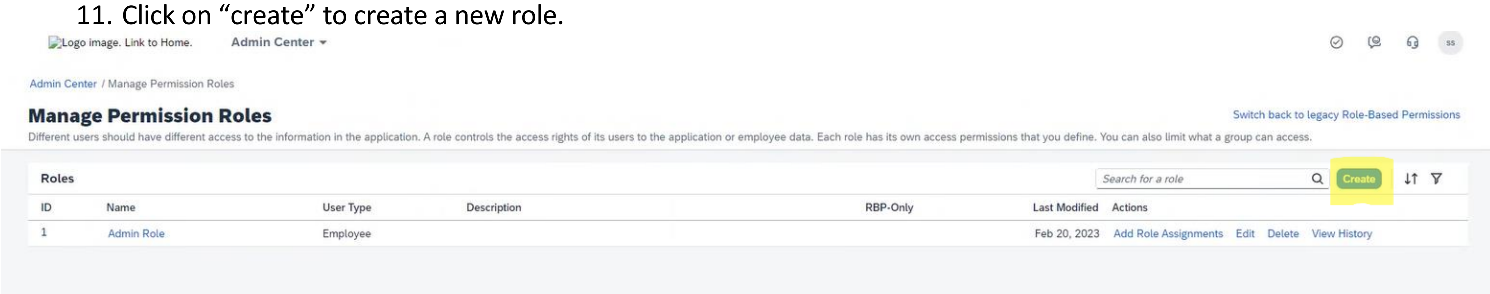


4 Create New Role

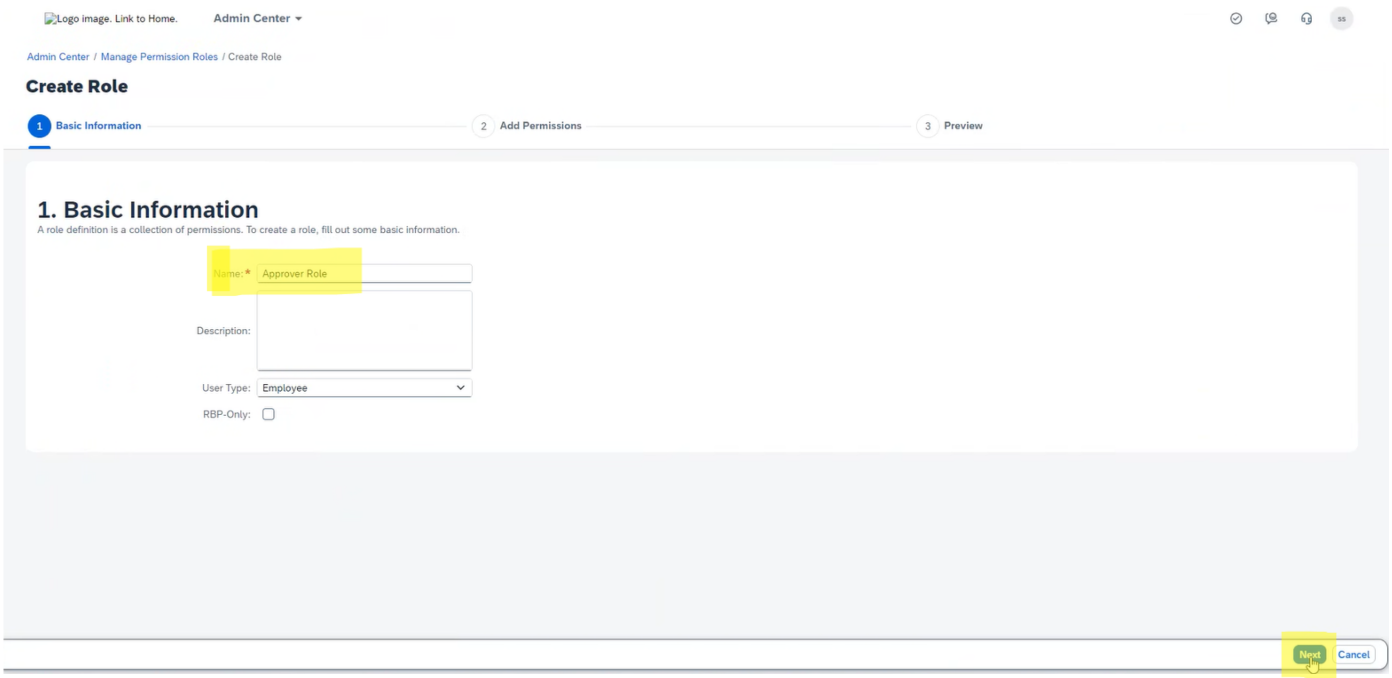
10. In the "Tools" search bar in the Admin Center, search for "Permission Role" and select *Manage Permission Roles.*



