

IS User Creation(Stellar or CGI User)

This article outlines on how to handle a User Creation request for CGI IS users.



Document to refer

This is the document given by Solvay and should be referred to get any details related to the IS User management. Also has all the details related to what roles are to be given and who are the approvers.

IMP Note : Refer to this document all the time.

[IS User Document](#)

Identifying the Tickets :

For any new IS user creation (Stellar or CGI Users), the ticket will come in the below format. This is the **standard** user creation template used by stellar team and it will be created by the management, so no approvals are needed. In this template, you get the information of the new user to be created with a reference user and also the list of systems to be given access to. There is also information about Solman system access.



STELLAR | Access Management - SAP/Solman access for Kalappagari, Naveen B (KALA4379)



Sophiane.aghezzaf-ext reported via phone

6 days ago (Wed, 8 Sep 2021 at 7:40 PM)



Cc: lionel.chaponneau@cgi.com, benoit.petit@cgi.com, frederic.colombain@cgi.com [+6 more](#)

Dear Team,

Request to process the SAP access for the systems listed below. Kalappagari, Naveen B (KALA4379) is part of TEC stream. Please grant the same clients, roles & authorization INVP1032.
Please assign SAP Solution Manager IS Representative role.

Type	Application	PRD	PRE	QAS	DEV	Sandbox
ERP	ERP	PF1	SF1	QF1	DF1	EF1
ERP	RCS	WP1	WV1	WQ1	WD1	WS1
BI	BW	WBP	WBV	WBQ	WBD	WB1
	ChArm / SolMan	PS1				



Best Practice

The best practice is to check the user and the reference user are present in IDM or not. If the new user is present, check if the user has any Business roles. If yes, we need to check if they are the same as of the reference user.

In case any backend privileges are assigned for Production and Development system, they should be removed before adding the new roles to avoid conflict.

Approvals :

For any CGI user, the manager should always be **Frederic Colombian** in IDM system. If the ticket comes from the above mentioned standard template we don't need any approvals as it has all the managers in the cc of the ticket.

Unique ID: INSV1077
Display Name: SaiSandeep VISHNUBHATLA

General **Logon Data** **Privileges & Role Assignment** **Org. Value**

Personnel Number

Manager Personnel number:

Personnel Number:

Manager

Assigned

	Display Name
	▪ Frédéric COLOMBAIN

Identifying the User Department:

You can identify the user department of the user in the ticket raised or you can check with the reference user provided and give the same access.

Providing access:

You can refer to the [IS User Document](#) in which you have all the details related to which Business role should be provided to which user. You can take the reference user's Business roles from IDM and can provide the same.

Please make sure that for all the CGI users the Business roles are designed with CGI name in it as you can see in the below screenshot.

These are the only roles assignable to IS users. They include Prod & Non-Prod SAP systems.

IS IdM Roles available for CGI users		
	IdM Role	Owner
ROLE:BUSINESS:IS - CGI - Access Management L1	IS - CGI - Access Management L1	Biancamaria BECCHINO
ROLE:BUSINESS:IS - CGI - Access Management L2	IS - CGI - Access Management L2	Biancamaria BECCHINO
ROLE:BUSINESS:IS - CGI - APO	IS - CGI - APO	Frédéric COLOMBAIN
ROLE:BUSINESS:IS - CGI - Developer	IS - CGI - Developer	Sylvie KRAMDI
ROLE:BUSINESS:IS - CGI - EHSM	IS - CGI - EHSM	Jérôme POMMET
ROLE:BUSINESS:IS - CGI - GTS	IS - CGI - GTS	Frédéric COLOMBAIN
ROLE:BUSINESS:IS - CGI - PRS	IS - CGI - PRS	Frédéric COLOMBAIN
ROLE:BUSINESS:IS - CGI - Reporting & BI	IS - CGI - Reporting & BI	Francesco DILILLO
ROLE:BUSINESS:IS - CGI - STD ROLE	IS - CGI - STD ROLE	Frédéric COLOMBAIN
ROLE:BUSINESS:IS - CGI - Treasury & Fin Add-on	IS - CGI - Treasury & Fin Add-on	Sofia BARRIAS



Must Follow

For any IS user the basic **Standard role** should be provided irrespective of any department.

