

Updated Process for SAP S4H and WEBICE Login Post SSO Go-Live

Introduction

SAP SSO application will be made available to users from 23-12-2023. After the rollout of SSO functionality, access to the SAP S4H and WEBICE applications will be through SSO. The users will authenticate at the SSO application and will not be required to provide password for accessing SAP or WEBICE application. For WEBICE application an additional layer of authentication in the form of One Time Password (OTP) is being introduced. On successful authentication at SSO application, for WEBICE access, user will have to provide OTP, received on his/her registered mobile number and ONGC email id.

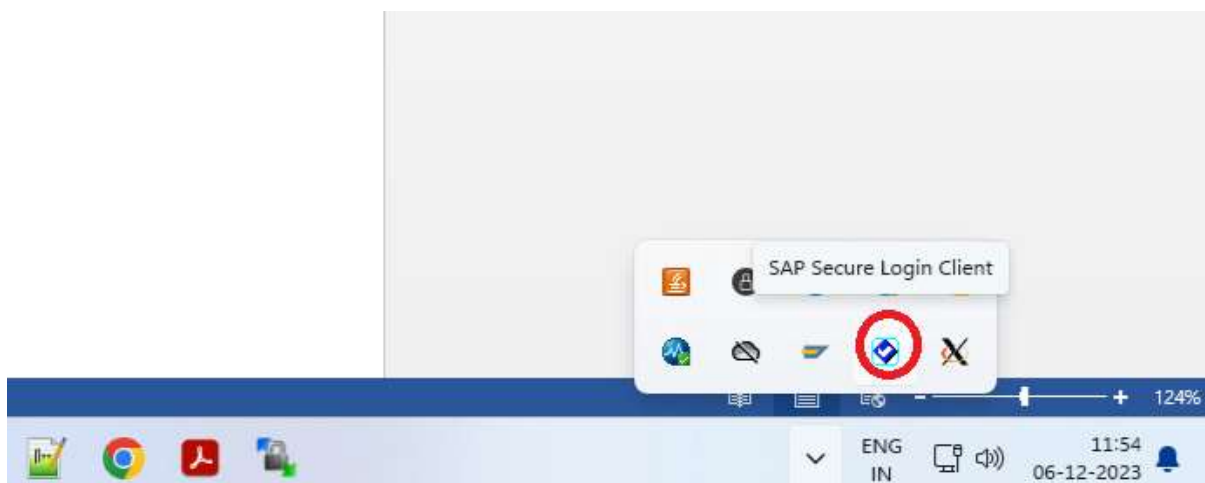
In order to maintain continuity of the WEBICE password the existing password of WEBICE application for all users is replicated to the SSO application, so that users can login to SSO application using the existing WEBICE login credentials.