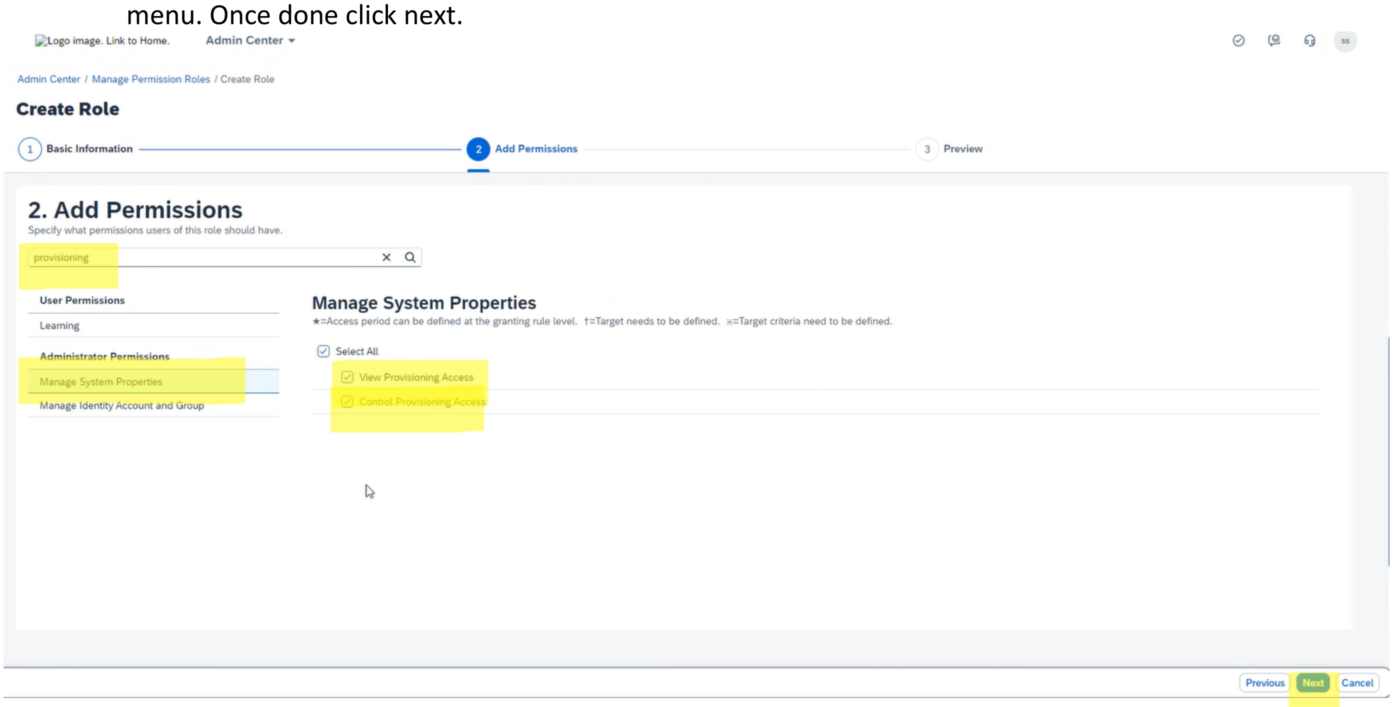
11. Click on "create" to create a new role.



