

Introduction

Process and Trigger

Use this procedure to log on and off the WebGUI using the SAP Portal.

Prerequisites

None

Menu Path

Use the following menu path to begin this transaction:

None

Transaction Code

None

Tips and Tricks

At times you may need to use your scroll bar to view additional information.

Reports

None

Procedure

1. Start the transaction using the above menu or transaction code.

Boston University | Web Login

2. As required, complete/review the following fields:

Field	R/O/C	Description
BU login name	Required	Boston University user login ID. Example: agil
Password	Required	A unique string of six to eight characters that allows SAP system access. Example: password

3. Click the **Log In** button .

Home

BU BUworks Central Log off

Home Employee Self-Service Manager Self-Service Finance ACCT XWalk Reporting Procurement Worklist **WebGUI** 4

Important Web Browser Configuration Information
BUworks portal requires minor configuration adjustments to be completed in order to utilize Internet Explorer or Firefox. [Click here](#) for instructions on configuring your browser.

Welcome to BUworks Central Training
A personalized view of University resources designed to help you manage your daily work.

Learn the System
Employee Learning Solutions can show you the way.
Boston University's Employee Learning Solutions offers a variety of training options to help you get up to speed quickly. Learning programs available to Boston University employees include:

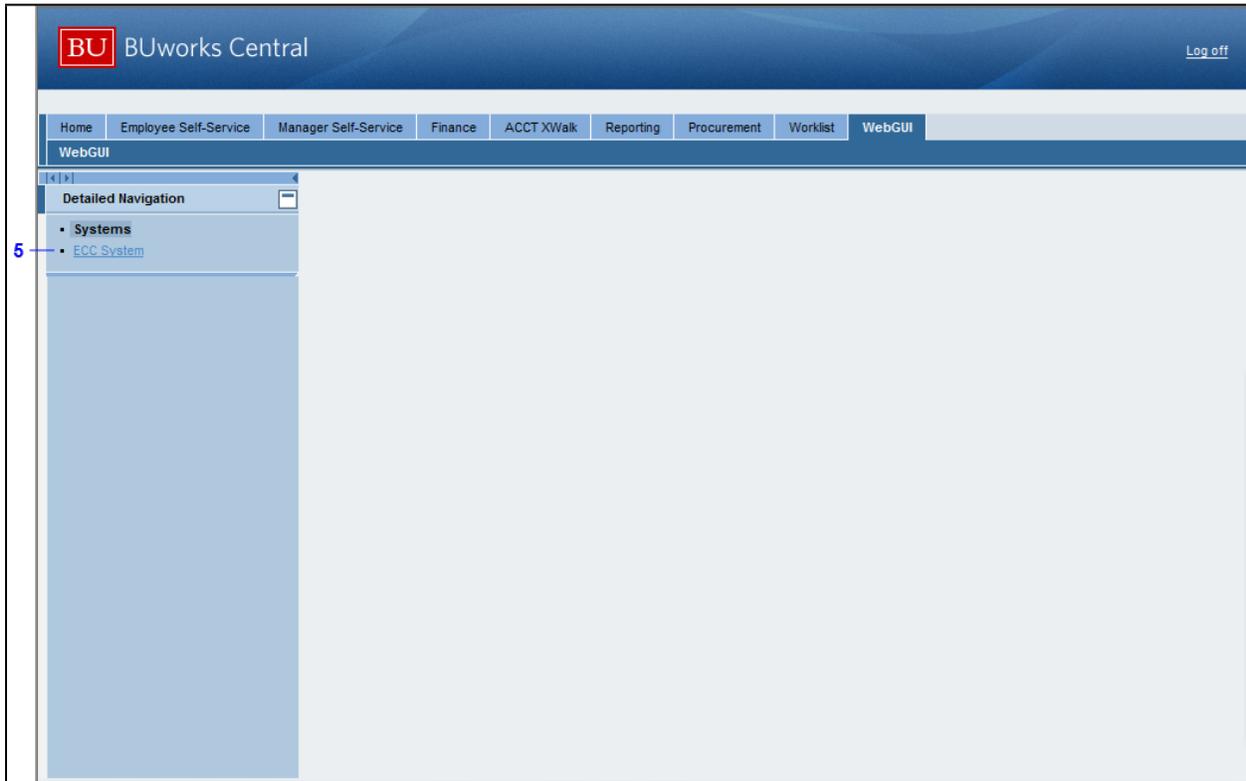
- On-line Self-Study — computer-based tutorials demonstrating specific SAP transactions using a detailed step-by-step approach.
- Virtual Training — utilizes a web-portal to provide a mix of training simulations, as well as web meetings.

