

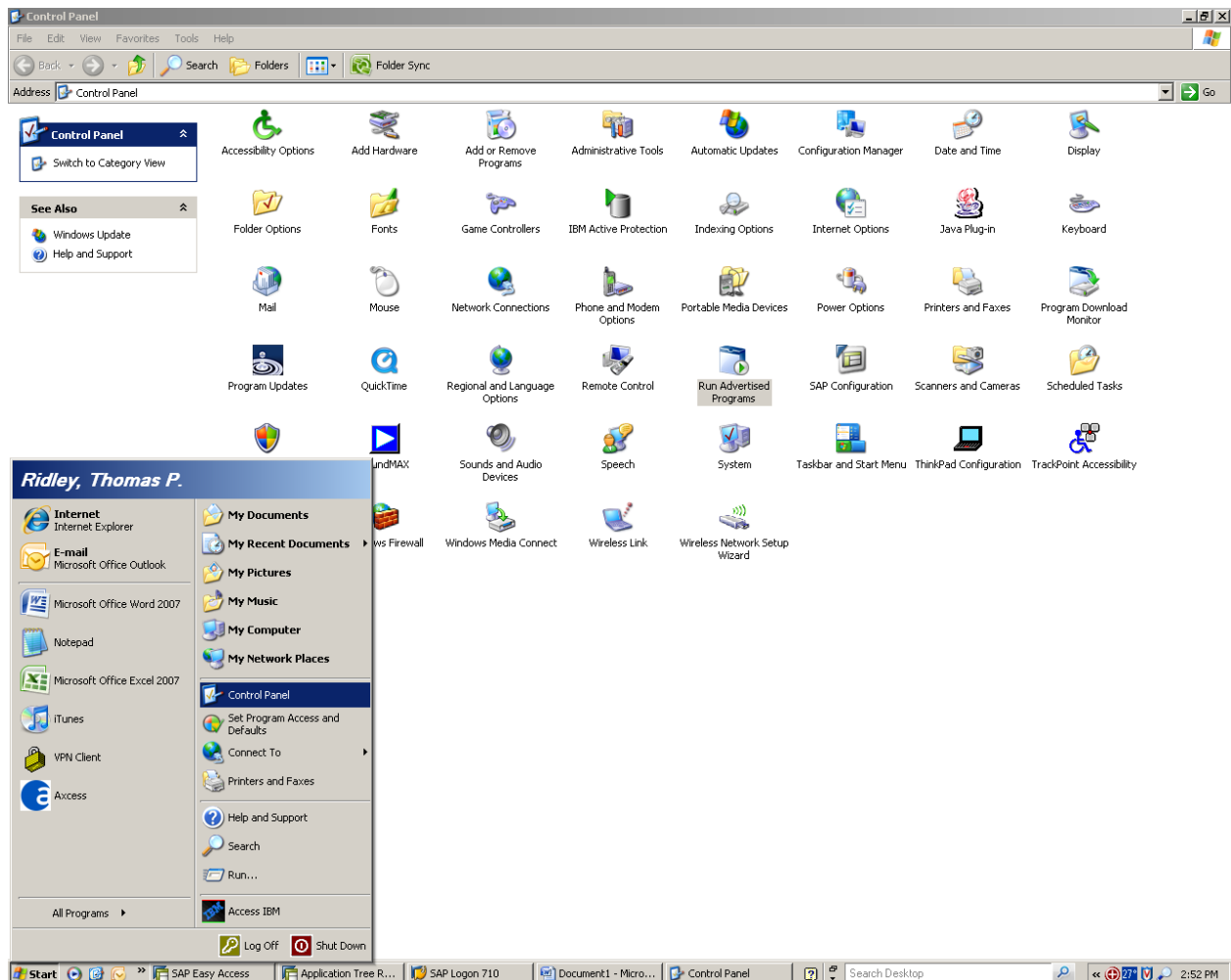
# Installing/Updating the SAP GUI

## SAP GUI Install

The SAP GUI (**G**raphical **U**ser **I**nterface – pronounced Gooley) is needed to access the SAP system. If the GUI is not installed on your PC when you receive your account, and you are using Windows and SMS, you can install the GUI yourself. If you do not have SMS installed, or are a Mac user, you will either need to contact your department's technical support staff or the Help Desk at x3662 to arrange for installation of the SAP GUI. Note: New SAP GUI versions come out about twice per year, it is good practice to update your SAP GUI at least once a year to keep up to date with changes that have occurred.

