

Unlock User Guide

PROJECT SAKSHAM

V0.1

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Introduction

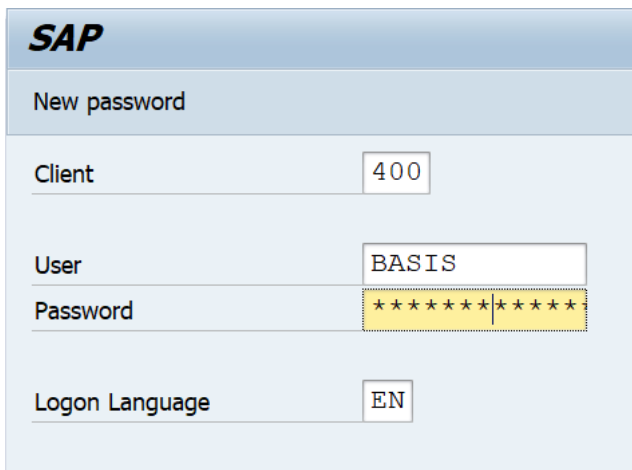
Purpose of the document is to list down procedure for User Id Unlock.

1. Unlock a User Id

Below is Unlock procedure listed.

Step 1:

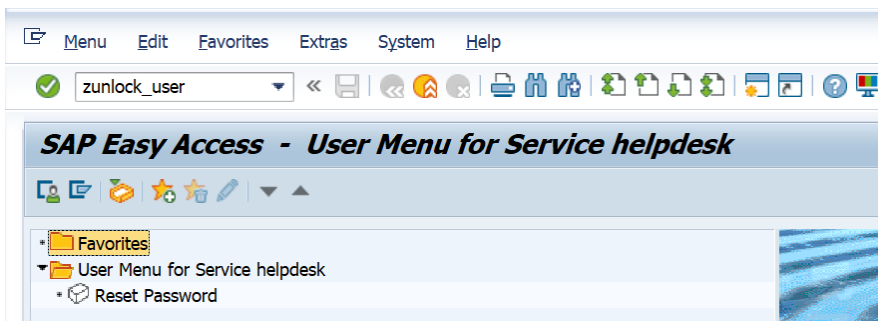
Login to SAP System.
Enter User Id & Password.



The screenshot shows the SAP login interface. At the top, it says 'SAP'. Below that, there are several input fields: 'New password' (empty), 'Client' (400), 'User' (BASIS), 'Password' (masked with asterisks), and 'Logon Language' (EN).

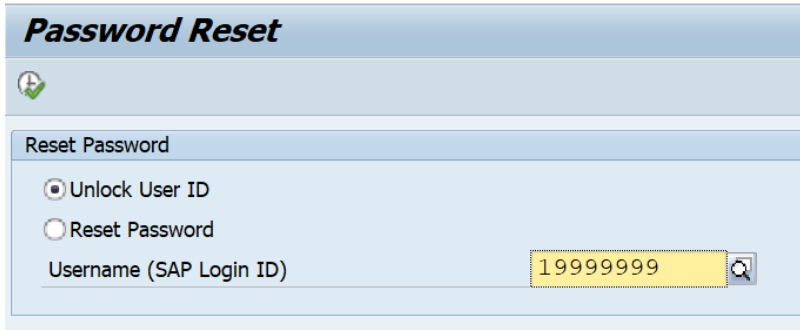
Step 2:

Enter transaction code zunlock_user & press enter



Step 3:

Select Radio Button Unlock User ID, Provide User Id & press execute 



Password Reset

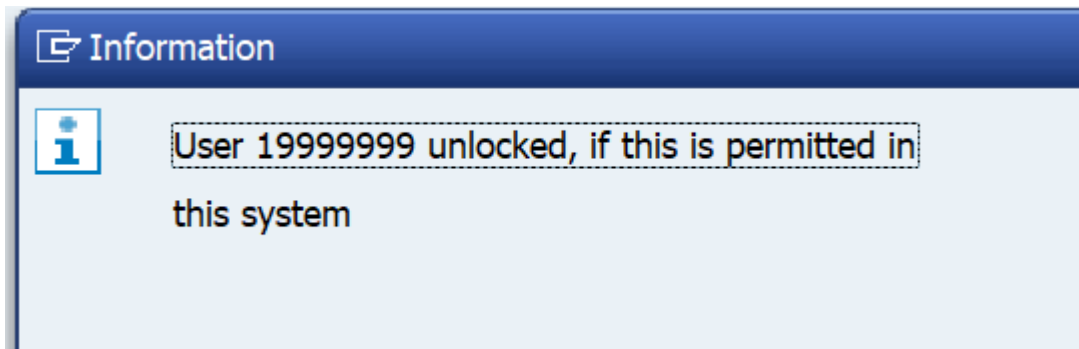
Reset Password

Unlock User ID
 Reset Password

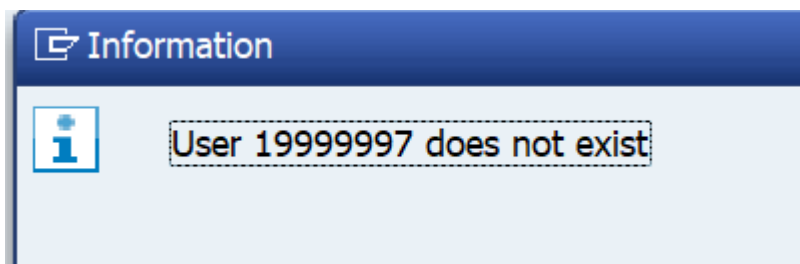
Username (SAP Login ID)

Step 4:

Message will appear, that “**user Id xx unlocked**”.



If User ID doesn't exist in the system, message will appear “**User does not exist**”



THANK YOU