



# Office of the State Controller

## SAP Secure Login Client Set-Up

**Important:** All users who work in the Integrated HR-Payroll System using the SAP GUI will need to have the SAP Secure Login Client (SLC) installed and properly set-up on their workstations. The SLC does not replace the SAP GUI. Users will need **both** the SAP GUI and the SLC to continue to login to the Integrated HR-Payroll System from the Fiori interface. This document details the one-time set-up process for the SLC, which happens after it has been installed.

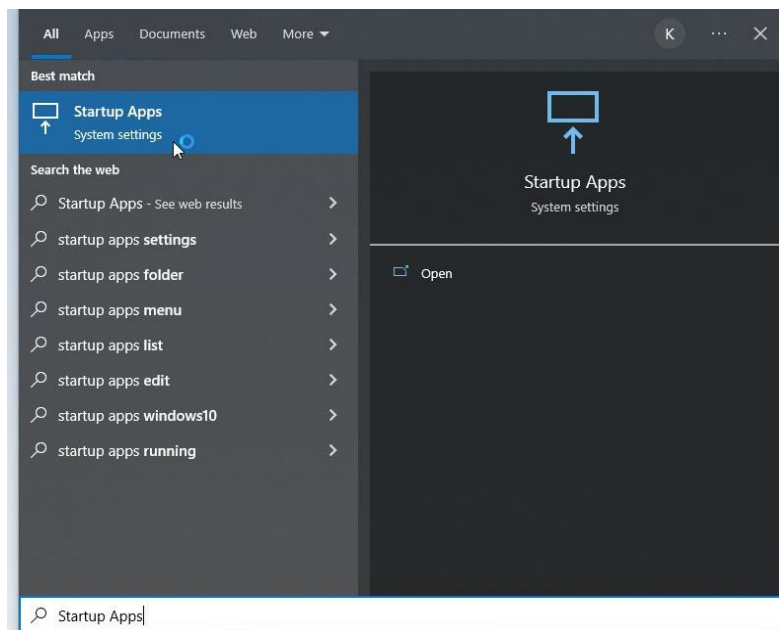
### Confirm Secure Login Client is Installed

If the SAP SLC installed correctly, it should be in the workstation's Startup Apps.

Click on the Window Search icon.



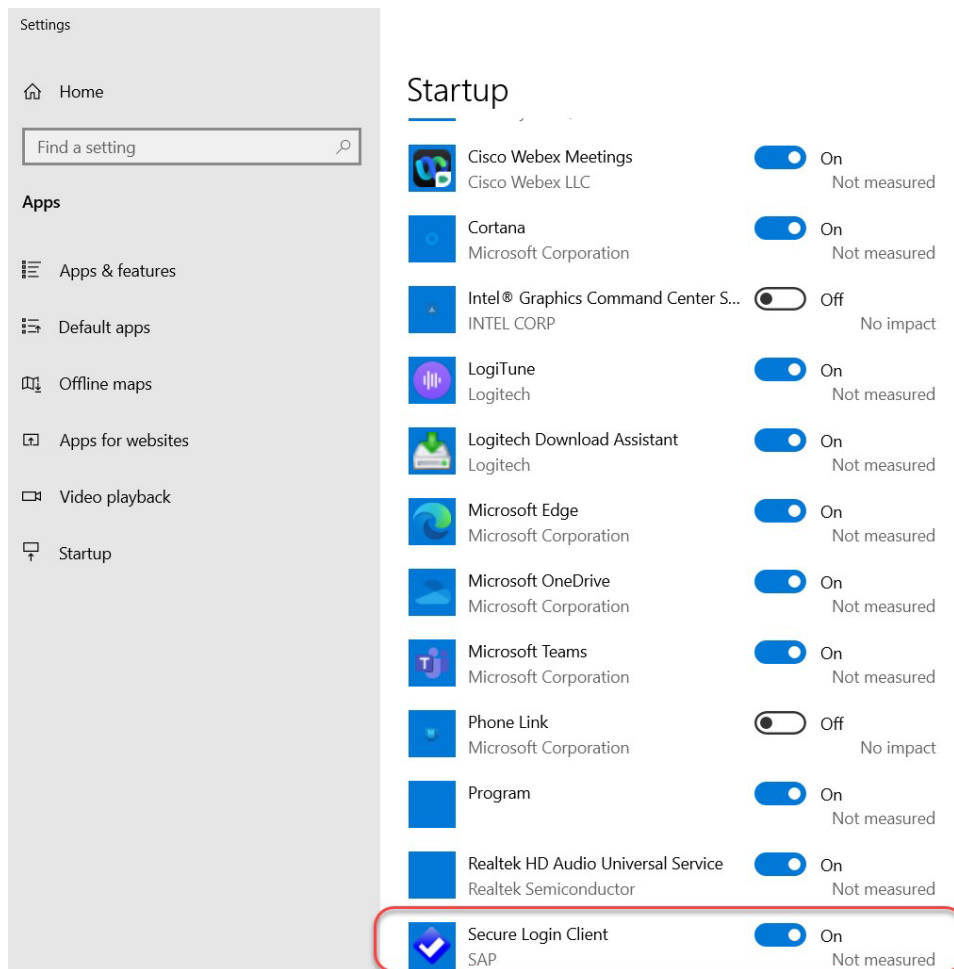
In the Search field, type "Startup Apps." Then click the Startup Apps/System settings result.