1. How to login to SAP

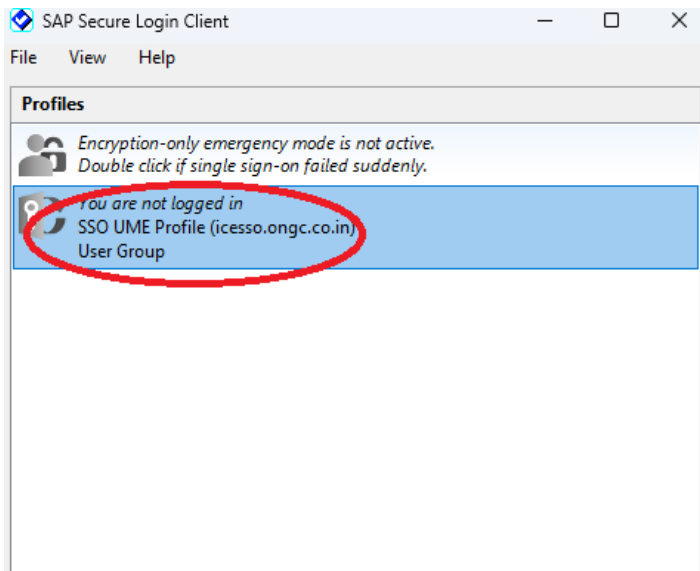
Step1. Login to SAP Secure Login Client

1.1 Step1. Login to SAP Secure Login Client

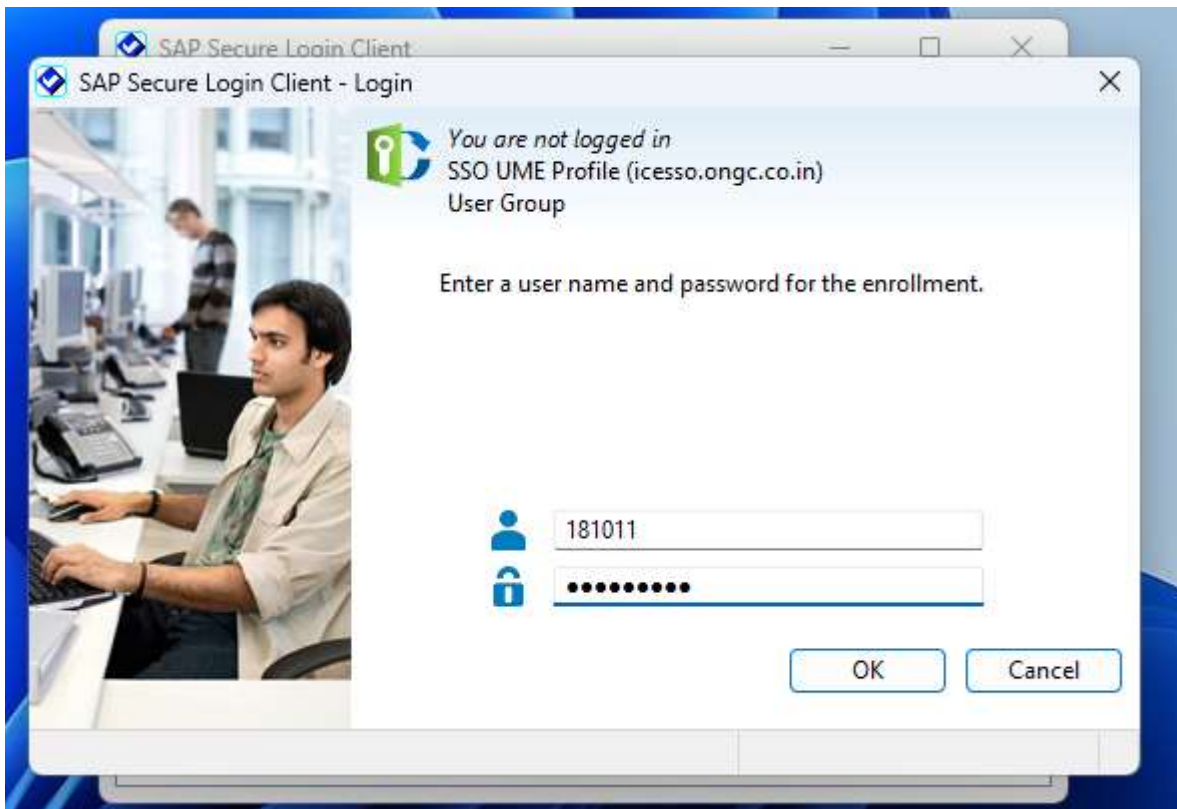
Open SAP Secure Login Client by clicking the icon  in the icon tray on bottom right of the screen



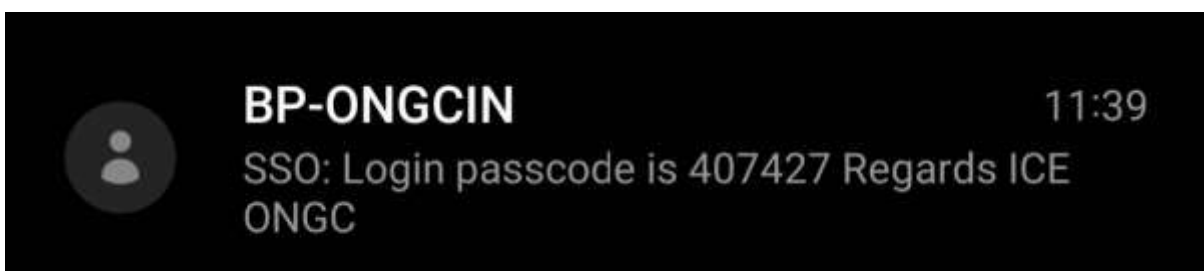
Double click on **You are not logged in** option as shown below



Using **WEBICE** user id and password login to SAP SLC



On successful authentication One Time Password (OTP) will be triggered to registered mobile number and ONGC email id of the authenticated user id.



