



# 2519639 - Manage Provisioning Access Tool - BizX Platform

## Symptom

- Customers have requested additional front end functionality that allows them to have direct visibility and control over who can access their instance via provisioning.
- How can I manage the list of users that have access to the provisioning back end for my instance

*Image/data in this KBA is from SAP internal systems, sample data, or demo systems. Any resemblance to real data is purely coincidental.*

## Environment

SAP SuccessFactors HXM Suite

## Resolution

As part of the b1708 release, customers can now avail of the 'Manage Provisioning Access Tool' feature. Please review the help guide Provisioning Access Management Guide (<https://help.sap.com/viewer/bf014ed11dae45ecae6f8c6e42fa68bb/latest/en-US/85bd970d45924338877b6f12176f7100.html>)

In order to have access to Manage Provisioning Access tool, provide the permission as per below:

1. Go to Manage Permission Roles
2. Select the role to grant the permission
3. Search for "Manage System Properties"
4. Enable "View Provisioning Access" and "Control Provisioning Access"
5. Save

### Notes:

- When adding a new provisioning user the approval email is sent to the Partner/consultant
- The email will direct the partner/consultant to HCM Ops Portal for Customer Instance Access form submission
- In the HCM Ops Portal:
  - Partner/consultant fills in Customer Instance Access form and attaches system generated approval email
  - Partner Organization will check on certification and customer admin approval based on system generated email
  - Provide access by mapping Partner/consultant 's Provisioner ID to specific Customer Company ID & DC
- Currently, the tool does not notify the user when their access has been revoked. Best practice would be for the person that is revoking the access to also inform the user that they are taking that action

- For any consultants or partners that you have approved access for, their access expires after one year. However, it is best practice that once you have no further requirement for the partner or consultant to access the provisioning back-end of your instance, you should delete the user from the list using the steps outlined above.
  - Please note that if you delete a partner's access, the only way of restoring the access is for the partner to submit a new request through the partner portal. This can take up to 7 days.

Note: see document attached with step by step on how to setup and approve consultant provisioning access

## See Also

Provisioning Access Management Guide

(<https://help.sap.com/viewer/bf014ed11dae45ecae6f8c6e42fa68bb/latest/en-US/85bd970d45924338877b6f12176f7100.html>)

## Keywords

Grant Provisioning Access, Revoke Provisioning Access, List of users with Provisioning Access

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, KBA , LOD-SF-PLT-PRV , Provisioning Changes , How To

## Product

SAP SuccessFactors HXM Suite all versions

## Attachments

Set Up and Approve Consultants for Provisioning Access.docx

([/sap/support/sapnotes/public/services/attachment.htm?](https://sap/support/sapnotes/public/services/attachment.htm?iv_key=002075125800002884732017&iv_version=0011&iv_guid=00109B36D7321EDC81845CDF8B820103)

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