Quick Links

- [BUworks Program Website](#)
- [Blackboard— Employee Learning Solutions](#)

4. Click the **WebGUI** tab  .

WebGUI

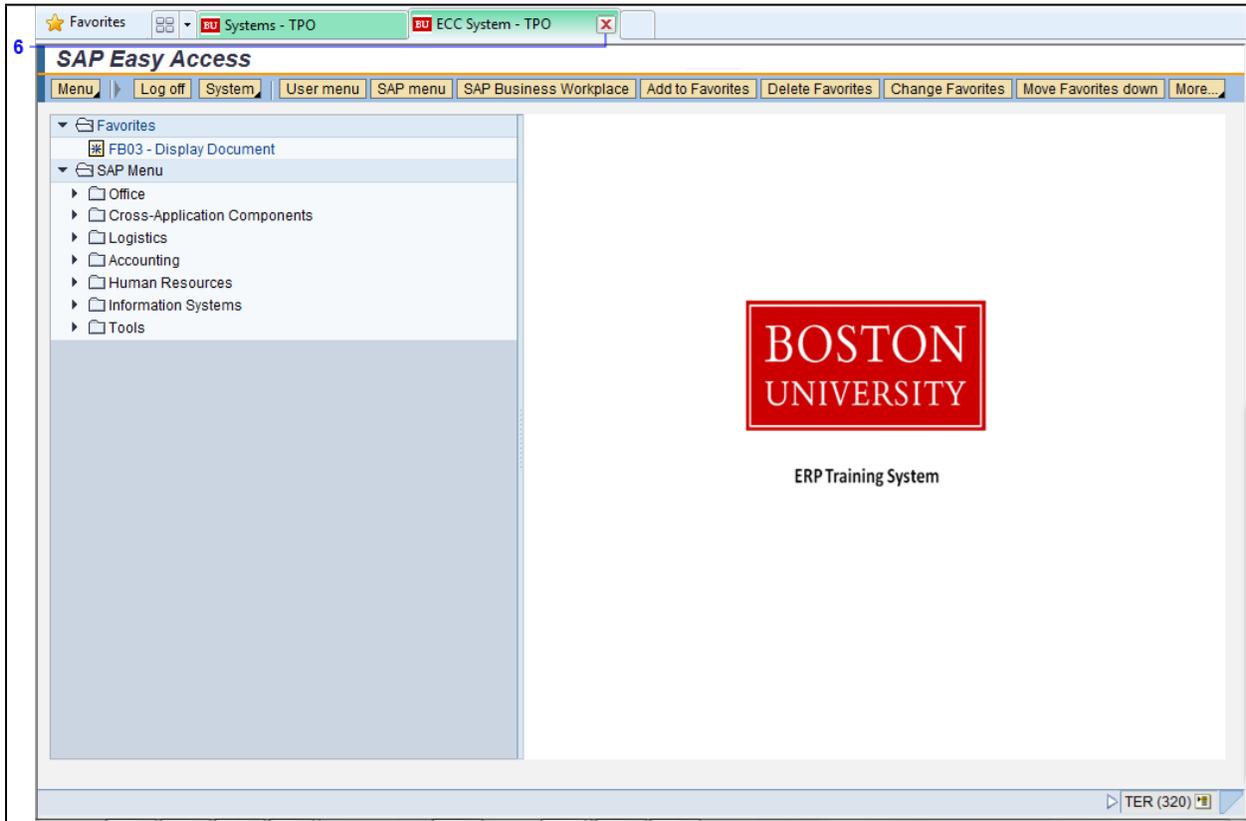


5. Click the **ECC System** tree item ECC System.



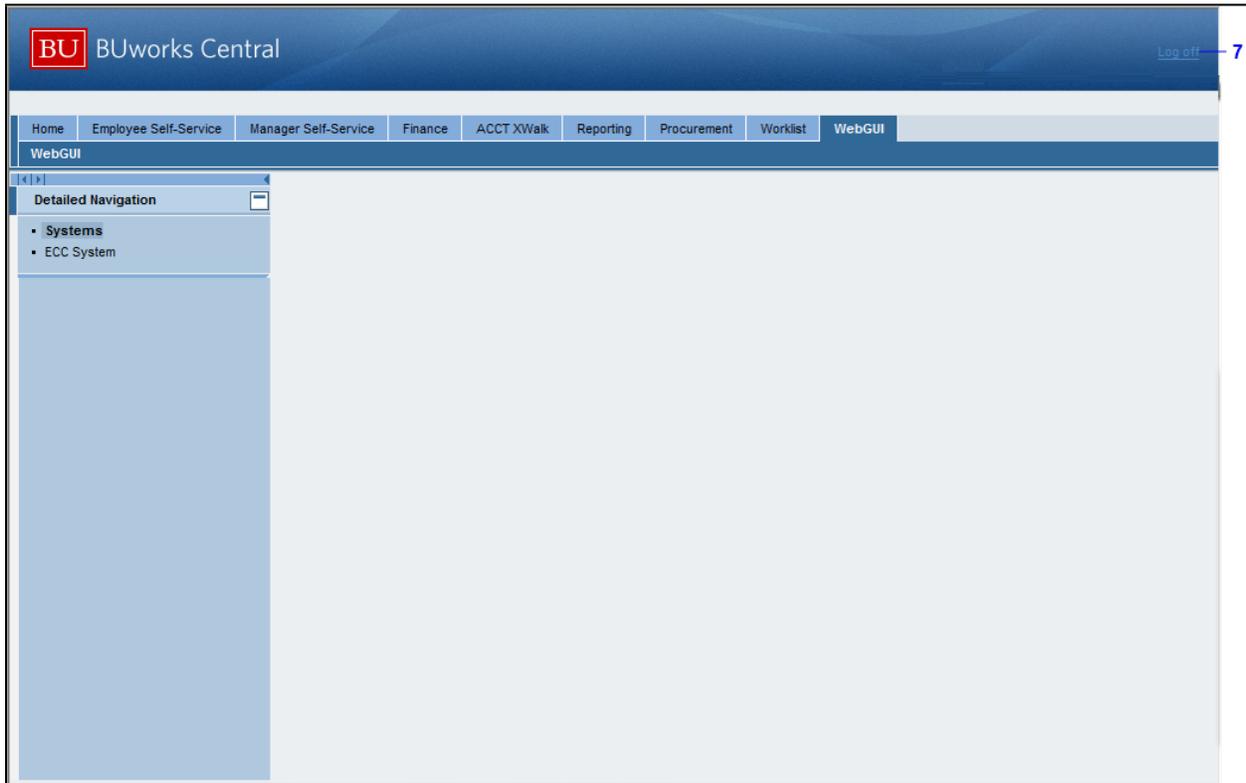
If this panel does not display, click the blue arrow to expand this panel.

ECC System