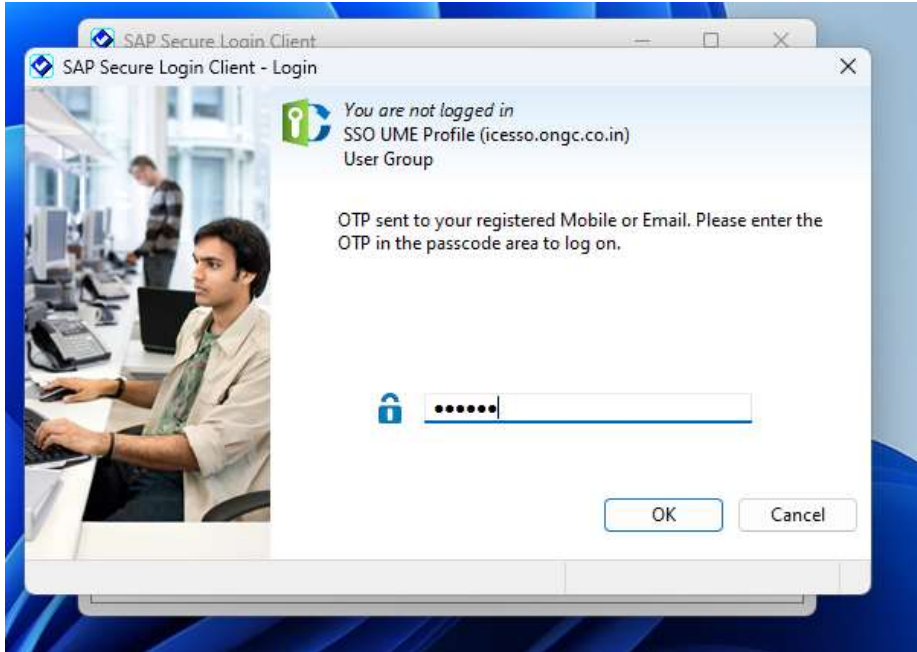
Reply Forward | [Icons] | no-reply

SSO Login passcode

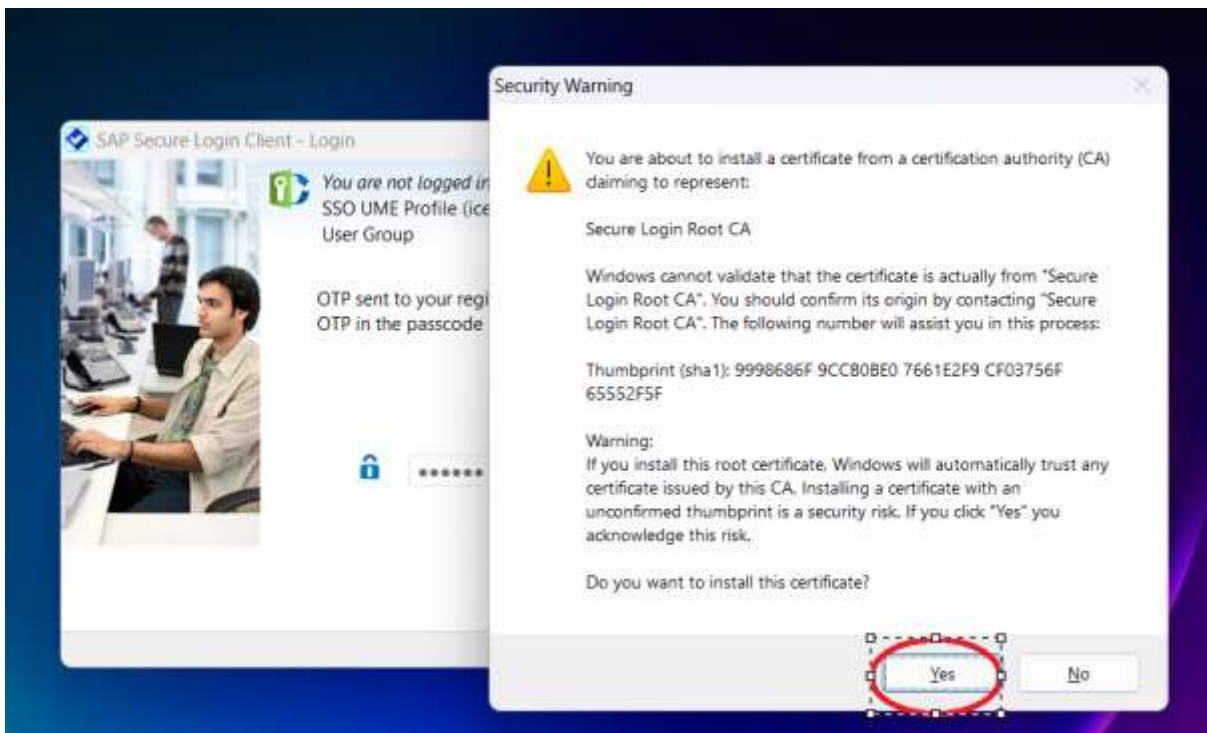
no-reply to me