## Office of the State Controller SAP Secure Login Client

The Startup App listing displays. Ensure SAP SLC is displayed in this list and that the toggle is on.



If Secure Login Client is displayed, continue with set-up.

**Note:** If Secure Login Client is not displayed, please stop this process and refer to the Installation Instructions found on the [Technical Download](#) page on the OSC website. Return to these instructions after installation is complete.

Close out of the Settings window by clicking the X in the top right of the window.





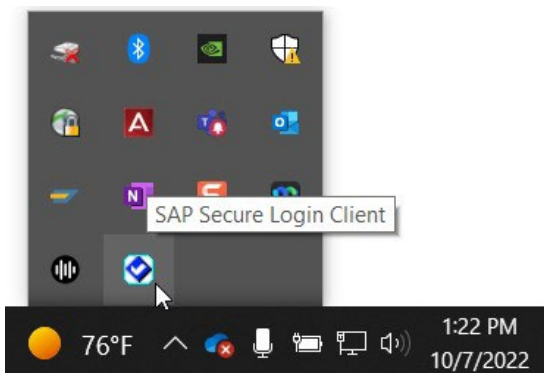
## Secure Login Client Set-Up

**Important:** State Network or VPN is required to complete SAP SLC set-up.

The SAP SLC should be running in the background. Locate and click the “caret” icon on the bottom right of your screen. This will show hidden icons.

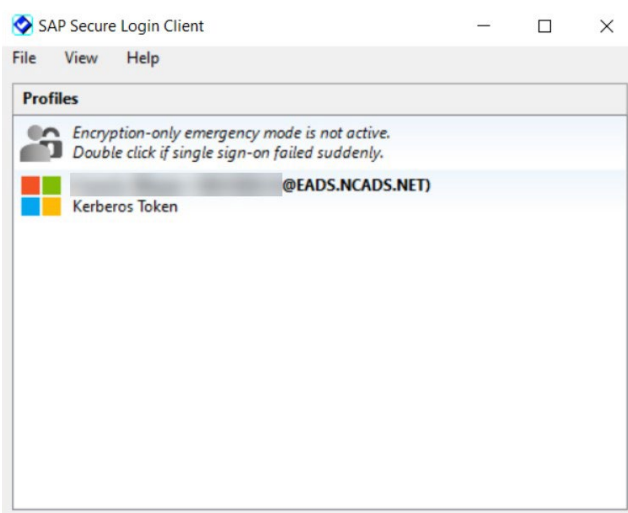


Click on the SAP Secure Login Client icon, shown below.



The SAP Secure Login Client window displays.

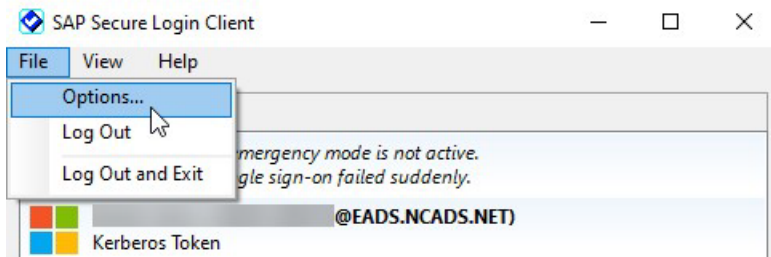
**Note:** You may see one or multiple lines in the Profiles section.



