

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

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## 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:

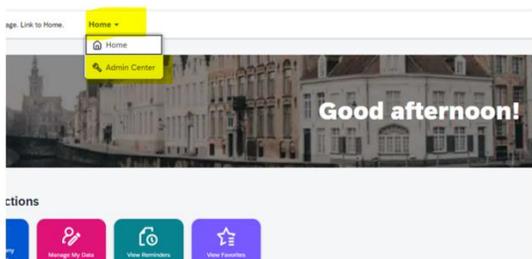
- A new Group called “Approver Group”, which will include the “sfadmin” user.
- A new Role called “Approver Role” with permissions to approve consultants to be given access to your SAP SuccessFactors HCM (BizX) instances Provisioning environments.
- The end result being providing the sfadmin user access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

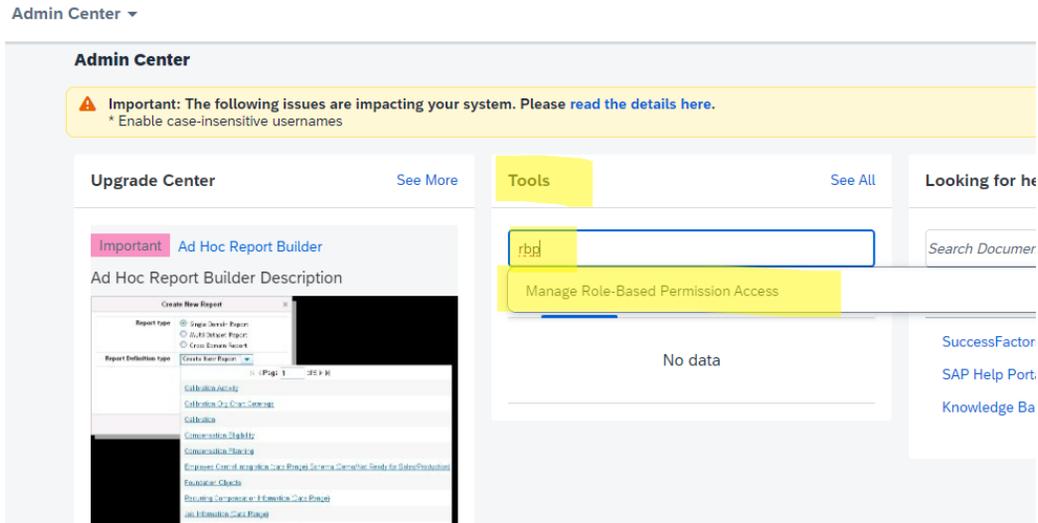
Additional information can be found in the following SAP Support KBA: [2519639 - Manage Provisioning Access Tool - BizX Platform \(sap.com\)](https://support.sap.com/en/other/2519639-manage-provisioning-access-tool-bizx-platform.html)

## 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.

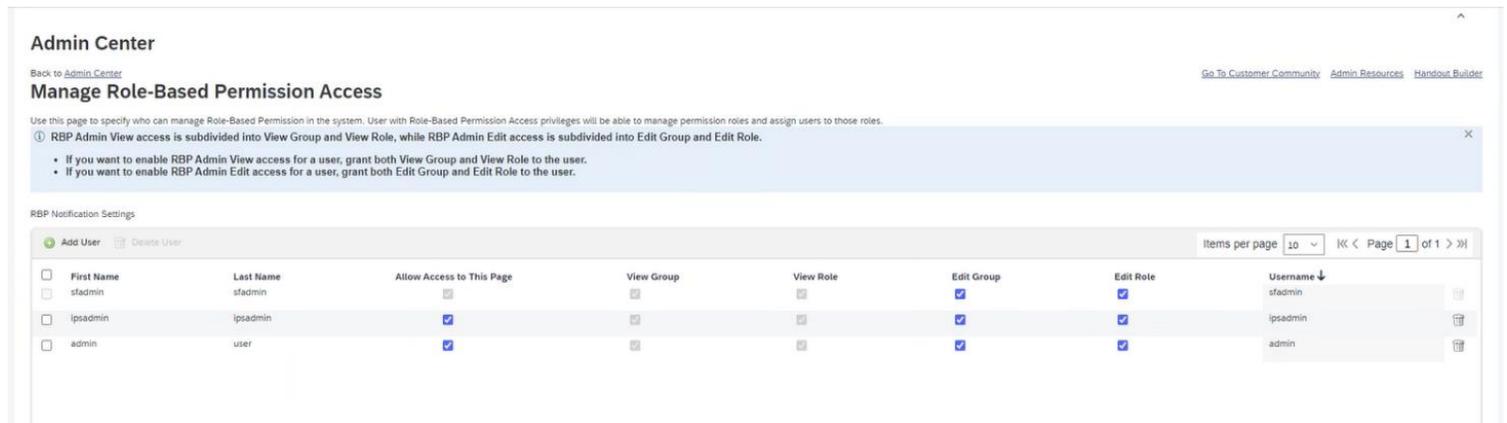


. Once in the Admin Center, use the “Tools” search bar to type “rbp” and select *Manage Role-Based Permission Access*.