SSO: Login passcode is 407427.
Regards,
ICE ONGC

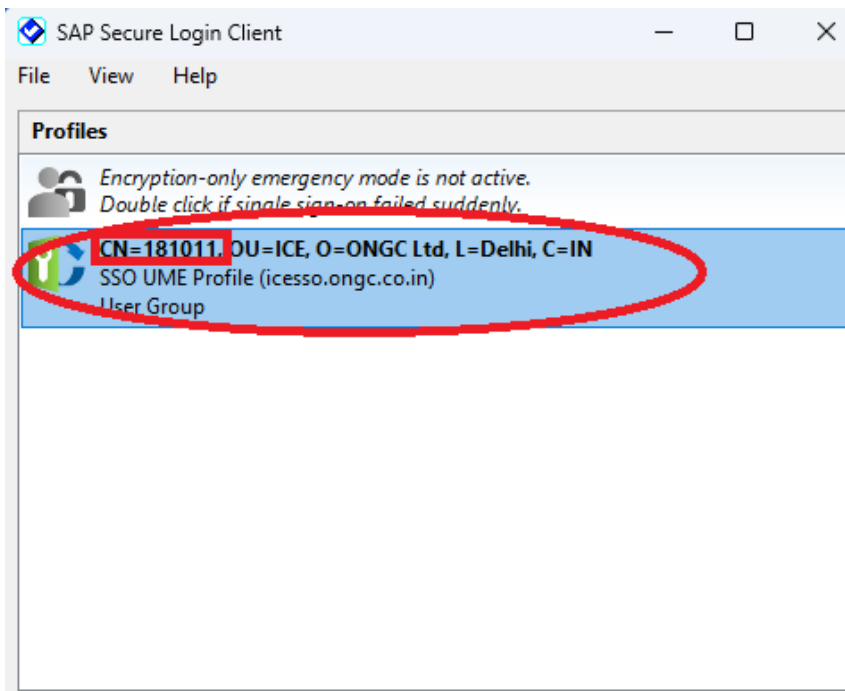
Enter the received OTP on the following screen



