

# Logging into R/3

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There are two steps in the R/3 login process: (A) Authentication; and (B) Authorization.

## A. Authentication (Kerberos Login; “Getting a ticket”)

1. Double click on the **Authentic Login** icon to display the following box:



2. Enter your **SAP user name** in the **Name** field using **lower case letters**.
3. Enter your **SAP password** in the **Password** field using **lower case letters**.
4. If missing, enter **ACPUB.DUKE.EDU** in the **Realm** field using **UPPER CASE LETTERS**.
5. Click on the **Login** button or press the **Enter** key.
6. If prompted (*only at initial Kerberos login*), change your password per the screen’s instructions.

*The system will verify your user information and issue a ticket (with Start and End time) for R/3. **Leave this window open as a reminder to delete the ticket when logging off.***

*If an error message states “**Client not found in Kerberos database while logging in,**” then the **SAP user name was entered incorrectly or is not valid**. Click **OK** to clear the message, and enter the name again to rule out a keying error. Call the help desk if needed.*

*If an error message states “**Password incorrect,**” then the **password is not valid or was keyed incorrectly**. Click **OK** to clear the message, and enter the password again or try a different password. Call the Help Desk if needed.*

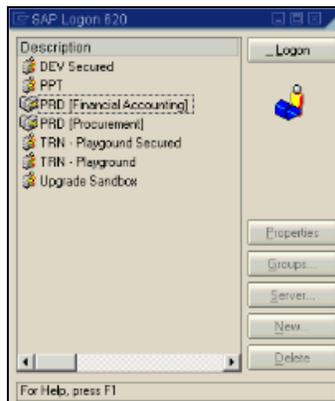
# Logging into R/3 (continued)

## B. Authorization (Logging into R/3)

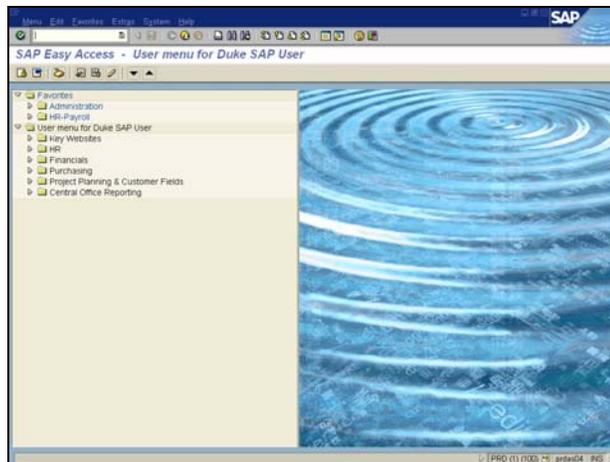
1. After receiving a security ticket, **double click** on the **SAP Logon** icon to display the following box:



SAPLogon



2. Click on either **PRD [Procurement]** to order materials or **PRD [Financial Accounting]** to perform financial or HR/Payroll functions.
3. Click on the **Logon** button (click  **Continue** through any system messages) to display the initial *SAP Easy Access* screen:



***You have successfully logged into R/3!***

*Note:* The process for logging into R/3 using a Mac is similar. For specific instructions, see the **Supplement for Mac Users** at the end of this guide.