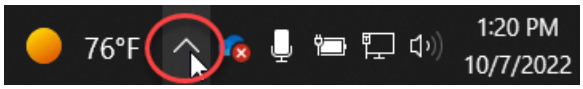
Office of the State Controller

SAP Cloud Secure Login Client URL Change

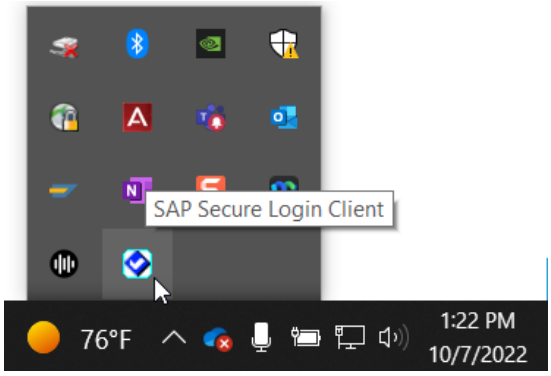
URL Change Instructions

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 "carrot" icon on the bottom right of your screen. This will show hidden icons.

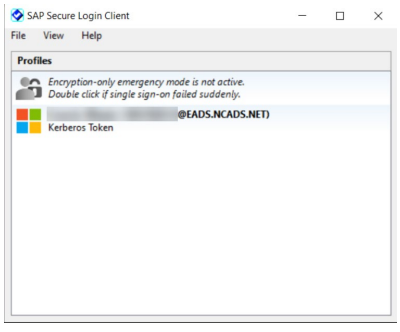


Click on the SAP Secure Login Client icon, shown below.

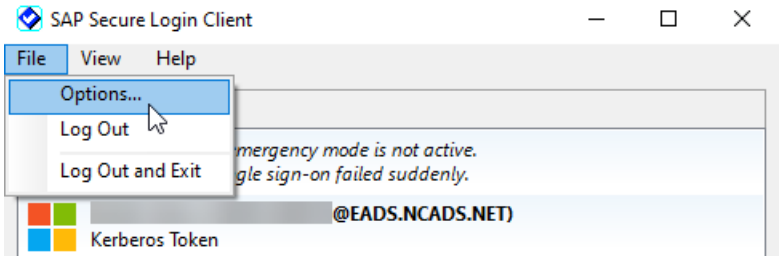


The SAP Secure Login Client window displays.