## Installation Procedure

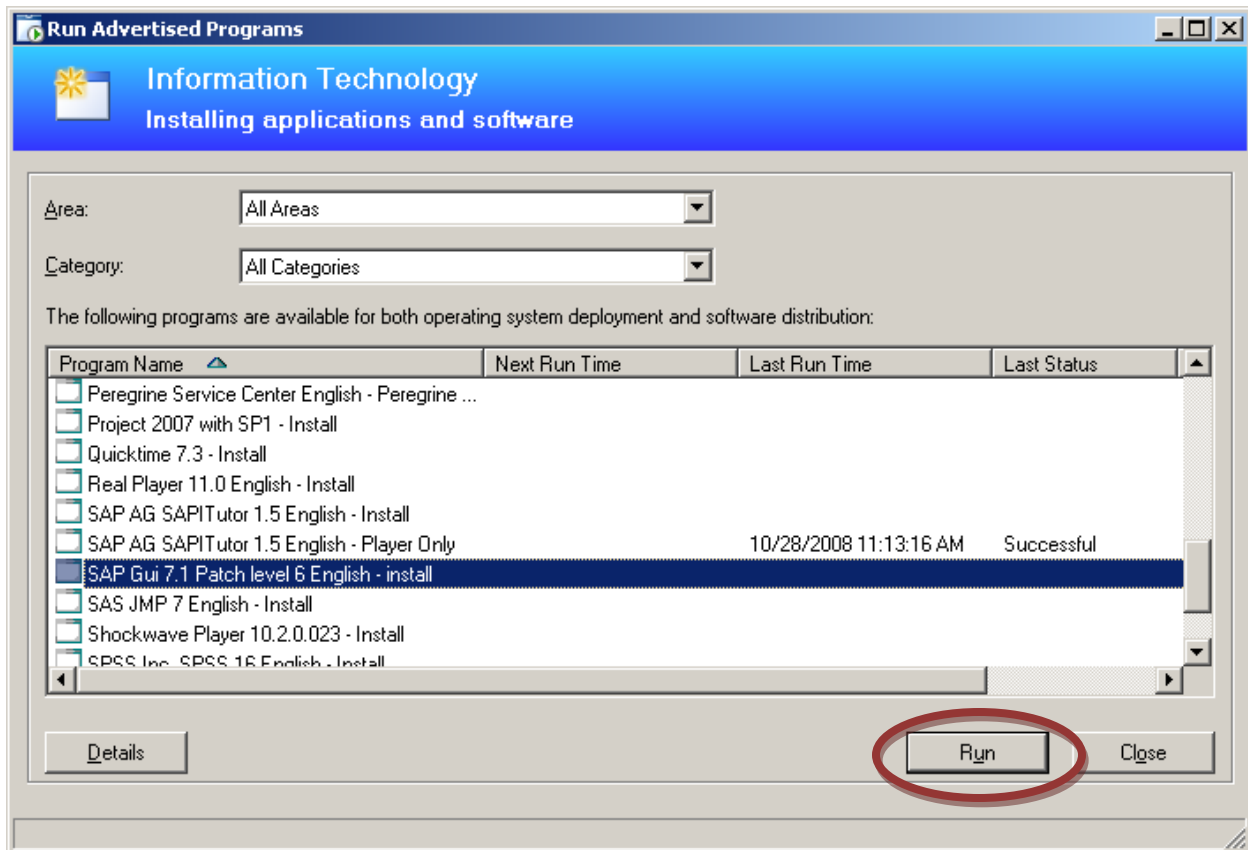
To install the GUI from SMS, go to the Control Panel (Start > Control Panel or Start > Settings > Control Panel).