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.

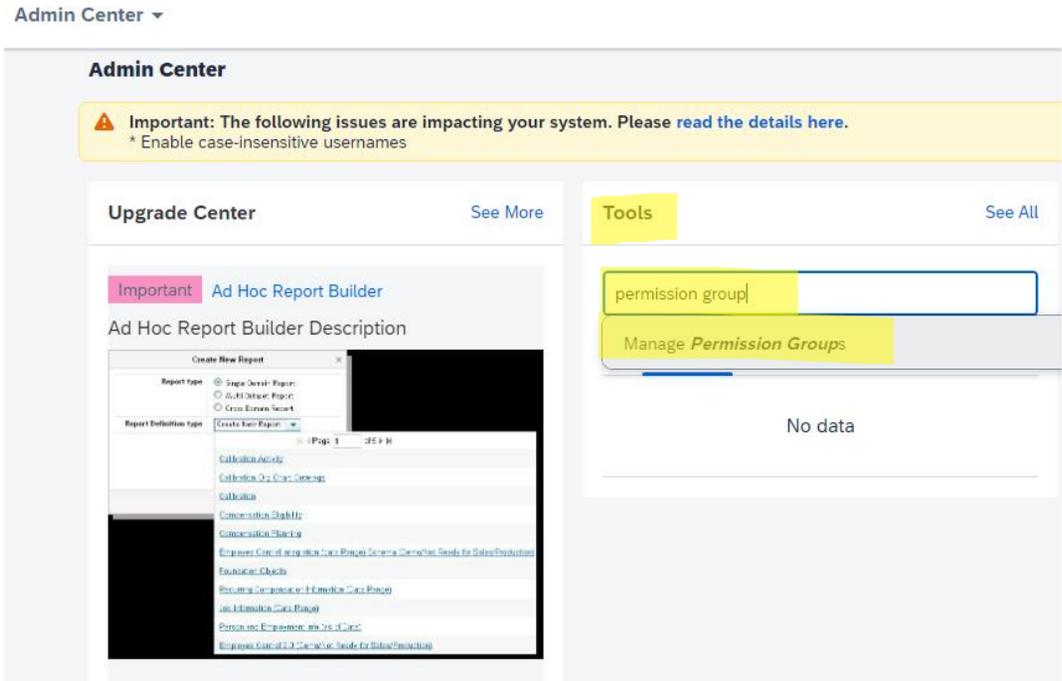
Ensure that the “sfadmin” role has “Edit Group” and “Edit Role” ticked.