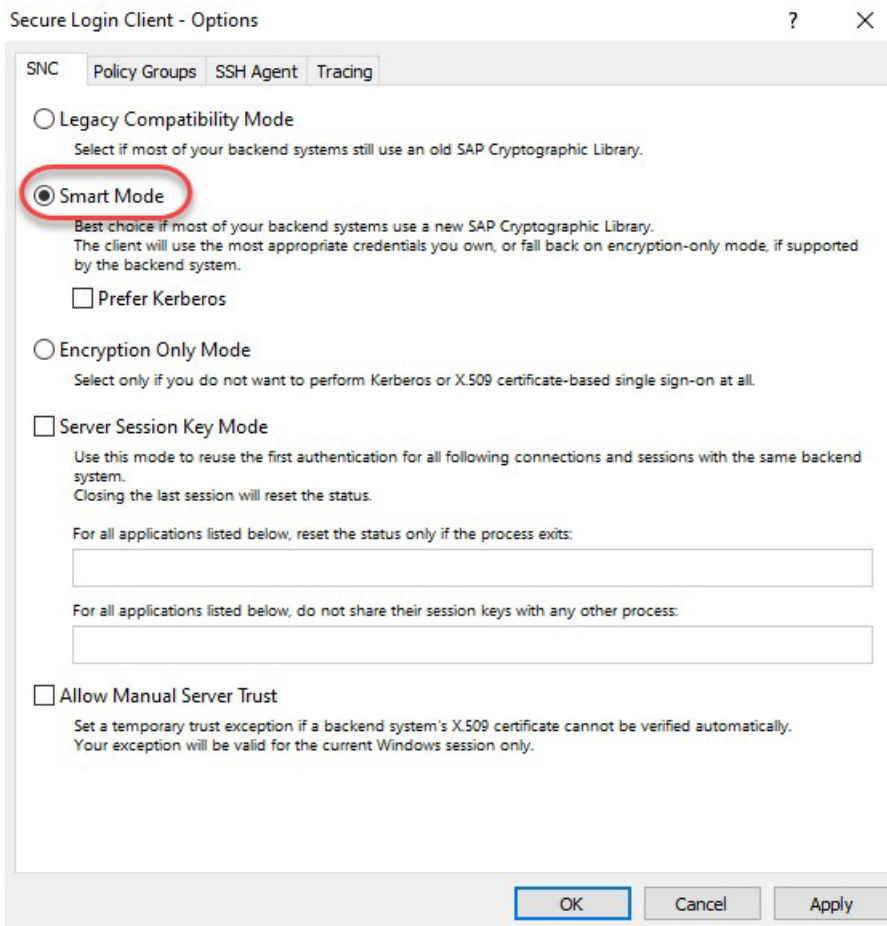
Click on File, then Options...



## Office of the State Controller SAP Secure Login Client



The Secure Login Client – Options window displays. On the SNC tab, select the Smart Mode radio button.





Office of the State Controller  
SAP Secure Login Client

Click on the Policy Groups tab. Click in the Host field and **copy** the following URL into that field:

<https://sso.portal.osc.nc.gov>

Secure Login Client - Options

SNC Policy Groups SSH Agent Tracing

Host https://sso.portal.osc.nc.gov Refresh Clear

Group Prod\_Web Client Group

Update Policy at startup

☒ Do Not Use a Proxy  
☐ Use IE Proxy Settings  
☐ Use Manual Proxy Settings

Status OK

OK Cancel Apply



Office of the State Controller  
SAP Secure Login Client

Click the Refresh button under the URL.