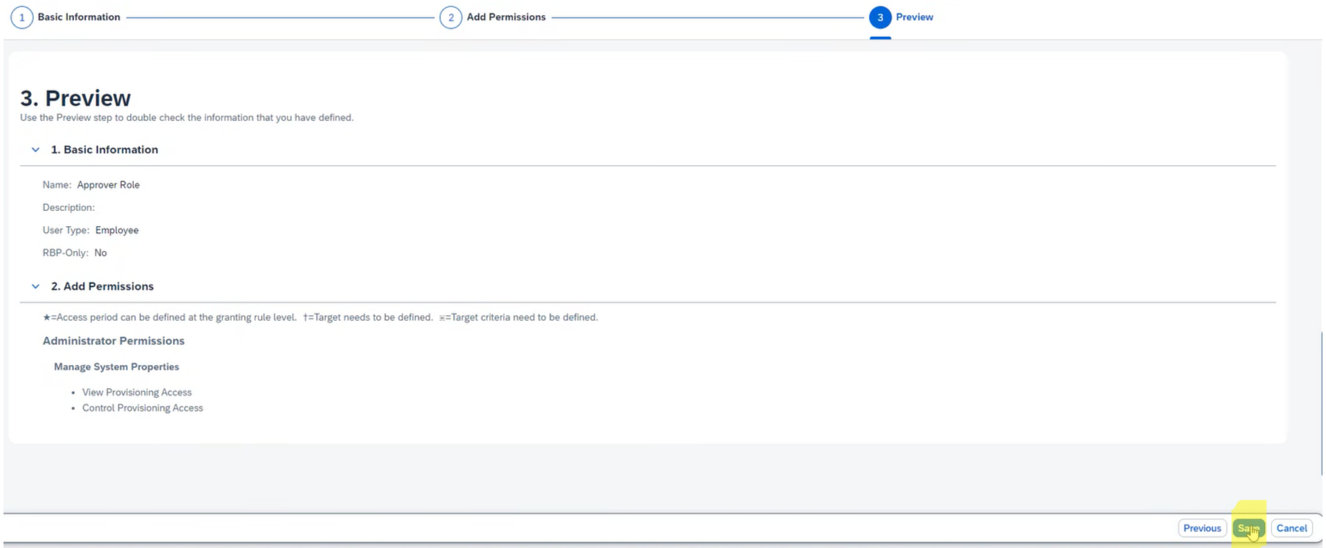
12. Create Role with name “Approver Role” and click next.



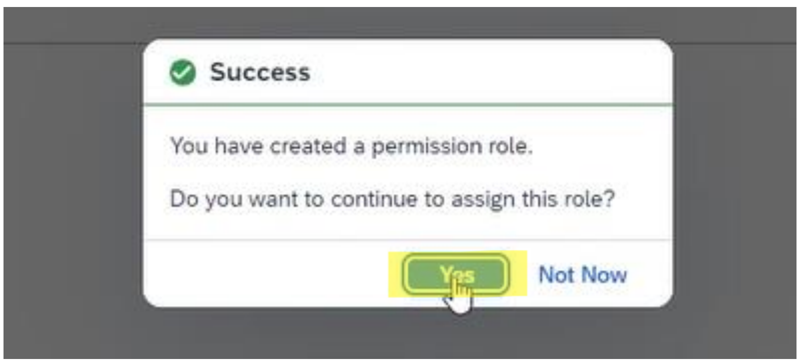
13. Use the search bar to type “Provisioning”. Select *Manage System Properties* under the User Permissions menu. Then choose *View Provisioning Access* and *Control Provisioning Access* from the Manage System Properties menu. Once done click next.