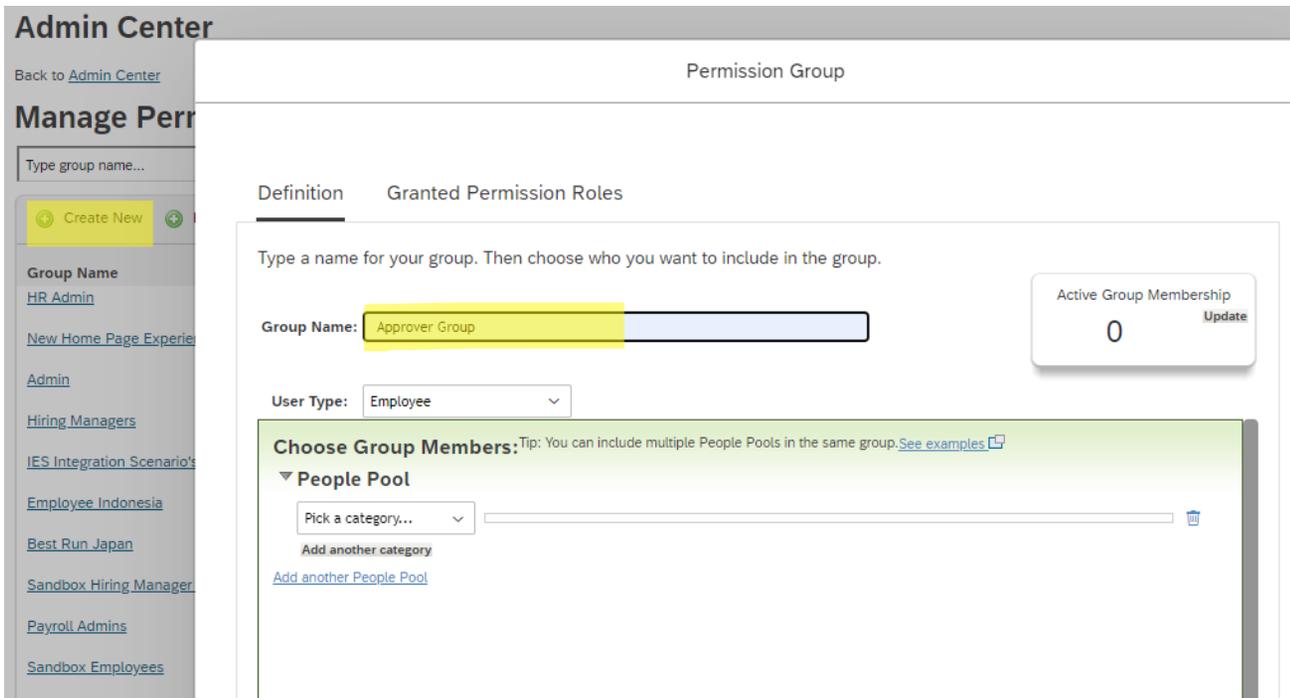
5. Please log out and log back in for any changes made to become effective.

### 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”.



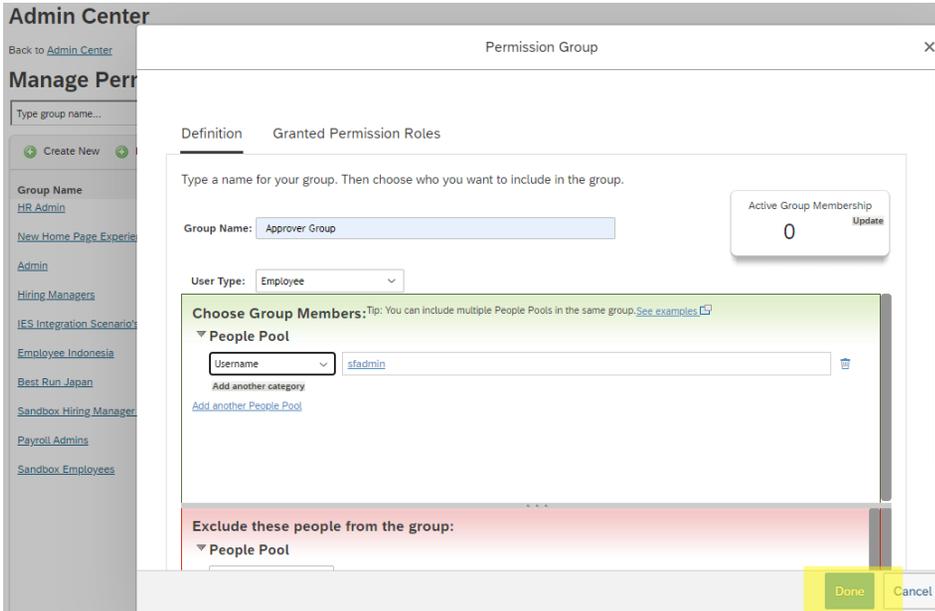
8. From the People Pool drop down list, select the category "Username" and search for user "sfadmin" (or the name of the Technical Administrator in your contract).

The screenshot shows the 'Admin Center' interface with a sidebar on the left containing navigation links like 'HR Admin', 'Admin', and 'Hiring Managers'. The main content area is titled 'Permission Group' and has two tabs: 'Definition' (selected) and 'Granted Permission Roles'. Under the 'Definition' tab, there is a form to create a group. The 'Group Name' field contains 'Approver Group'. The 'User Type' dropdown is set to 'Employee'. Below this is a 'Choose Group Members' section with a tip: 'Tip: You can include multiple People Pools in the same group. See examples'. A dropdown menu is open under 'People Pool', showing a search box with 'Pick a category...' and options to 'Add another category' and 'Add another People Pool'. The 'Active Group Membership' badge shows '0'.