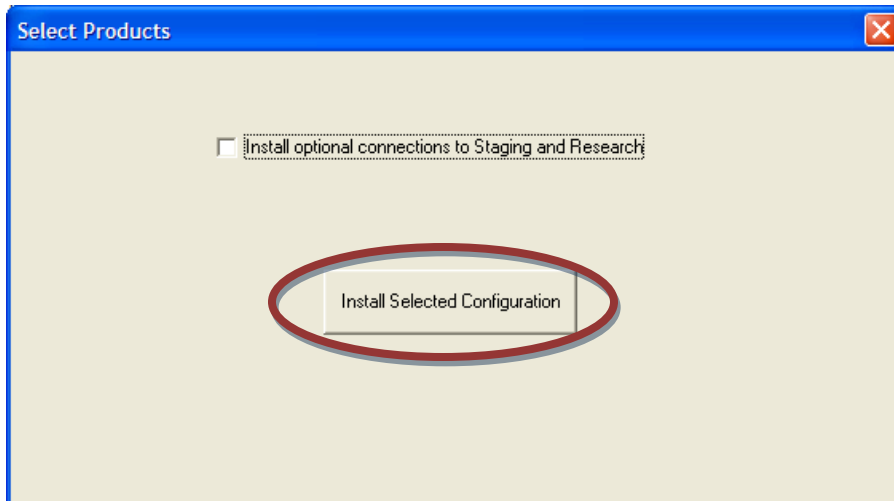
In the Control Panel, select the “Run Advertised Programs” icon by double clicking on this icon. The Run Advertised Programs box shown below will appear.

### Install Version X.XX

To install the new version of the software, click on the row that states: SAP Gui x.x Patch level x English – install. Follow the prompts to install the software (only the GUI itself is needed, not any of the add-ons or development tools).

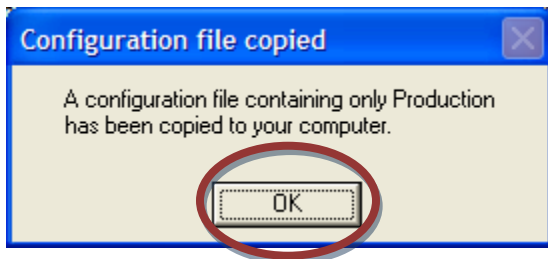


Click “Run”