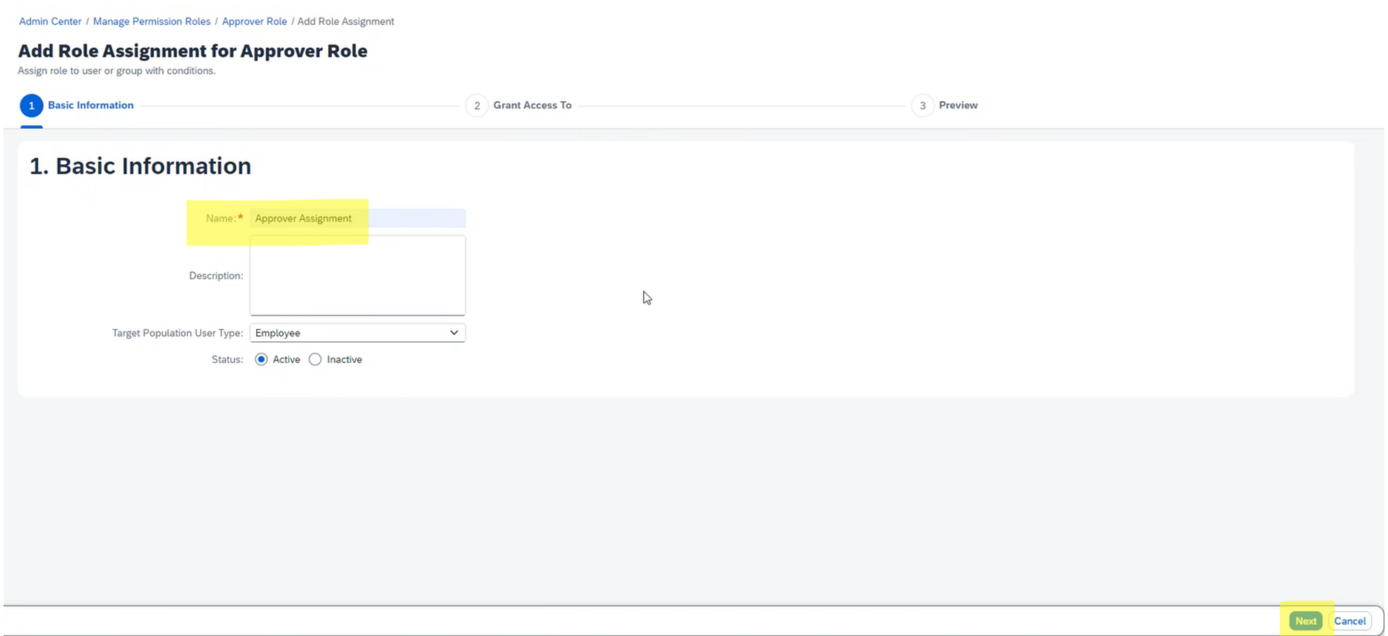
14. Click on Save to create the role.



