

# Stellar-OB-002-How to Reset SAP Password

## Info

- Always connect the Pulse (Solvay VPN) when you are accessing the below link.
- Use the Network User ID as SAP Login ID. Ex: IN<XX><XXXX>
- Always scroll down for the options in the tool.
- For BI systems **PQ2, SQ2 and DQ2** are not available in GRC, Hence raise a Freshdesk ticket to reset the password.

- When the user need to obtain a new password a tool should be used.

## Step-by-step guide

Go to GRC using Internet Explorer: <http://pyjsapr3.ibm.be.solvay.com/AE/index.jsp>



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SAP GRC: Access Control  
Compliant User Provisioning Help | About |

Request Access  
Request Status  
Support  
User Logon

- **Unlock Account.** You can use this link to request unlocking of accounts. You can also request auto-unlocking of accounts.
- **Supervisor Access.** You can use a link to request Supervisor Access.
- **Password Self-Service.** Use this link to reset or request to change the password.

1. Access **"Password self-service"** button:

**Password Self-Service** Use this link to reset or request to change the password

2. Logon with your **network ID**:

User ID\*

Language

**Logon**

Use your Network User ID to log on

3. Answer both questions (you'll need to remember your answers next time):

Answer all questions

(1) What is your place of birth?

(2) What is the maiden name of your mother?

Submit | Cancel

4. Access **"Add"** button to add a system:

Select Systems

User Name: Gustavo Ianelli (gianelli)

**Add** Remove | Add All Systems

<input type="checkbox"/>	Type	System	Short Description

5. Tick the system and click on **"continue"** button:

RCS !!! Production WP1 !! WP1

**Continue**

6. Access **"Submit"** button and save the password:

**Submit** Cancel | Re-register

A new password has been sent to your Solvay mail ID.