PLEASE NOTE: You must have the latest version of the SAP Logon (aka GUI: Graphic User Interface) downloaded on your computer BEFORE you get started. Contact the Helpdesk at 513-556-HELP (4357) to request assistance on downloading the most current version of SAP GUI.

1. Open Internet Explorer - UCFlex/SAP preferred browser - and go to http://www.uc.edu/. In the top banner, look for wrench icon for UC Tools and choose UCFlex/ESS to go directly to the UCFlex portal login screen. OR login directly at https://www.ucflex.uc.edu.

Tip: UC Tools (see below) also allows for quick access to UCMail (Outlook), Password Help (to change your Central Login password for all UC software), download UC VPN (Virtual Private Network), to remotely gain access off campus to UCFlex and additional software within the UC Network, and Shuttle Tracker in addition to other commonly used links.
Welcome to the UCFlex portal!
This should look familiar from New Hire Orientation when logging in to UCFlex/ESS > Employee Self Service. Once you complete UCFlex Overview & Navigation prerequisite online course, you will gain access to FI/HR/BW tab within 1-2 business days.

2. Click FI/HR/BW tab.

3. Click Logon to R/3.

Tip: under UCFlex icon in the top left hand corner, “Help” opens UCFlex Help website for step by step instructions for all SAP transactions in UCFlex, including BW report info sheets.
4. Click Open.

**Tip:** if you do not see this message below, please call Helpdesk at 513-556-4357 (HELP) to install most recent version of SAP GUI.

**Note:** Below is an example of SAP GUI Window. Go to step 6 to personalize the user menu.
Welcome to the UCFlex SAP Easy Access Menu!

This is where your role access is organized and visible per your approved job responsibilities in UCFlex.

5. The first time you login, chances are you will see GENERIC SAP Easy Access, which does NOT show your name nor will be personalized for your approved role access folders.

6. Click on for your SAP Easy Access USER MENU. This is personalized for your role access and will continue to be after completing the appropriate training.

Note: Check your User menu to ensure you have proper role access folder(s) at least 1-2 business days after each UCFlex training class. If not, please take a screen shot of this menu and email it to UCFlex@uc.edu to update your access as soon as possible.
7. At UC, we tend to talk in acronyms and codes, so let's turn these on!
To see transaction codes and names under each role folder, select from the top menu toolbar: Extras → Settings.

8. Check Display technical names and click continue icon.

9. Congrats! You have completed setup for UCFlex/ESS.

Tip: Either keep this printed guide or go to UCFlex Help website for further reference.

Here are the Transactions (aka T-codes) associated with the Decentral HR Viewer role folder. For example, PA20 - Display HR Master Data.