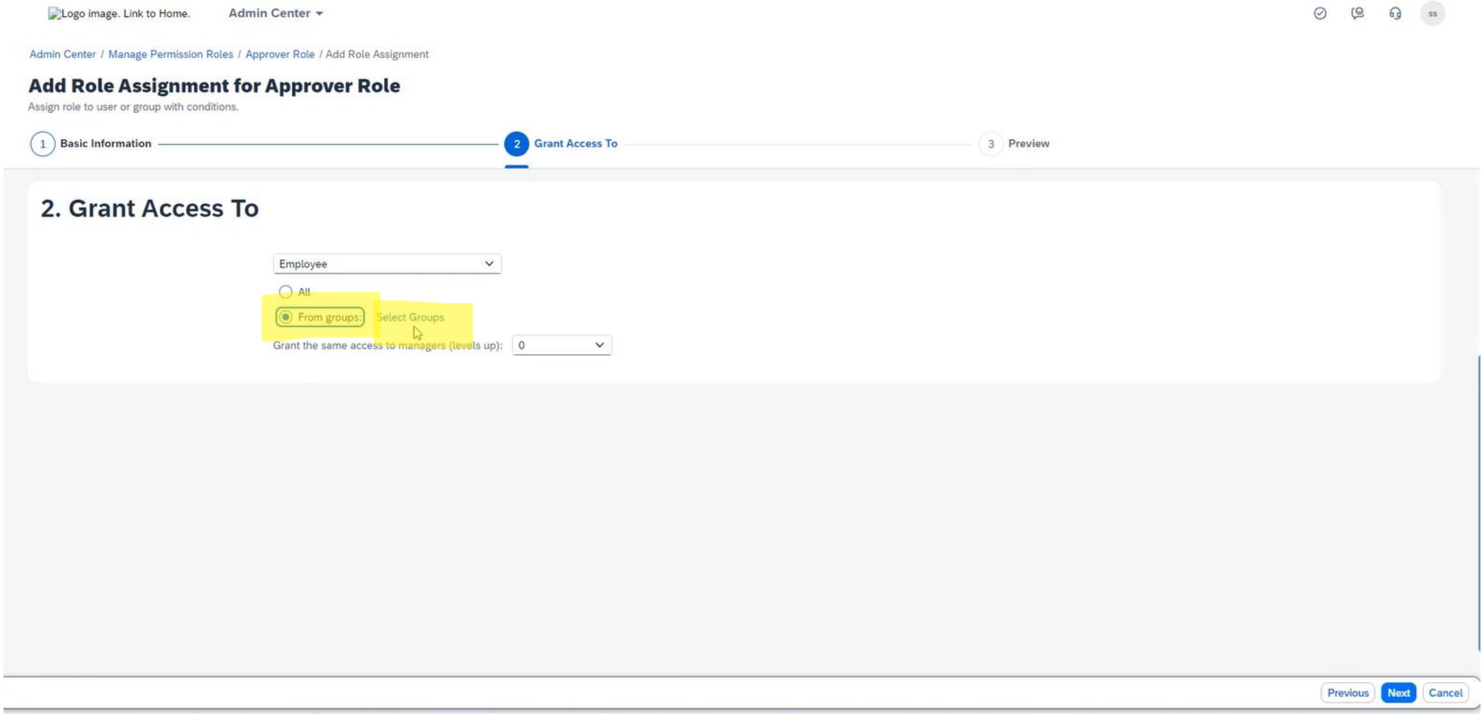
15. The message below will appear. Select "yes".



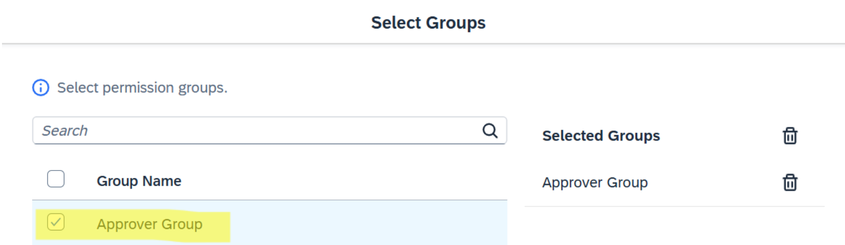
16. Add the new role to the group. Name it Approver Assignment, then click on "Next".