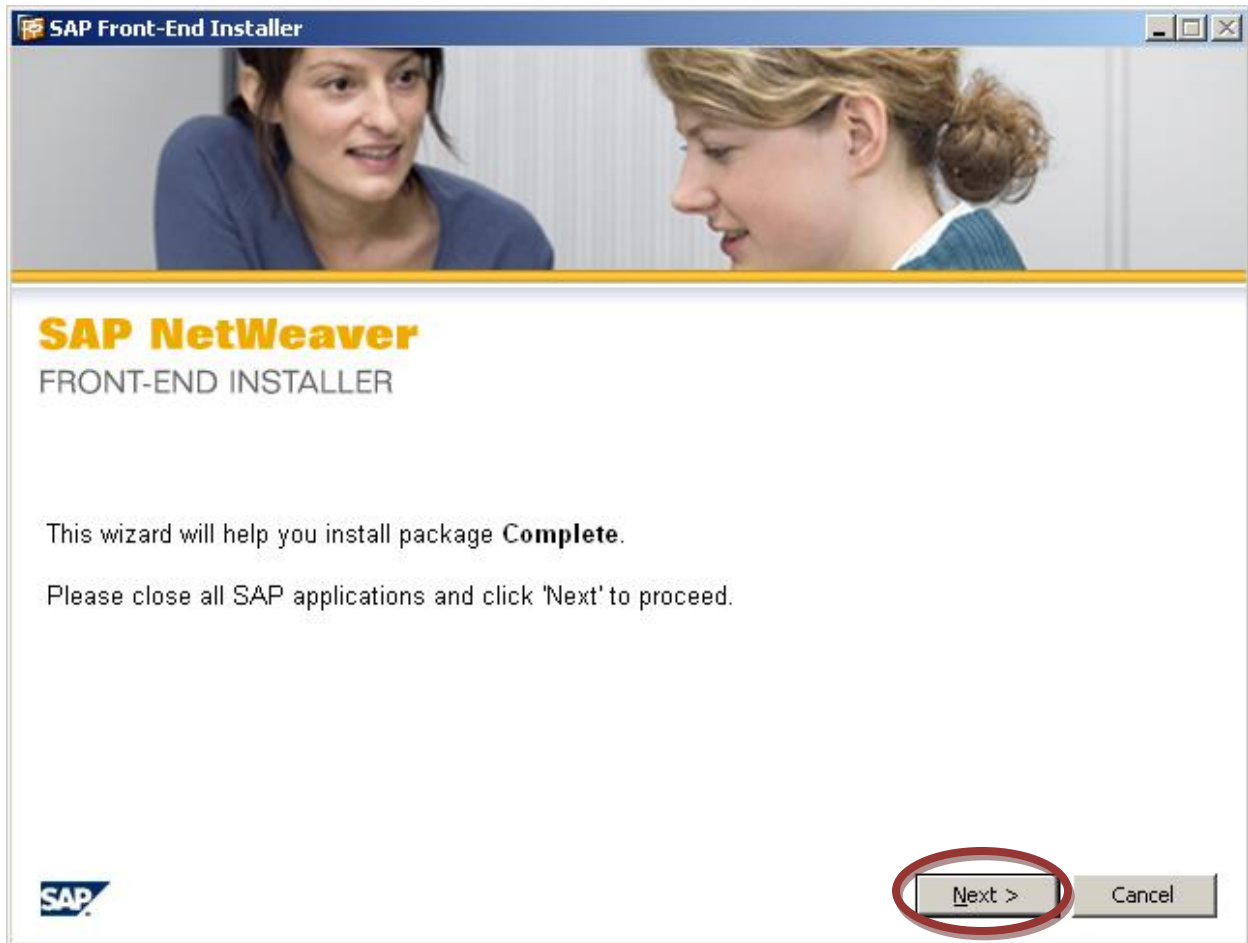


Click the "Install Selected Configuration" button.

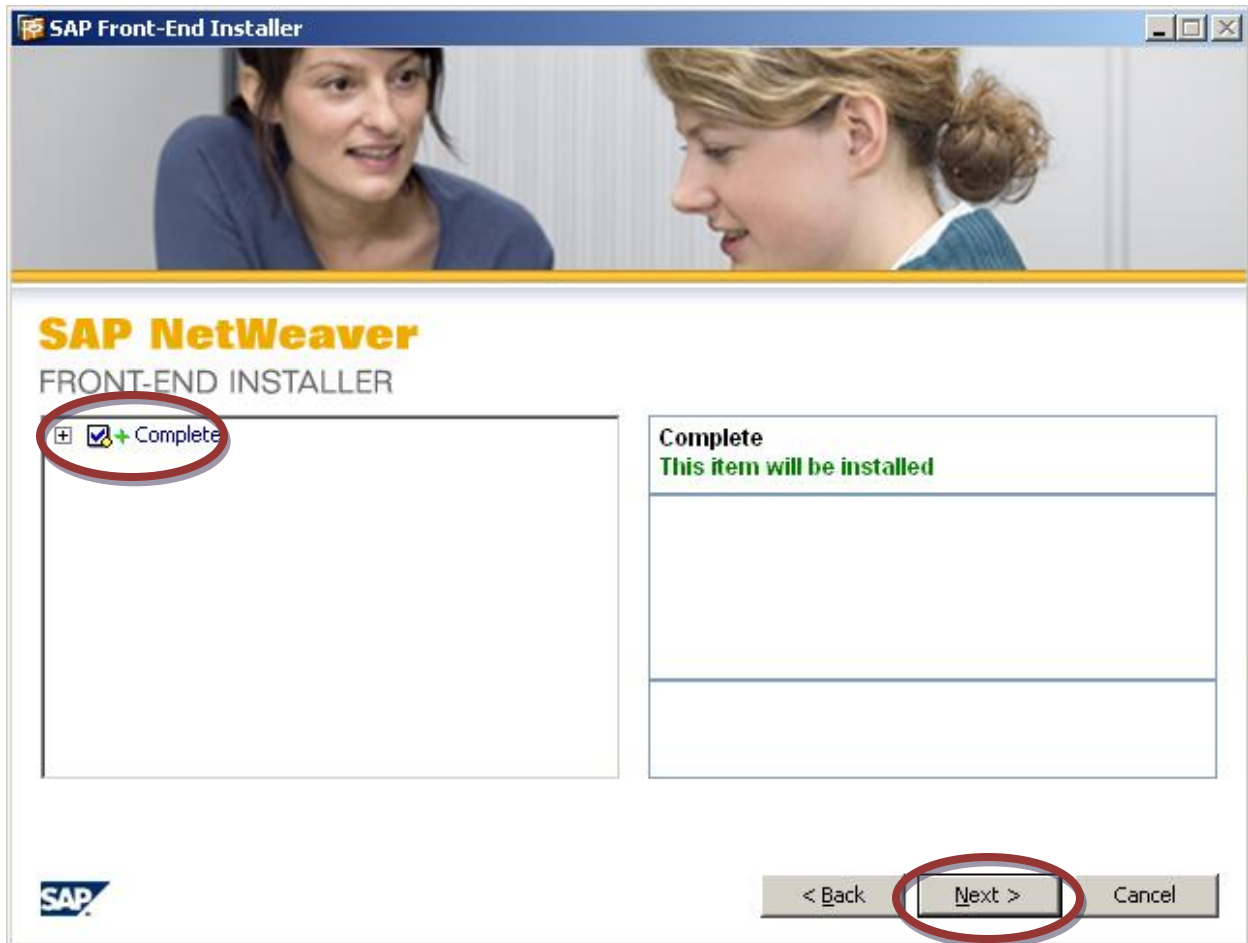
Note: If you also want to include Staging and Research (in addition to a Production logon) select the "Install optional Connections to Staging and Research" by putting a check in this box. (Staging and Research are test systems. They can be installed at a later date if needed by you for testing.)