The screenshot shows the 'Secure Login Client - Options' window. It has four tabs: 'SNC', 'Policy Groups', 'SSH Agent', and 'Tracing'. The 'SNC' tab is active. The 'Host' field contains the URL 'https://sso.portal.osc.nc.gov'. To the right of the 'Host' field are two buttons: 'Refresh' and 'Clear'. The 'Refresh' button is circled in red. Below the 'Host' field is the 'Group' dropdown menu, which is set to 'Prod\_Web Client Group'. Below that is the 'Update Policy' dropdown menu, set to 'at startup'. There are three radio buttons for proxy settings: 'Do Not Use a Proxy' (selected), 'Use IE Proxy Settings', and 'Use Manual Proxy Settings'. Below the radio buttons is an empty text field. At the bottom of the window is the 'Status' field, which contains the text 'OK'. At the very bottom of the window are three buttons: 'OK', 'Cancel', and 'Apply'.



Office of the State Controller  
SAP Secure Login Client

The Group field will auto-populate. Ensure the value is Prod\_Web Client Group. The Status field will also update to "OK".

Secure Login Client - Options

SNC Policy Groups SSH Agent Tracing

Host:  Refresh Clear

Group:

Update Policy:

☒ Do Not Use a Proxy  
☐ Use IE Proxy Settings  
☐ Use Manual Proxy Settings

Status:

OK Cancel Apply

Click Apply.

OK Cancel **Apply**



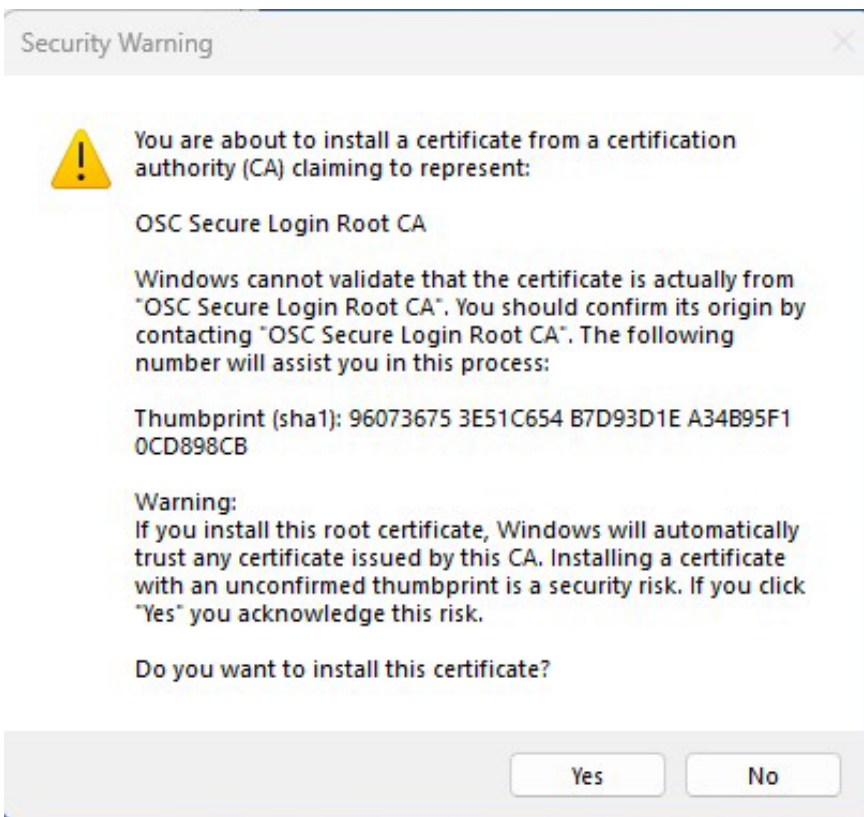
Office of the State Controller  
SAP Secure Login Client

A Security Warning window will display. This is expected.

**Note:** If you do not see the Security Warning, check your other monitors.

Confirm that the text highlighted below matches your Security Warning text **exactly**. If the highlighted text matches, click Yes. Otherwise stop here and contact your agency's IT Security staff.

**Important** – If the Security Warning window displays, continue. If the Security Warning window **does not display**, please continue by clicking [here](#).



Click OK.