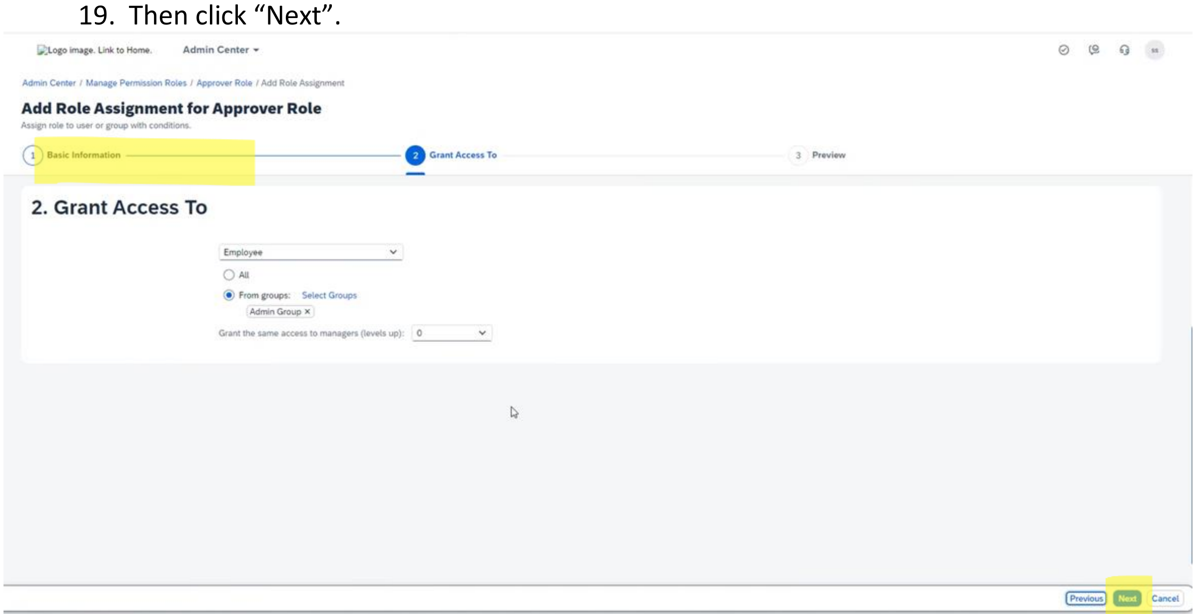
17. Select “From groups” and click on “Select Groups”.



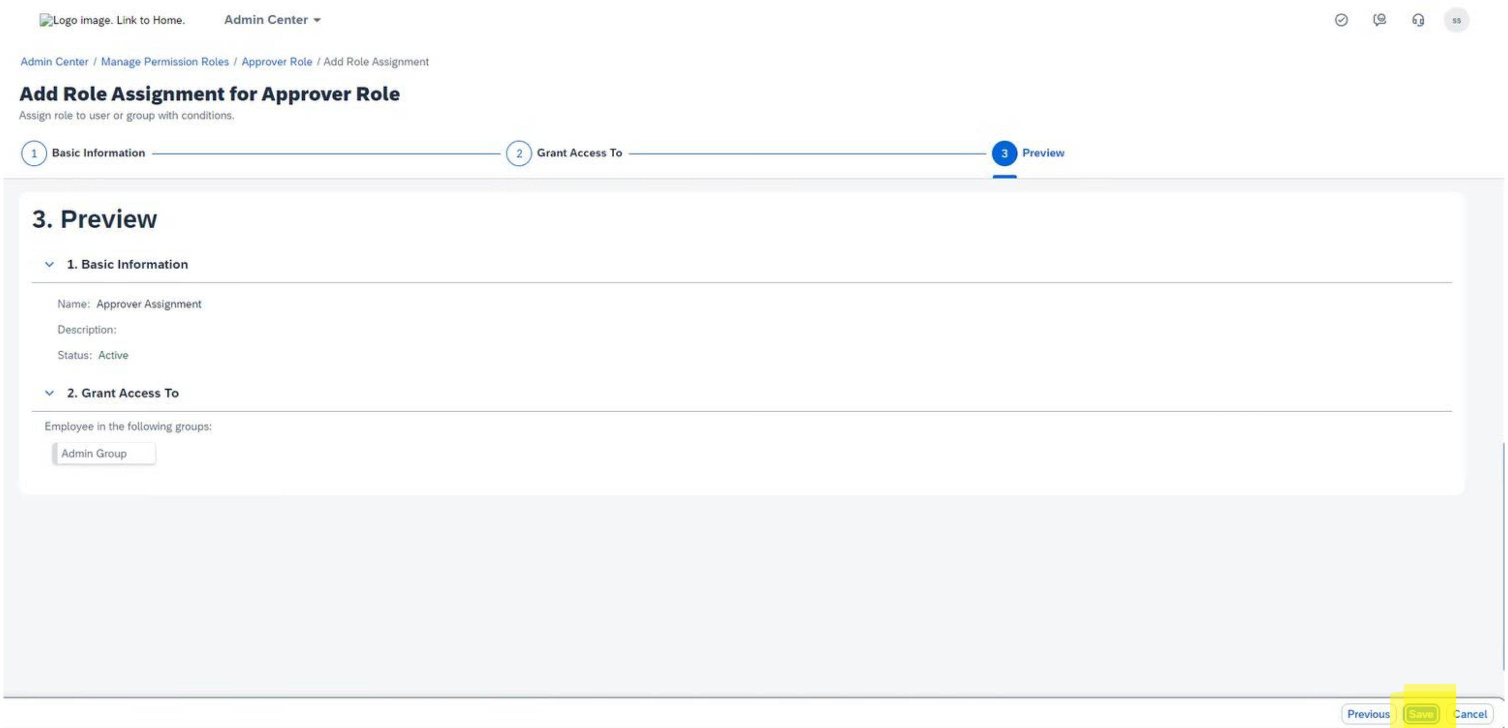
18. Select “Approver Group” and click on the blue “select” button.