This screenshot shows the same 'Permission Group' definition page. A search dropdown menu is open, listing various categories such as 'Division', 'Gender', 'Hire Date', 'Job Code', 'Location', 'Reason for Leaving', 'Risk of Loss', 'State', 'Team View', 'Time Zone', 'Title', 'User', and 'Username'. The 'Username' option is highlighted in yellow. Below the dropdown, the 'Group Name' field is empty, and the 'Active Group Membership' badge shows '0'. A red error message at the bottom states: 'Each condition must have at least one value'.

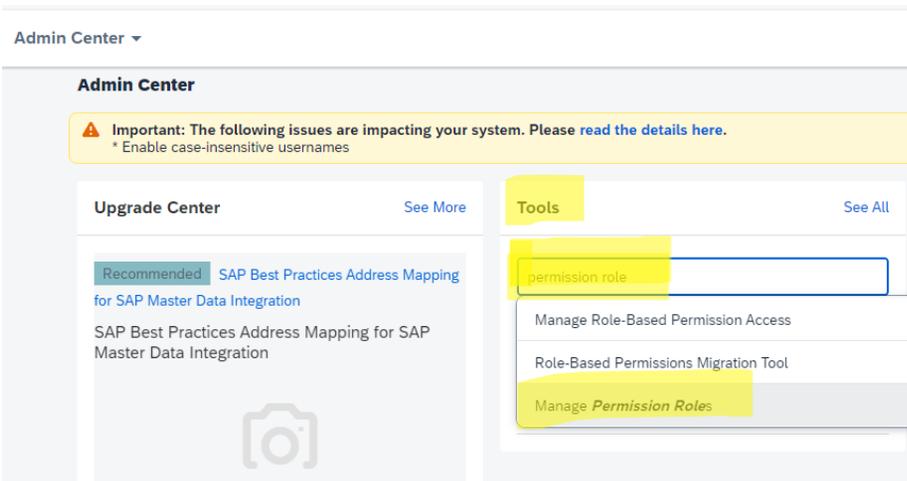
The screenshot shows the 'Search Results' section of the 'Permission Group' page. A 'Search and Select Items' box contains the search term 'sfadmin'. Below it, a list of search results shows a single entry with the name 'sfadmin'. To the right, a 'Selected Items' box contains a 'Remove All' button and a table with one row: 'Name: sfadmin' with a 'Delete' icon.

9. Click Done on to finish the group creation.

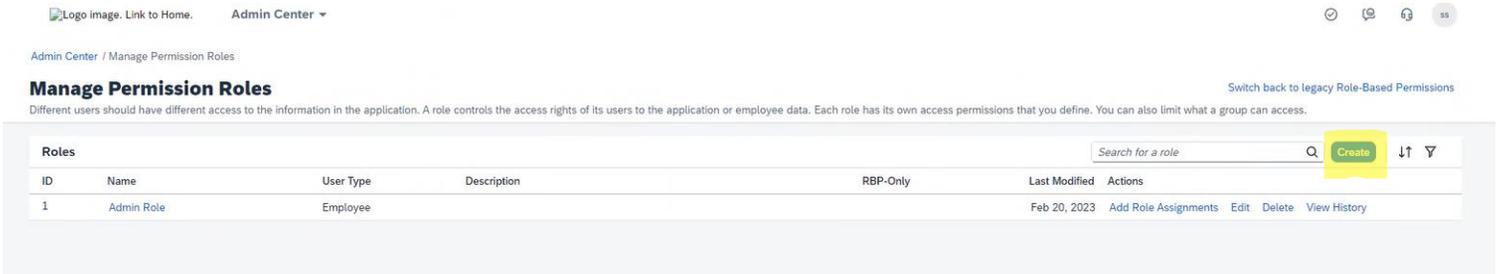


## 4 Create New Role

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.

The screenshot shows the 'Create Role' interface in the Admin Center. The breadcrumb trail is 'Admin Center / Manage Permission Roles / Create Role'. The page title is 'Create Role'. A progress bar at the top indicates three steps: '1 Basic Information' (active), '2 Add Permissions', and '3 Preview'. The main content area is titled '1. Basic Information' and includes a sub-header 'A role definition is a collection of permissions. To create a role, fill out some basic information.' Below this, there are several input fields: 'Name' with the value 'Approver Role', 'Description' (empty), 'User Type' set to 'Employee', and 'RBP-Only' with an unchecked checkbox. At the bottom right, there are 'Next' and 'Cancel' buttons.

