

# Web Based Reports

## Log on and Password Issues

To gain access to the Web Based reports you need to have an activated Business Warehouse (BW) ID and a password. The BW ID uses the same name as the regular SAP ID; however, the BW password is independent of your regular SAP ID. Unlike the regular SAP password, the BW password will not expire.

If you are not sure if your account has been activated, or if you have forgotten your BW password, you must contact submit a request to the IT Support Center using the Ihelp system accessible via the following link, <https://ihelp.iup.edu>.

If you are unfamiliar with the Ihelp system you can find more information at <http://www.iup.edu/itsupportcenter/howto.aspx?id=114044>.

When your BW ID is activated you will receive a password from the IT Support Center. You may use this password as long as you wish; however, **it's recommended that you change the password to something you can remember (see instructions in this document)**.

If you think you know your password, and you are having problems logging on to BW, be sure to check the following:

- Make sure your caps lock is off.
- Make user you use the shift key for any upper case characters in your password.
- Make sure you use your ID with the number 40 in front.

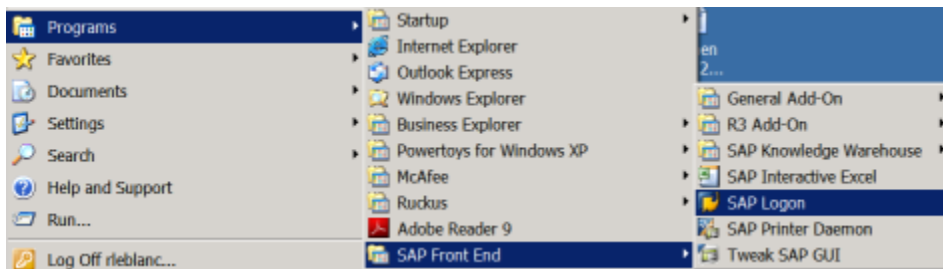
### Changing Your Password

Changing your BW password will require that you sign on to the client based BW system. This cannot be done via the web. Please note that your only use of the client based system will be to change your password. All reporting is maintained in the web-based system.

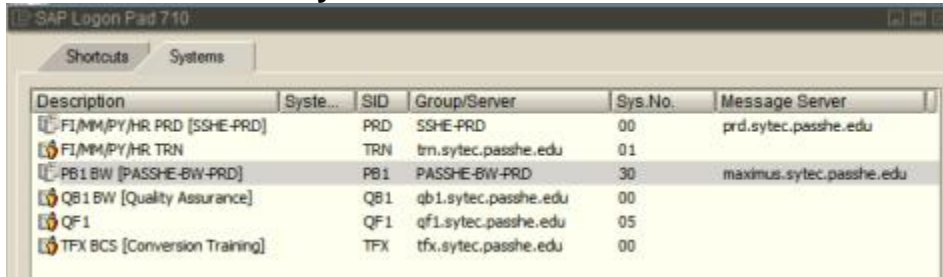
Find the SAP Logon Pad on your desk top:



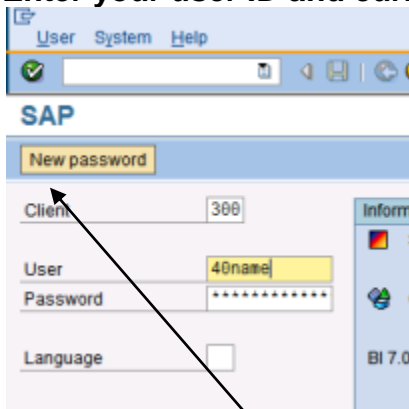
OR on the start menu:



Select the PB1 BW System and double click:

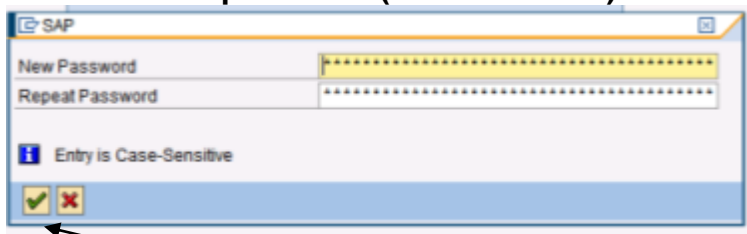


Enter your user ID and current password:



Click on the "New password" button.

Enter the new password (case sensitive) in both boxes:



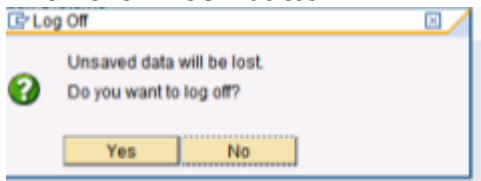
Click the green check.

**Log off by closing the window or following the path below:**



***Note: Do not attempt to navigate in the menu of this system. Only use the web based system for reports.***

**Click the “Yes” button:**



**Your password has been changed.**

**End of Document**