19. Then click “Next”.



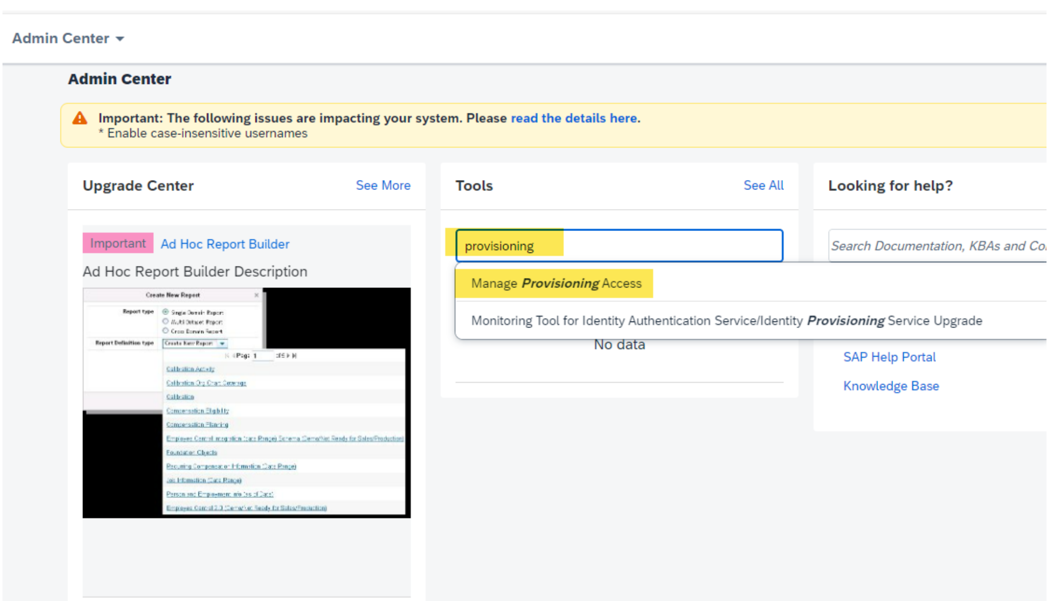
20. Click “Save”.



21. Log out, then log back in for the permission to become effective.

5 Approve Consultants

22. In the “Tools” search bar in the Admin Center search “provisioning” and then select *Manage Provisioning Access.*



23. Click the "+" button and enter the consultant's email. Then select "Add" to send the approval email to the consultant. Your approved Consultant must then raise a request in the HCM Operations Portal and attach the email received to request access to your Provisioning (back-end) environment.