

# PI1 and SI1 - User Creation

This article outlines on how to handle a User Creation request from the users.


## Information

PI1 and SI1 systems requests should be handled in the IDM. PI1 and SI1 systems are sensitive systems as mainly the finances are handled through this system.

## Identifying the Tickets :

When the users asks for a creation of the user in the ticket in PI1 or SI1 system, then it can be identified as a User Creation. Alternatively, when the user does not exist in the system and the access has to be given to the user, then it is considered as a User Creation. These tickets may have the accompanying information like the *Name of the User / ID, Reference User Name / ID, Systems*, etc. Below is an example of how the ticket may look like.

### 578388 - JP00768 - Assign access to existing user - STE

 Work Order WO0000000161732 Low

Updated Jul 5, 2022 10:05 AM



In Progress ▾

 Next SLA is Jul 12, 2022

Last name : kaida;  
Email : [Michihiro.Kaida@solvay.com](mailto:Michihiro.Kaida@solvay.com);  
Personal Number : 50123661;  
Employee Type : Internal;  
Manager : Cao Bin (Roy) Fan;  
Entity : GBU SPECIALTY POLYMERS;  
Job Function : Customer Service;  
Country : Japan;  
Site : TOKYO (ATAGO, MINATO-KU);  
Office Phone : ###;  
Mobile Phone : -14132;  
Request Type : Assign access to existing user;  
Access needed for : [Production];  
Select the system : : [SAP PI1 020 - CICC];  
Inform for which GBU you'll need access to. : GBU SPECIALTY POLYMERS;  
Determine the location you'll need access to: : Zone APAC;  
SAP PI1 020 - CICC : Describe the activities you'll need to perform in the system :  
This is the request for MATS8116

## Good Practice

It is always a good idea to check if the Reference User and the User exist in the system. If the Reference User is invalid, ask the User for a new Reference User. If the User already exists in the system then there will be no need to create again. Hence, this would save time.

## Providing the Access :

- When we have the required approvals, we need to check if the user to be given the access exists in the IDM.
- After that please provide the access using IDM . (Note - Roles are getting added as Privilege , also if you are providing PI1 access by default you have to add SI1 too)
- Finally, inform the user regarding the User creation d and Resolve the ticket.

## 2. BCM / CICC Online Access :

**Case 1** : If we get the request from anyone of the below contacts, we can go ahead and create the user with the basic role in PI1 system and with the Z3F-BCM\* roles (if requested) and Resolve the ticket.

*Etienne Lobet (CICC - Z3F-ADH\* roles)*  
*Etienne Lobet (CICC - Z3F-ADH\* roles)*  
*Etienne Lobet (BCM - Z3F-BCM\* roles)*  
*Etienne Lobets (BCM - Z3F-BCM\* roles)*

[blocked URL](#)

Signed Users :

We get this request from the Etienne Lobet to create users under this category. For any users under this type, we create users the user with the required /mentioned roles and another with naming convention XXXXX\_S and assign the role : Z3F-BCM-SIGN-SB and user group : ZZZ :SIGN. For this type users we provide the password to users, once user changes the password of the signed user (XXXXX\_S) to productive we change the user type from dialog to service since to avoid the password expiry.

Note - We have to contact Veerle to create user XXXXX\_S when not found in IDM

**Case 2** : If we do not get the request from anyone in the above contacts, we will inform the user to contact the above any contacts to get the access to BCM / CICC Online access, and then Resolve the ticket straight away.

We have now finished the request for the User Creation of a new user in the PI1 and SI1 system.

## Related articles

- [PI1 and SI1 Requests - Approval Process](#)
- [PI1 and SI1 - User Creation](#)