

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;
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](#)