


# OLD Version\_User Modification in WGP system

This article is on how to work on user modification request in WGP system.

Before performing any User Modification please check if the user is already existing in the system or not.

## Request:

User is already having access in WGP system and needs additional access either to a new TCode or a role or activity then the request is considered as User Modification request. The request is raised in Freshdesk by the user asking for modification with the form attached.



### GTS authorization

**Adith-pierre.vetsmany** reported 3 months ago (Fri, 20 Oct, 2017 at 11:39 AM) via Portal Meta

Hello authorization team  
could you please confirm me that with the role "ZS\_GTS\_GTS\_M016", it is possible to have the role GTS\_M016 with a worldwide perimeter?  
because I would like to ensure that Paulien Guenard (PGUENARD) has the authorization GTS\_M016 for Europe and US as well.  
thanks in advance  
best regards  
adith

**Note:** Before processing the request make sure the form filled by the user with all the necessary details.

## Form:

Below is the form example where the necessary details are filled.



**USER CREATION, MODIFICATION AND DEACTIVATION FORM**  
PRODUCTION SERVERS: SAP R/3 (WP1), APO, GTS

*Choose the **USER REQUEST TYPE** and the mandatory fields will appear in yellow.*

*Move your mouse-cursor over each item to view further information on the subject.*

USER REQUEST TYPE:	Modification
APPLICATION:	GTS Production - (WGP)
REFERENCE USER ID FOR DUPLICATION OF ROLE:	EUA\JLAWRENC

**USER INFORMATION**

USER ID (your NT user code):	US11032
PIID - Employee ID	US15695
GBU / RBS ENTITY / CORE FUNCTION:	SBS Order to Cash
COUNTRY / SITE:	USA - Cranbury
COMPANY VALUE in SU01:	SOLVAY USA
USER GROUP:	S_OTC_USCRN
LAST NAME [FAMILY NAME]:	KHAD
FIRST NAME:	Amin

[blocked URL](#)

In this Form we will find the details of the user and the reference user or Tcodes for which the user needs access to.

### Approvals:

For GTS the approvals are got from GRC. The request will be raised in GRC and from there the users manager will get the approvals.

### Process:

- Once the form and approvals are verified, next step is to check whether the user is already having access to the requested access or not. It is better to ask for a reference user if in case we dont find the appropriate role to the user.
- If in case the user is already having access to the requested access we can close the ticket.
- If user doesnot have access to the additional access requested, have to find out the role for the transaction code in WGP system via SUIM transaction.

- Once the role is found you can raise GRC request for the user to the role by following the process in the link here which guides clear process on how to process in GRC [How to create User in WP1](#)
- Once the request has been raised in GRC, user can be notified saying the GRC request has been raised and the request is out for approvals from the users manager. Once the request is approved by the manager, user shall have the access and the ticket can be closed.

Here we complete the process for user modification process in WGP system.