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

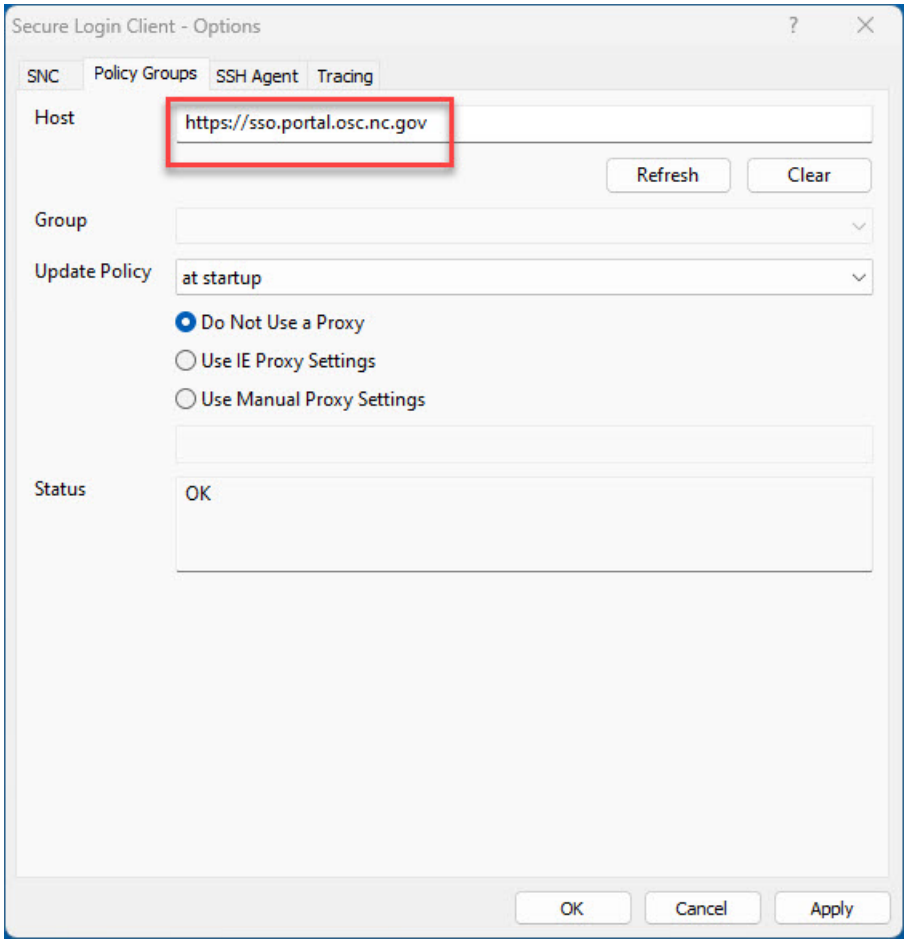


Click on File, then Options…

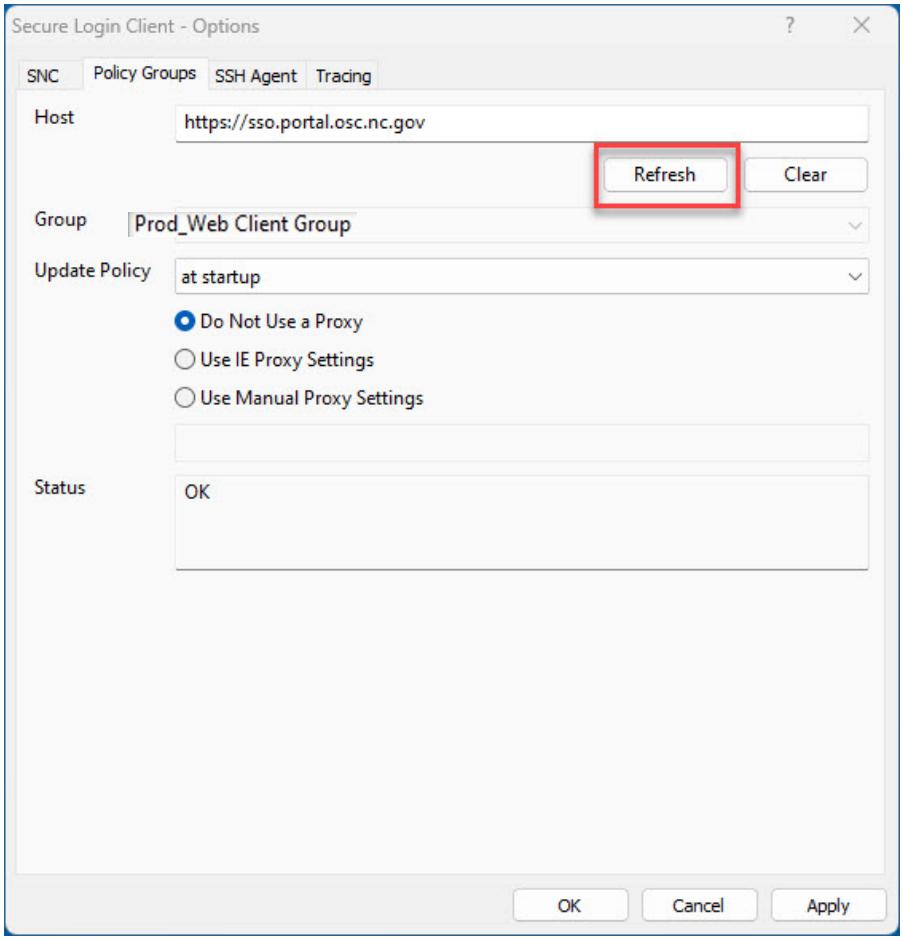


Click on the Policy Groups tab. Click in the Host field, clear the existing URL, and then **copy** the following URL into that field:

