How to access SAP remotely

This tool has always been available and is currently available.

Please note this tool is not allow access to SAPGUI. OIT is currently working on providing virtual access.

1. Go to www.muni.org using a search engine tool

2. Scroll to bottom of the page, and in the bottom right of the blue section click For Employees

Or go to https://portal.muni.org/logon and you will see this page
3. Use the same login credentials as when at your desktop, click login.

4. The above screen will appear, it is critical you know your passwords or have saved them to a tool that you are able to access from personal devices. This portal allows you to access your SAP account however it does not access SAPGUI.

5. Click the SAP box and login using your credentials.
6. After you’ve logged in the screen will look the same. You are ready to complete the tasks you need to in SAP.

7. When you are done in SAP click the logout icon in the top right corner.
8. A log off screen will pop up select ok, and then close the window.

9. Logout when you are done to protect our network and your information.

10. To log back in look for the “click here” link in the Your session is finished box.