The Configuration file copied popup will then appear. Click "OK."



Click "Next"



Click in the checkbox next to "Complete". Click "Next"



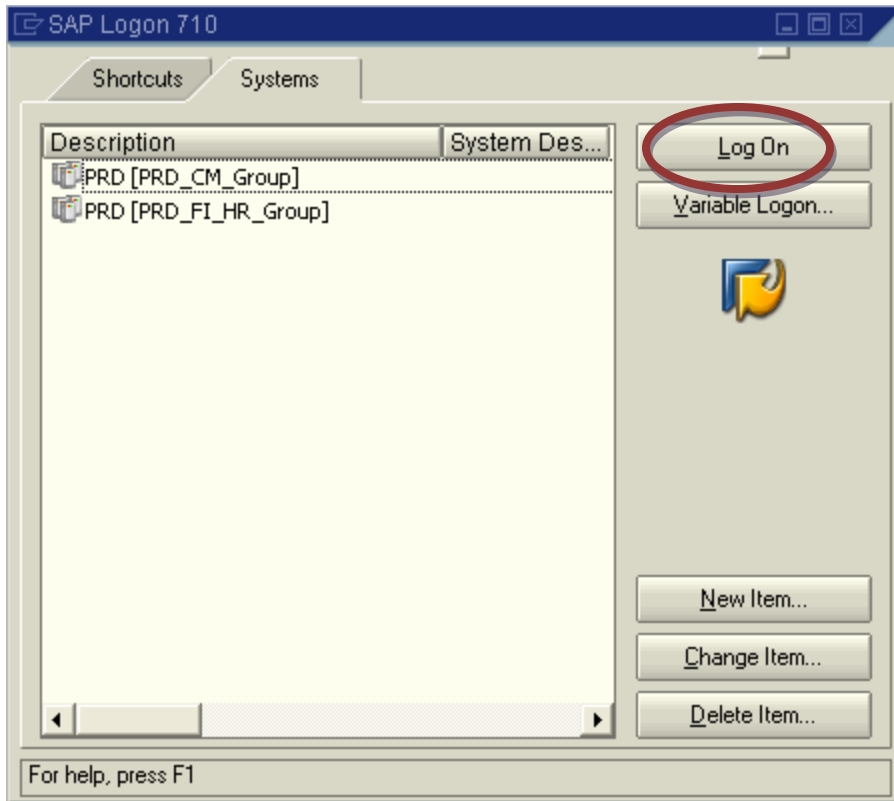
Once the upgrade/install has completed, the above screen will appear. Click "Done"

Note: if using a copy of the SAP GUI on CD, the install program is called SETUP.EXE, located in the \GUI\WINDOWS\WIN32 folder.

Production Log On Group are setup by default:

**Campus Management** users should use the "PRD\_CM\_Group"

**Financial and Human Resources** users should use the "PRD\_FI\_HR\_Group"



Test the configuration by logging on to the PRD system.

\*NOTE – You must have **security** before you can log into the SAP system.