## 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.

The screenshot shows the 'Create Role' interface in the Admin Center, now at Step 2: 'Add Permissions'. The breadcrumb trail is 'Admin Center / Manage Permission Roles / Create Role'. The page title is 'Create Role'. The progress bar shows '1 Basic Information', '2 Add Permissions' (active), and '3 Preview'. The main content area is titled '2. Add Permissions' and includes a sub-header 'Specify what permissions users of this role should have.' There is a search bar with the text 'provisioning'. Below the search bar, there are two columns of permissions. The left column, 'User Permissions', has 'Learning' selected. The right column, 'Manage System Properties', has 'Select All' checked, and 'View Provisioning Access' and 'Control Provisioning Access' are also checked. At the bottom right, there are 'Previous', 'Next', and 'Cancel' buttons.

14. Click on Save to create the role.

1 Basic Information 2 Add Permissions 3 Preview

### 3. Preview

Use the Preview step to double check the information that you have defined.

1. Basic Information

Name: Approver Role  
Description:  
User Type: Employee  
RBP-Only: No

2. Add Permissions

\*=Access period can be defined at the granting rule level. †=Target needs to be defined. ‡=Target criteria need to be defined.

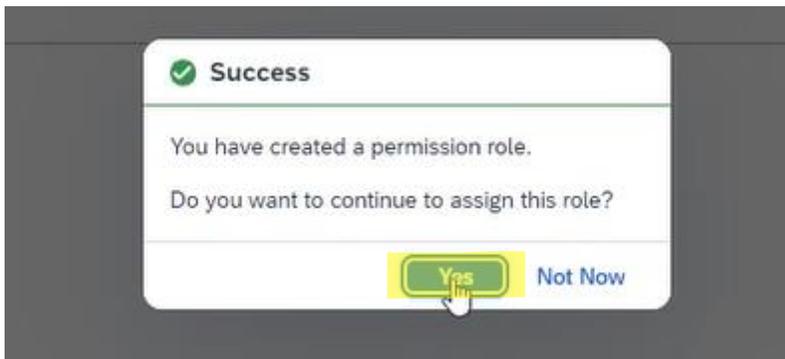
Administrator Permissions

Manage System Properties

- View Provisioning Access
- Control Provisioning Access

Previous Save Cancel

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



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

Admin Center / Manage Permission Roles / Approver Role / Add Role Assignment

### Add Role Assignment for Approver Role

Assign role to user or group with conditions.

1 Basic Information 2 Grant Access To 3 Preview

### 1. Basic Information

Name: \* Approver Assignment

Description:

Target Population User Type: Employee

Status:  Active  Inactive

Next Cancel

## 17. Select "From groups" and click on "Select Groups".

### Add Role Assignment for Approver Role

Assign role to user or group with conditions.

1 Basic Information 2 Grant Access To 3 Preview

#### 2. Grant Access To

Employee ▾

All

From groups: [Select Groups](#)

Grant the same access to managers (levels up): 0 ▾

Previous Next Cancel

## 18. Select "Approver Group" and click on the blue "select" button.

#### Select Groups

Select permission groups.

Search 🔍

Group Name

Approver Group

Selected Groups



Approver Group



## 19. Then click "Next".

### Add Role Assignment for Approver Role

Assign role to user or group with conditions.

1 Basic Information 2 Grant Access To 3 Preview

#### 2. Grant Access To

Employee ▾

All

From groups: [Select Groups](#)

Admin Group X

Grant the same access to managers (levels up): 0 ▾

Previous Next Cancel

## 20. Click "Save".

Admin Center / Manage Permission Roles / Approver Role / Add Role Assignment

### Add Role Assignment for Approver Role

Assign role to user or group with conditions.

1 Basic Information | 2 Grant Access To | 3 Preview

#### 3. Preview

1. Basic Information

Name: Approver Assignment  
Description:  
Status: Active

2. Grant Access To

Employee in the following groups:

Admin Group

Previous **Save** Cancel

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*.

Admin Center

**Important:** The following issues are impacting your system. Please [read the details here](#).  
\* Enable case-insensitive usernames

Upgrade Center [See More](#) | Tools [See All](#) | Looking for help?

provisioning

**Manage Provisioning Access**

Monitoring Tool for Identity Authentication Service/Identity Provisioning Service Upgrade

No data

SAP Help Portal  
Knowledge Base

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.

Logo image. Link to Home. Admin Center

/ Manage Provisioning Access

### Manage Provisioning Access

Add New Provisioning User

I approve the following users to access Provisioning for my instance and to create Super Admin user accounts. I understand that I can manage or deactivate this access in Admin Center at any time.

Email Address: \* jane.doe@company.com

Cancel Add

<input type="checkbox"/>	ron.groves@sap.com	ron.groves@sap.com	ron.groves@sap.com	active	0
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