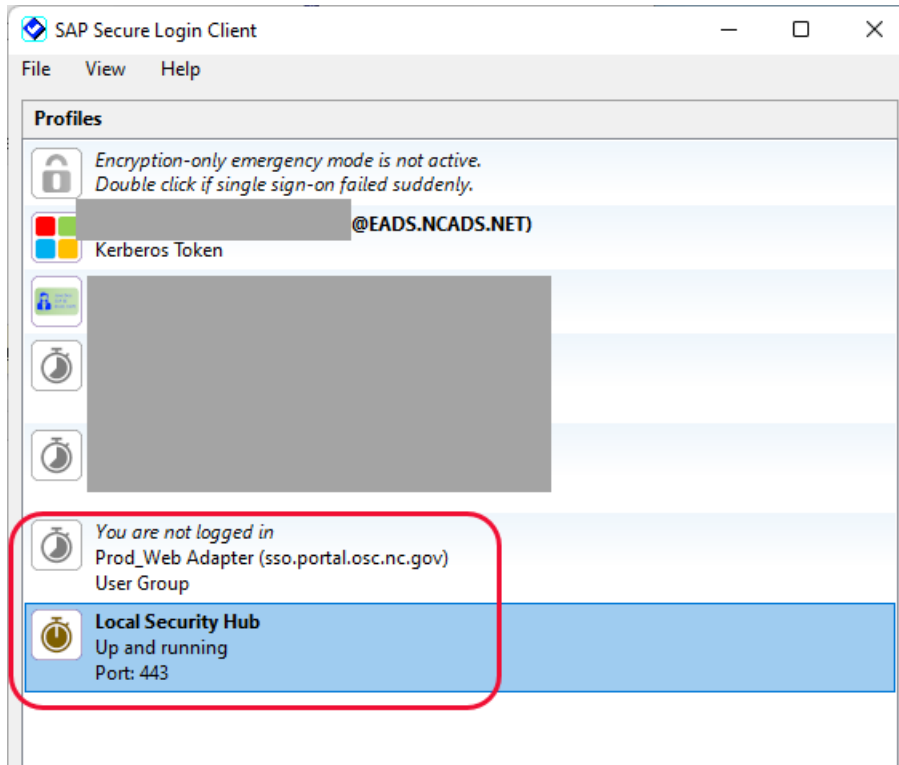






## Office of the State Controller SAP Secure Login Client

The SAP Secure Login Client window will now be updated with additional profile information. Ensure the following two profiles are shown.

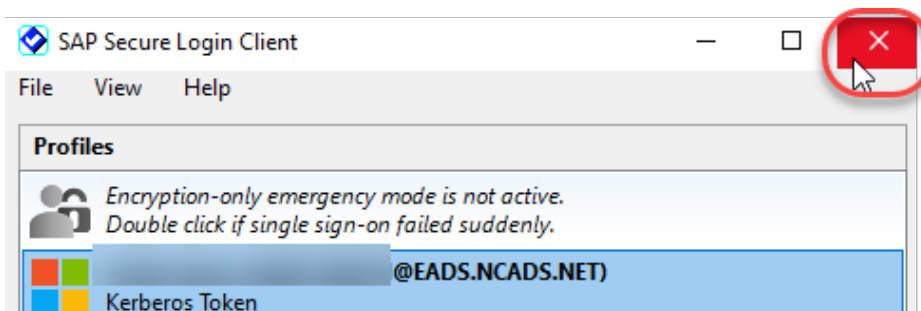


**Important** – If you do not see these profile lines, please continue [here](#).

**Note:** You may have additional, non-SAP related information shown as well.

You have successfully completed set-up for the SAP SLC!

Close out of the SAP Secure Login Client window by clicking the X in the top right of the window. The application will continue to run in the background.