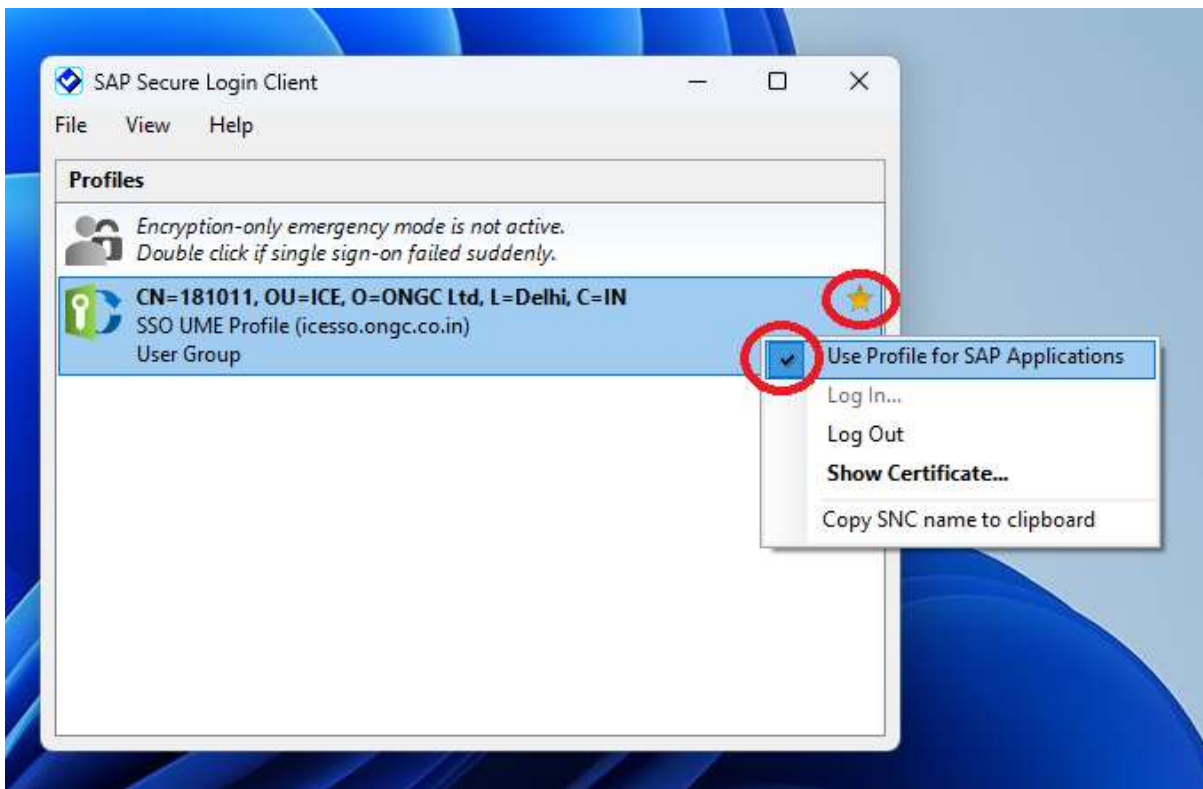
Select Yes after entering passcode for accepting the CA Certificate, as below



After successfully login to SAP Secure Login Client, you will see green icon as below with your CPF number.

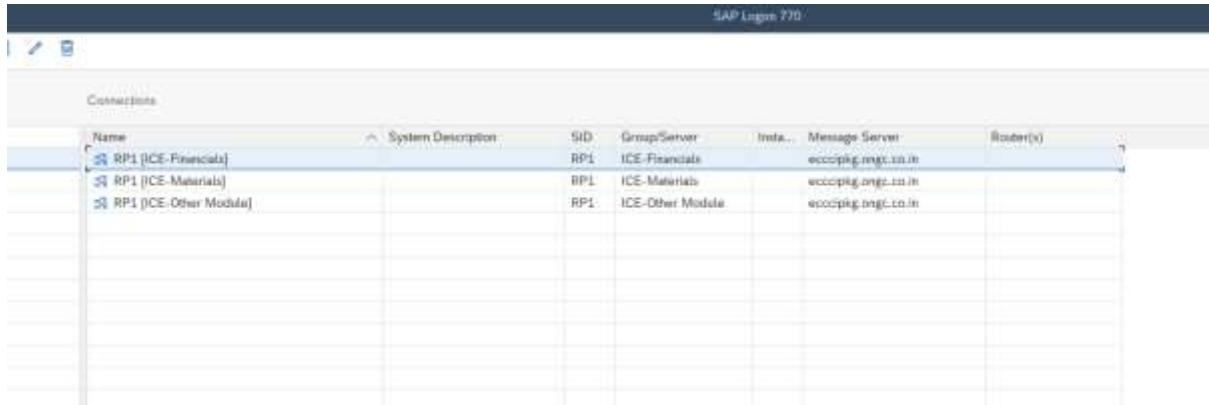


Right click on it as per below and select **Use Profile for SAP Applications**.



