Web Server Appendices 6.4.1 Creating Users

To use SAP logon tickets, you must create users. This process was initially explained in the **Creating Users** section of the <u>Appendix II: Using Web Server with SAP</u> <u>Portals</u> appendix. However, we will repeat the explanation here.

1. In the NetWeaver Administration go to the following location and click the Create User button as shown below..

User Administration > Identity Management

Search				Ξ.
Get User 💌	Go Advanced S	Search		
Select All Deselect All Create User Copy to New User Delete Unlock Lock Reset Password Export				
🗘 Logon I	D 🗘 Name	Department	🗘 Data Source	÷
Enter a search parameter and choose Go.				
Row O of 0	12			

- 2. In the Details window, go to the General Information tab and enter the user's logon credentials in the Logon ID field.
- 3. Check the Define Initial Password radiobutton as shown in the example below and then click Save.

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