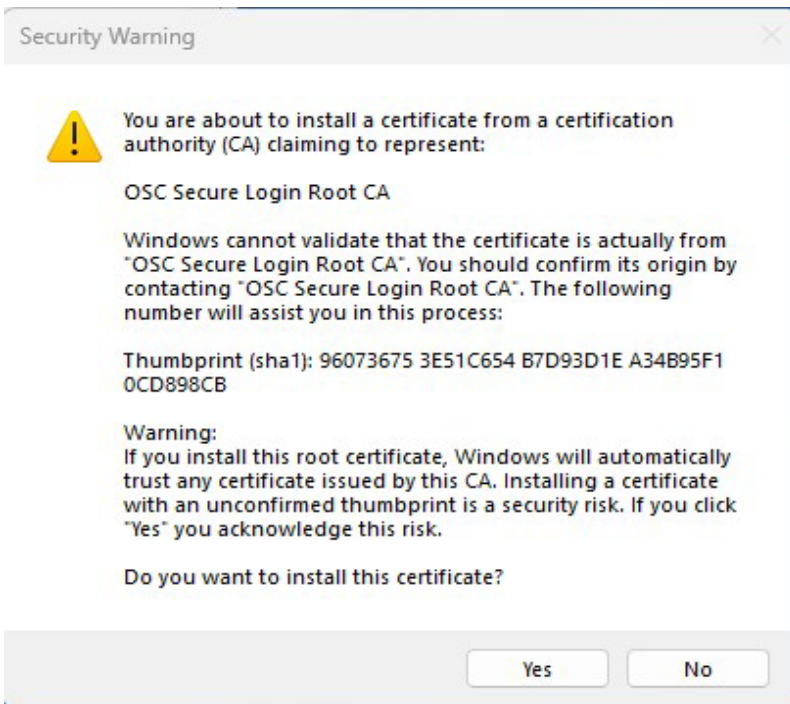


## Troubleshooting

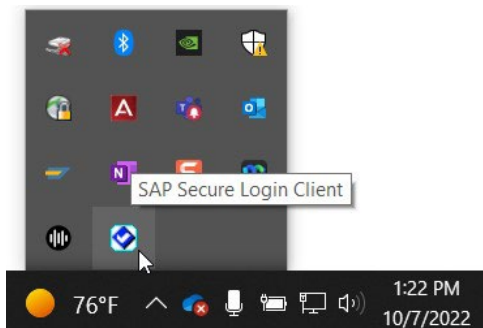
The Secure Login Client set-up did not complete successfully.

Close all applications and reboot your machine.

The Security Warning window may display as part of the reboot process. If it does, click Yes.

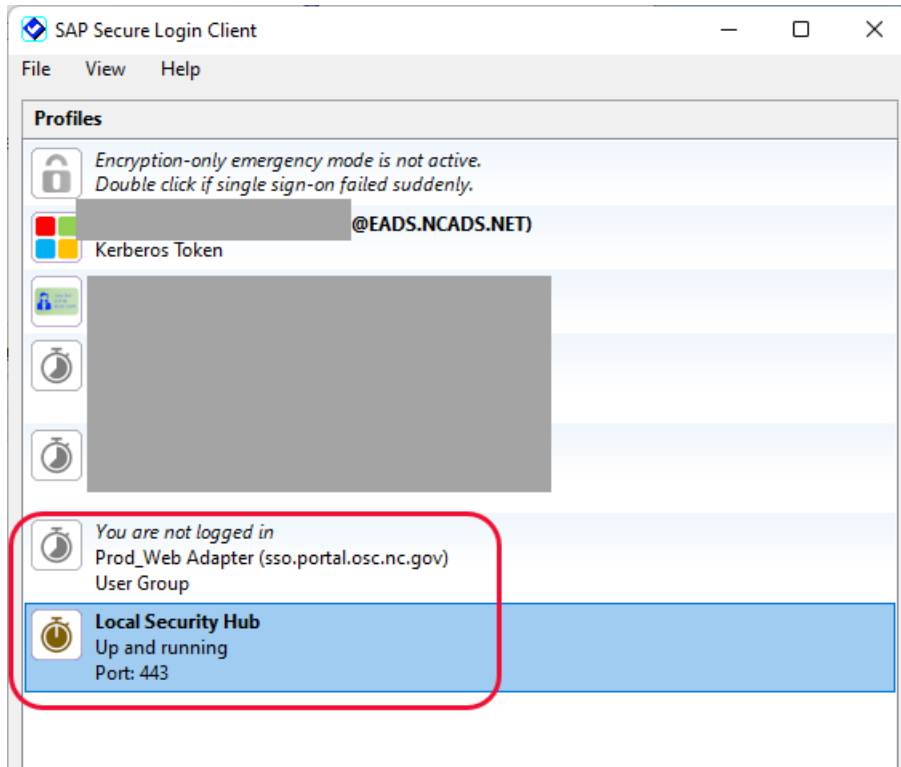


Once your workstation has completed rebooting, click on the SAP Secure Login Client icon, shown below.





The SAP Secure Login Client window will now be updated with additional profile information. Ensure the following two profiles are shown.



If the Security Warning window did not display as part of the reboot process, return [here](#) and attempt set-up again.