For any CGI user the Business role **IS - CGI - STD ROLE** should always be provided which gives access to all the display access in all the SAP systems in the role. This role gives access to Solman IS Representative User access.

Also when there is a request for a new IS user to be created with the same access like a reference user, the only roles allowed are those indicated above in the exceptions list.

In addition to the mentioned Business roles in the sheet there are also few exceptions which are mentioned in the [IS User Document](#).

The exception ones, also if present, need the specific approval of the indicated owner.

For the systems not included in the above roles list (in FF scope), the reference user could be OK.

IS Accesses - Exception roles that can be assigned in production system to IS users in addition to their IdM IS STD Roles (after owner approval)

System	Role	Role Text	Approver
PI1	Z3F-HR-SPEC-SB	CICC - Special HR accesses	Sofia Barrias
PI1	ZZS_JOB_NAM_WF-BATCH_SB	Role for job scheduling for WF-BATCH - (Sensitive authorization)	Henri Ollivier
WP1	ZS_GRC_BCS_M143	BCSM143 - IND - Role for job maintenance - Batch ID WF-BATCH (Sensitive)	Henri Ollivier
WP1	ZS_GRC_BCS_M141	BCSM141 - IND - Role for job maintenance - Batch ID OPSCHEDULE (Sensitive)	Henri Ollivier
WP1	ZR_RCS_BC_S34	RBCS34 -CEN-AMTS GTS Manage GTS in R/3	Philippe HEDOIRE
WP1	ZS_9999_GTS_M005	GTSM005 -IND-COM- Manage Data Replication from ERP to GTS	Philippe HEDOIRE
WP1	ZS_GRC_BCS_M035	BCSM035 - Technical object to allow jobs mgnt for WF-BATCH ID	Henri Ollivier
WP1	ZS_GRC_BCS_M042	BCSM042 - Add on - Technical Transactions for EHSM IS Users	Franz-Wolfgang LEXA
WP1	ZS_GRC_CSD_M014	CSDM014 -IND-COM-ECOM- Create ECOMMERCE Users	Umapathi KAKKERA
PF1-020	ZZC-CATS-END_USER	CATS - End-user SBS-IT	Manager
PF1-020	ZZZ-TECH-PM-SB	TECHN. - PM functions (number ranges,...) (SENSITIVE) (RESTRICTED)	Ludovic Icard
PF1-020	ZZS_JOB_NAM_BATCHQM_SB	Role for job scheduling for BATCHQM - (Sensitive authorization)	Henri Ollivier
PF1-020	ZZS_JOB_NAM_WF-BATCH_SB	Role for job scheduling for WF-BATCH - (Sensitive authorization)	Henri Ollivier
PF1-020	ZZS-JOB-NAM-*	Role for job scheduling / Updating	Henri Ollivier
PF1-020	ZZZ-TECH-IS-EHS-SB	TECHN. - Add on - EHS IS users tcodes in PRODUCTION systems (SENSITIVE)	Franz-Wolfgang LEXA
PF1-020	ZZS-MM-REL-PRQ-SB	PUR - Release Purch Req. Docs - (CRITICAL - RESTRICTED)	Stéphane PECH
PF1-020	ZZS-WRFL-MGT-SB	Workflow Mgt	Jimmy GOH
PF1-020	ZZV-ECOM-SB-SOL	ROCSOL -SOX-COM-ECOM- Create ECOMMERCE Users	Umapathi KAKKERA
PF1-020	ZZZ-TECH-INV-DIGIT-SB	Role for Customizing Digital Invoice (Restricted)	Sofia Barrias

Add the roles for the users as per the ticket through IDM and update the managers who have to approve the requests in the ticket.

As per the request we have provided the user access in SAP systems. The request has been raised in IDM and it is out for approvals from the manager of the user in the same. Once the request is approved in IDM, the user will have the access in the SAP systems.

@Approvers : You should be getting the link on your mail to approve or you can access the below link to approve the requests.

[illegible]

This is how you create and provide a new Stellar or CGI user in the required SAP systems.