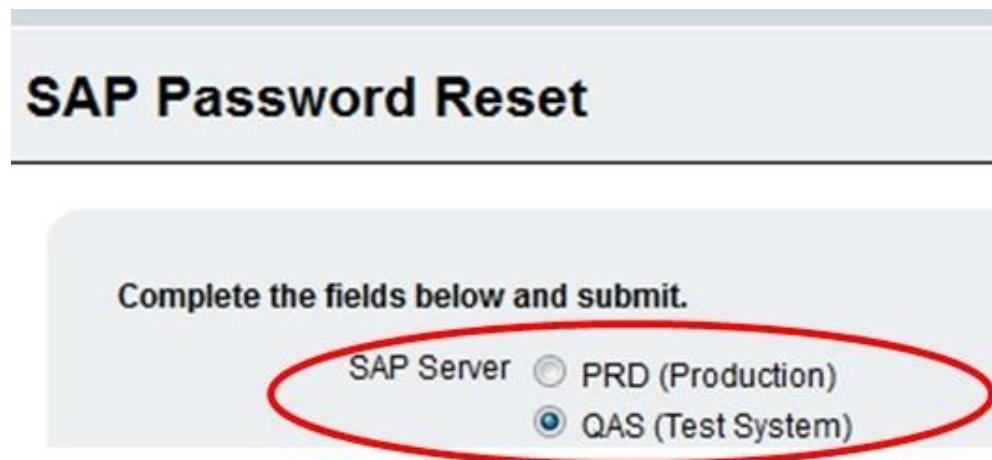


Forgot your SAP GUI password? The [Office of Information Technology](#) is excited to announce the rollout of the SAP Password Reset application that allows SAP users to reset their own SAP GUI password for the SAP Production and SAP QAS (Quality Assurance) systems. You no longer have to contact the [IT Helpdesk](#) to reset your password if your account is not locked. [Prasad Choudhari](#), IT Systems Analyst III, developed this application for the UM SAP user community, and it is an excellent improvement over the previous process.

## How Do You Reset Your SAP Password?

You can reset your password by logging into [myOleMiss](#). Use the **Search** in myOleMiss to locate [SAP Password Reset](#). You may also visit <http://www.olemiss.edu/sappassword> which will prompt you to log into myOleMiss. Upon logging in, you will be taken to the SAP Password Reset application. Select the SAP Server or system (PRD, QAS, or PRS) for which you would like to change your password. This will be your temporary password for logging on to one of the SAP Servers through the SAP GUI. Please note that you will be prompted to change your password after logging on to the SAP Server (via the SAP GUI) with the temporary password.



**SAP Password Reset**

Complete the fields below and submit.

SAP Server  PRD (Production)  
 QAS (Test System)

1. Type, then re-type the new password and click the “Submit” button. (Note: You may want this initial password to be something that will not be your actual password. You will be asked to change this password after you log in to SAP. Be sure to follow the Password Rules while creating your new SAP password.)



**SAP Password Reset**

Complete the fields below and submit.

SAP Server  PRD (Production)  
 QAS (Test System)

New Password

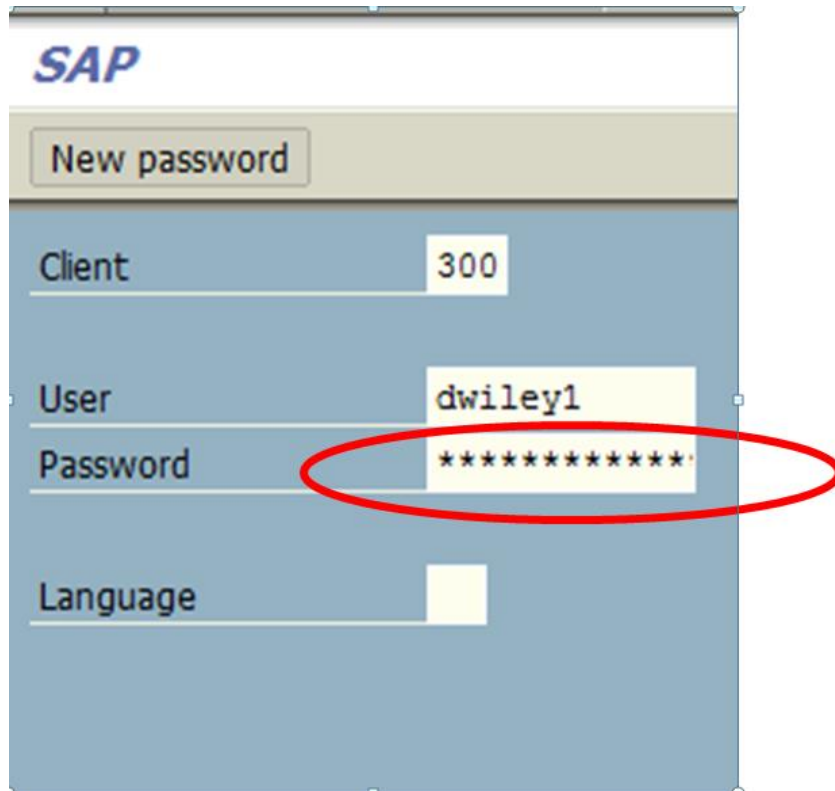
Re-type New Password

**Password Rules:**

- The minimum length is 6 characters; maximum of 8 characters.
- Password must contain one number.
- First character may not be "!" or "?".
- First 3 characters may not be in the same sequence as the User ID. (Example: AAA)

If you are unable to reset your own password, please contact the [IT Helpdesk](#) at [helpdesk@olemiss.edu](mailto:helpdesk@olemiss.edu) or (662) 915-5222.

2. Proceed to login to SAP with your new password.



The image shows a screenshot of the SAP login interface. At the top left is the SAP logo. Below it is a button labeled "New password". The main form has four fields: "Client" with the value "300", "User" with the value "dwiley1", "Password" with a masked value of "\*\*\*\*\*", and "Language" with a dropdown menu. A red oval highlights the Password field.

## What If Your SAP Account Is Locked?

Locked SAP accounts may be due to:

- Multiple login attempts with the wrong SAP username, password or a combination of both (Note: Before making numerous login attempts, go ahead and reset your password to avoid account becoming locked.)
- SAP account has not been used in 90 days
- Request by your department due to resignation, inappropriate use, etc.

If your account is locked due to multiple login attempts or non-use within 90 days, you will need to contact the [IT Helpdesk](#) at (662) 915- 5222 or [helpdesk@olemiss.edu](mailto:helpdesk@olemiss.edu) to unlock your SAP account.

## More Information...

For continuous updates on SAP and other technical information/projects, read [TECHNews](#), [UM Today](#) (TECHNews section), or visit the [SAP at Ole Miss Website](#). For questions or assistance, contact the [IT Helpdesk](#).