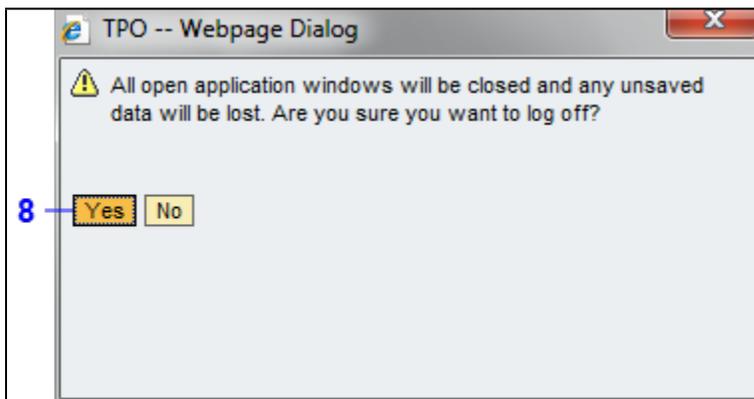
6. Click the **Close** button  next to the **ECC System** tab to exit.

WebGUI



7. Click the **Log off** link label **Log off**.

Webpage Dialog



8. Click the **Yes** button **Yes**.
9. The transaction is complete.

Results and Next Steps

You have successfully logged on and off of the SAP Portal WebGUI.