

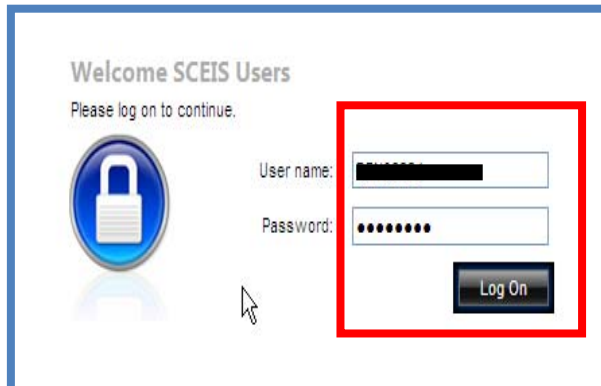
SCEIS Production System Login Instructions (Effective 11-2-2009)

OBTAIN YOUR USERNAME AND PASSWORD

SCEIS will provide your login credentials to SCEIS system once you have completed your training.

LOGIN TO SAP PRODUCTION SYSTEMS

Go to the Citrix web interface at <https://sceisgateway.sc.gov>. Enter your username & password. Click the Log On button to access SAP.



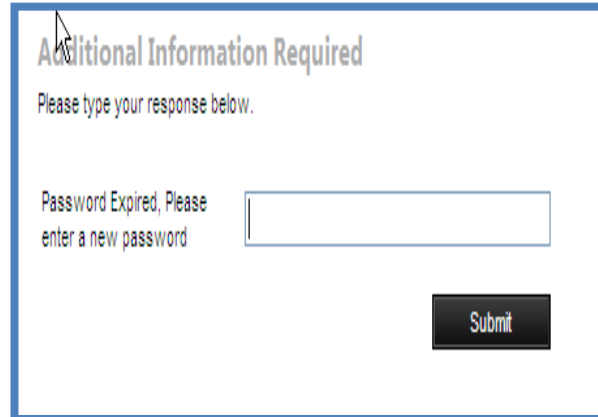
Welcome SCEIS Users
Please log on to continue.

User name:

Password:

Log On

You will be required to change your password when you log in for the first time. Type in your new password and click the Submit button

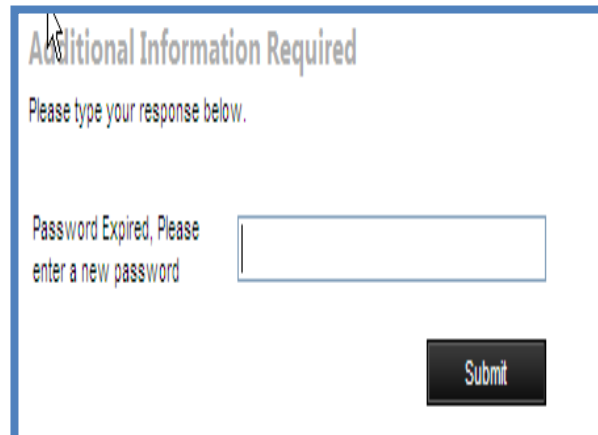


Additional Information Required
Please type your response below.

Password Expired, Please enter a new password

Submit

You will be asked to confirm your new password.

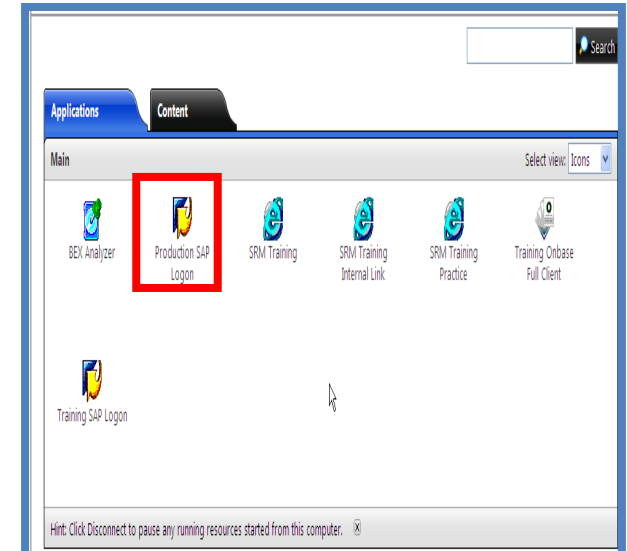


Additional Information Required
Please type your response below.

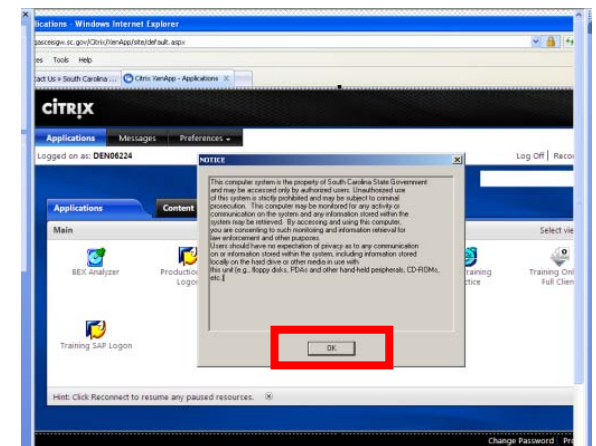
Password Expired, Please enter a new password

Submit

Click the Production SAP Logon icon.

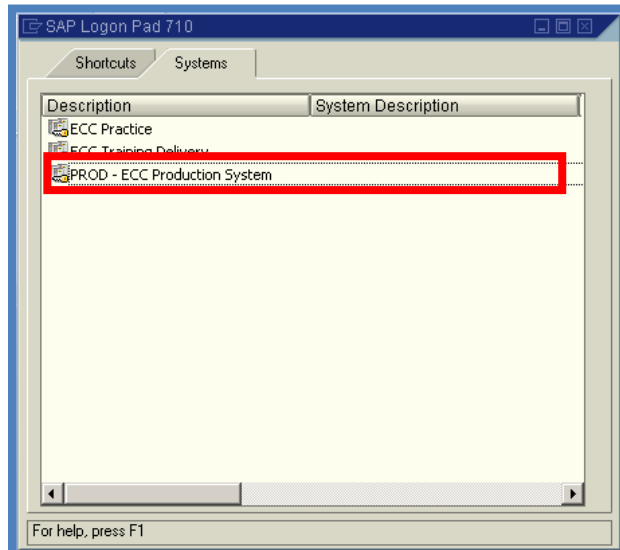


Click the OK button.



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View the Logon Pad. Double-click PROD – ECC Production System to access the ECC Production System.



You are now logged into the SCEIS Production System!

