SAP FIORI PORTAL

HANDLING APPS WITH THE SAP FIORI PORTAL

These instructions are intended to help you familiarize yourself with the general features of the new SAP Fiori interface.

Notice:

− This user manual solely describes the handling of applications with the new SAP Fiori Launchpad and the App Finder

− Should you have any questions regarding your personnel master data (personnel number, address, bank details, etc.), please contact your personnel office.

− For all software-related questions (e.g. portal or app not accessible), please contact SAP support:

   Telephone: 089/2108-2222
   Email: it-helpdesk@gv.mpg.de

− When the portal was activated, you were granted the required access rights to use the Fiori Portal. All of the Institute's active staff members who have a valid staff number are granted access in principle.

− The portal is available in German and English. Please adjust your browser language settings accordingly. Your subsequent new registration will then be carried out in the selected language version. Further details can be found in your browser settings.

− Access to the portal is currently available only within the MPG network/administration network and, if applicable, via VPN. External access (from outside the VPN) will be implemented at a later date.

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1. LOGGING IN TO THE ESS/MSS PORTAL

#REGULAR LOGIN

- **1.1. Login without SSO (1/1)**

If the Single-Sign-On procedure is not in use at your Institute, registration to the portal is carried out as described below. Otherwise, you will automatically be logged in after accessing the portal page https://sbportal.sap.mpg.de/irj/portal without the need to enter a user ID and password.

Registration without single sign-on is carried out via the web portal https://sbportal.sap.mpg.de/irj/portal?saml2=disabled using your personnel ID (6 digits, add a zero in front, if necessary) and an individual password. If you already have access to the portal (e.g. Arbeitssicherheit "ASi" or eProcurement), please log in using the access data you are already familiar with.
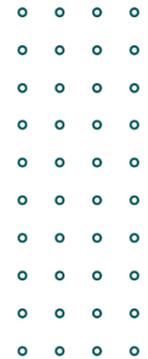
1. LOGGING IN TO THE ESS/MSS PORTAL

#NEW ACCOUNT

- **1.2. Login for employees who have not previously had online access (1/2)**

- First of all, please visit https://sbportal.sap.mpg.de/irj/portal?saml2=disabled.

- After that, click the "Support" button:

- Then enter your 6-digit personnel number and email address in the respective fields and confirm with "Send":

1. LOGGING IN TO THE ESS/MSS PORTAL

#GENERATING YOUT PASSWORD

- **1.2. Login for employees who have not previously had online access (2/2)**

- An initial password is sent by email to the email address stored in the PVS personnel management system:

Dear
Your password has been reset. Your new password is

iNwML34BtaQS

Link to SAP Portal: https://sbportal.sap.mpg.de/irj/portal

Please do not respond, this is an automatically generated mail

If your problem still persists please contact SAP-Support:

Mail:
sap-helpdesk@gv.mpg.de

Phone:
089-2108-2222 (HuR)
089-2108-2000 (PVS)
089-8578-3242 (ASI)

Note: An automatic reset and dispatch of your password can only be effected if your current email address and user ID are correctly registered in the personnel administration system (PVS). Please contact your personnel office directly if you have any queries or problems.

2. CUSTOMIZING YOUR START PAGE

#FINDING AND APP

- **2.1 Finding an app (1/1)**

Before you can use any of the applications ("apps"), you first need to customize your start page. As part of the personalization routine, the most frequently used apps are stored on the start page and displayed in a tile design.

Please proceed as follows:

- Please log on to the portal as described under no. 1.

- Click the button.

- Then open the "App Finder".
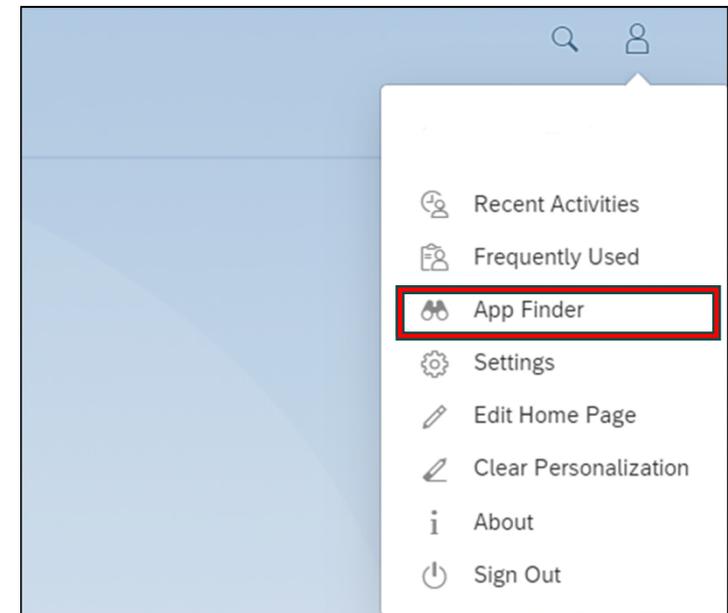
2. CUSTOMIZING YOUR START PAGE #INTEGRATING AN APP

- **2.2 Integrating an app (1/1)**

If you select the tile directly, the application/app will start immediately. Select the "pushpin" and add it to the group "My Home" to place the application on your start page.
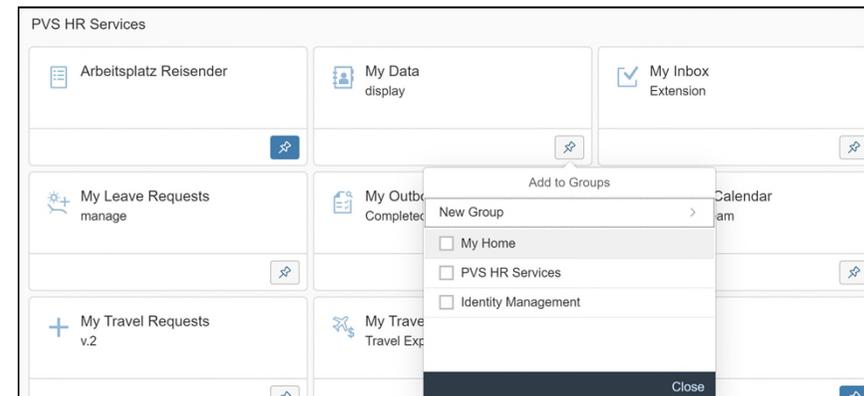
After pressing the button you can position the application on your start page. You can also define your own groups. Your apps will then be displayed under the respective group that you have defined and created.

THANK YOU
FOR YOUR ATTENTION

In case of further questions:

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