Accessing SAP Through Web Portal

STEP 1:   Go to Texas State University home page: http://www.txstate.edu

STEP 2:   Select **SAP Portal**.
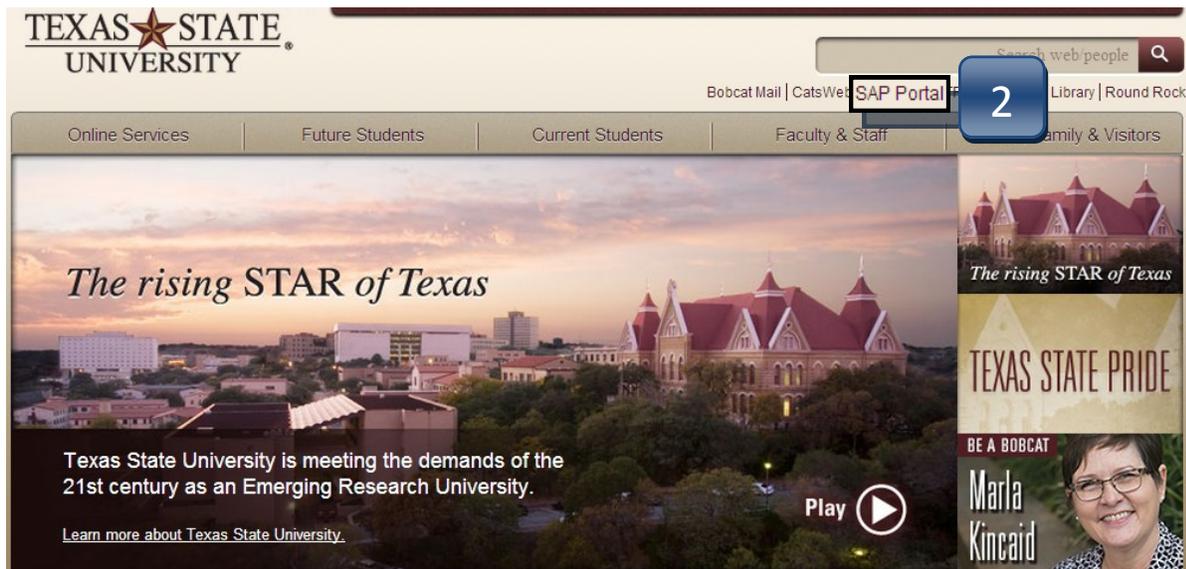
STEP 3:   Log in with your NetID and password.
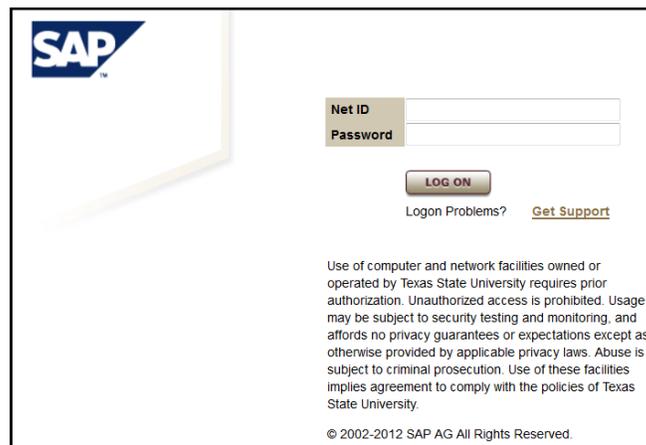
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STEP 4: Select **SAP Easy Access.**
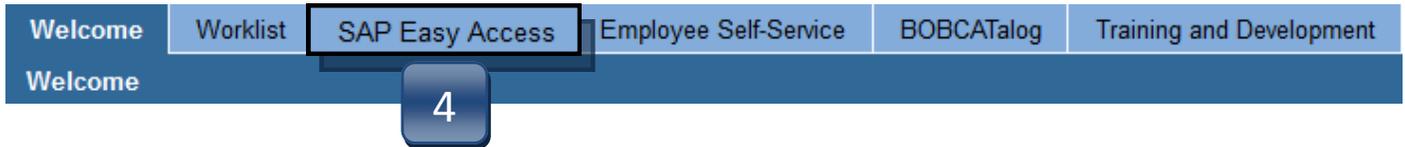
STEP 5: Separate browser window will open with SAP Easy Access Menu where you can enter transaction codes to navigate the system.

STEP 6: Once transaction has been entered into the search field, hit ENTER on your keyboard and the transaction will open.