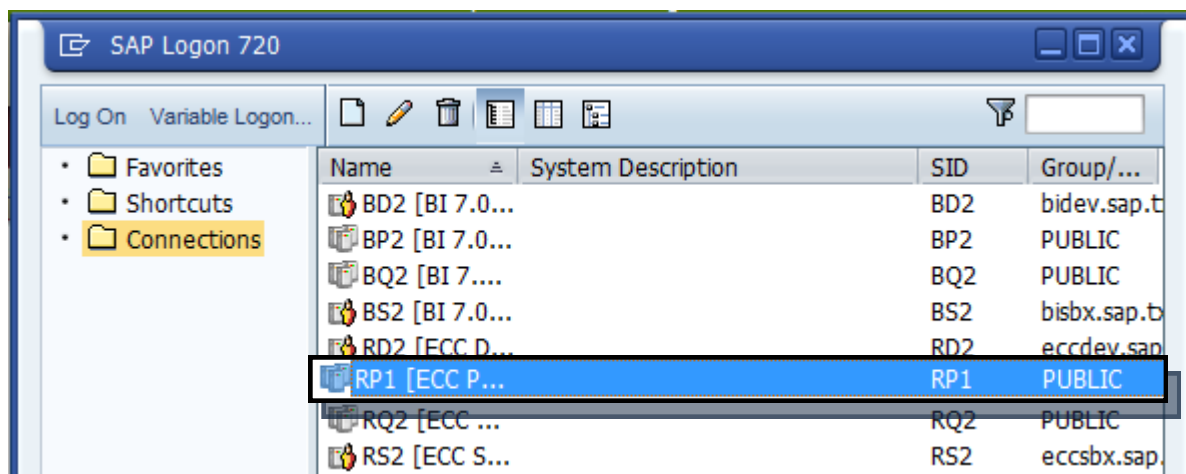


Accessing SAP Through GUI

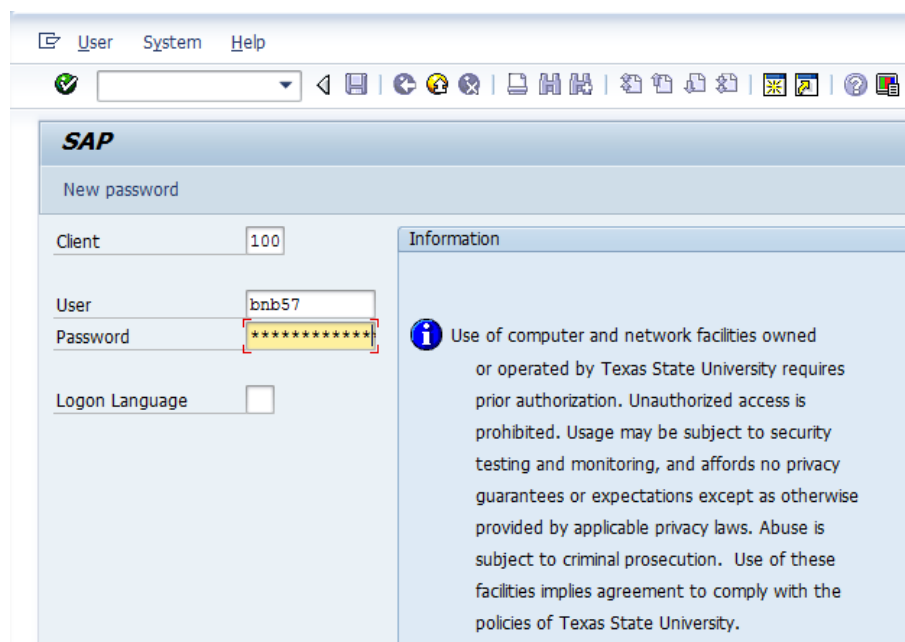
STEP 1: From your desktop, open SAP Logon program. If you do not have SAP GUI installed on your computer, click [here](#) to download.



STEP 2: Double-click **RP1**.

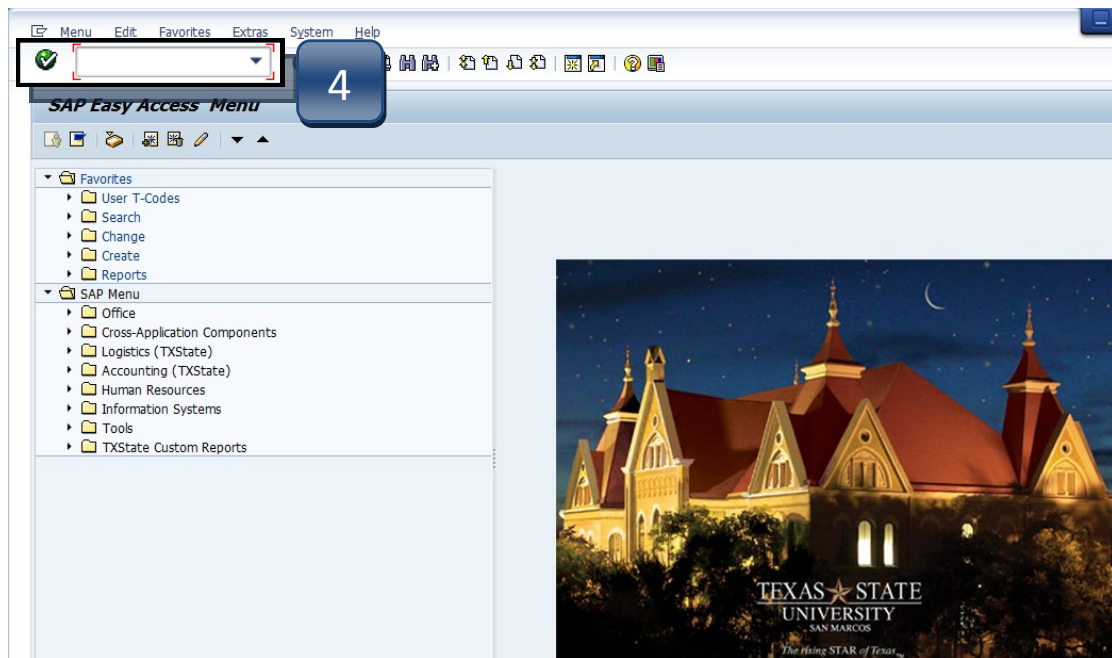


STEP 3: Enter your NetID and password. Hit ENTER on your keyboard.



Accessing SAP Through GUI

STEP 4: SAP Easy Access Menu appears where you can enter transaction codes to navigate the system.



STEP 5: Once transaction has been entered into the search field, hit ENTER on your keyboard and the transaction will open.