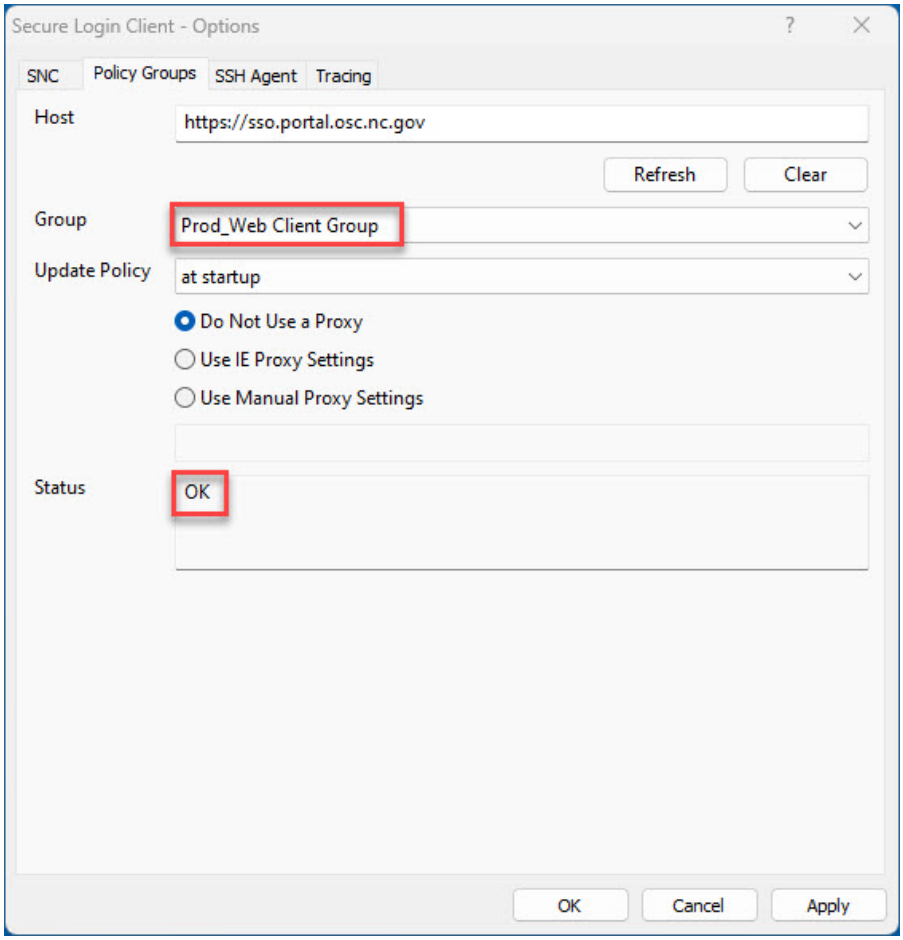
https://sso.portal.osc.nc.gov



Click the Refresh button under the URL.



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

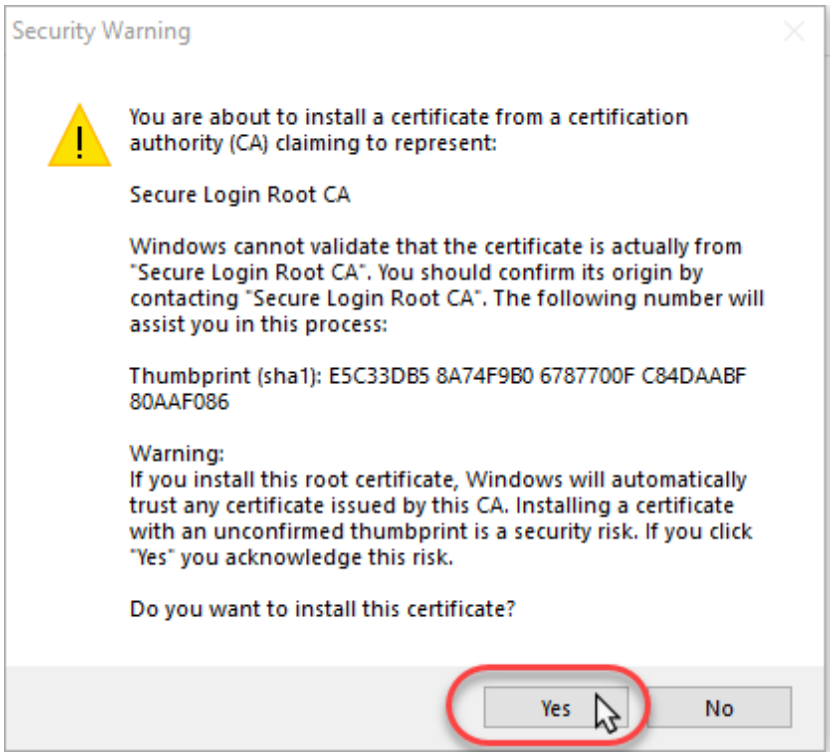


Click Apply.

A Security Warning window may display. This is expected. Simply click Yes.

Note: If the Security Warnings pops up, and you do not see the Security Warning, you have two options:

- Check your other monitors.
- Or hover over the Secure Login Client in your Tool Bar.



Last step: Clear your browser cache. Select the **All time** option for the Time range field.

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

For support, please contact BEST Shared Services by phone at 919-707-0707 or via email submission at this LINK.