1.2 Step2. Open SAP Logon and enter properties

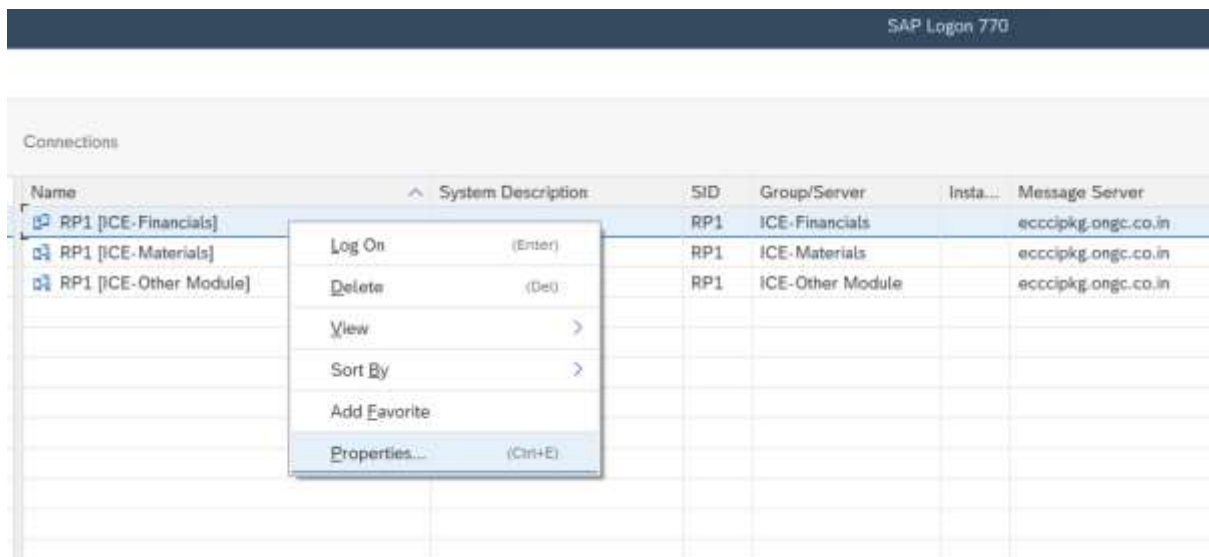
(One time exercise, Step2 will not be required from next time onwards)



The screenshot shows the SAP Logon 770 interface with a table titled 'Connections'. The table has the following columns: Name, System Description, SID, Group/Server, Insta..., Message Server, and Router(s). Three rows are visible, all with SID 'RP1' and Message Server 'eccipkg.ongc.co.in'.

Name	System Description	SID	Group/Server	Insta...	Message Server	Router(s)
RP1 [ICE-Financials]		RP1	ICE-Financials		eccipkg.ongc.co.in	
RP1 [ICE-Materials]		RP1	ICE-Materials		eccipkg.ongc.co.in	
RP1 [ICE-Other Module]		RP1	ICE-Other Module		eccipkg.ongc.co.in	

Right click on ICE-Financials / ICE-materials / ICE-Other Module



The screenshot shows the same SAP Logon 770 interface, but with a context menu open over the 'RP1 [ICE-Financials]' row. The menu options are: Log On (Enter), Delete (Del), View (>), Sort By (>), Add Favorite, and Properties... (Ctrl+E).

Name	System Description	SID	Group/Server	Insta...	Message Server
RP1 [ICE-Financials]		RP1	ICE-Financials		eccipkg.ongc.co.in
RP1 [ICE-Materials]		RP1	ICE-Materials		eccipkg.ongc.co.in
RP1 [ICE-Other Module]		RP1	ICE-Other Module		eccipkg.ongc.co.in

- Log On (Enter)
- Delete (Del)
- View (>)
- Sort By (>)
- Add Favorite
- Properties... (Ctrl+E)

Click on Properties and then select Network

The image shows a screenshot of the 'System Entry Properties' dialog box. The 'Network' tab is selected and highlighted with a red circle. The dialog has a title bar with 'System Entry Properties' and a close button. Below the title bar are three tabs: 'Connection', 'Network', and 'Code Page'. The 'Network' tab contains the following content:

Choose network settings.

Secure Network Settings

Activate Secure Network Communication

SNC Name:

Authentication only

Integrity protection

Privacy protection

Maximum security settings available

SNC logon with user/password (no Single Sign-On)

Network Settings

High Speed Connection (LAN)

Low Speed Connection (Reduced Network Traffic)

At the bottom right of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

Select checkbox Activate Secure Network Communication and Enter SNC Name p:CN=SAPServiceRP1
And click on OK.

System Entry Properties

Connection **Network** Code Page

Choose network settings.

Secure Network Settings

Activate Secure Network Communication

SNC Name:

Authentication only

Integrity protection

Privacy protection

Maximum security settings available

SNC logon with user/password (no Single Sign-On)

Network Settings

High Speed Connection (LAN)

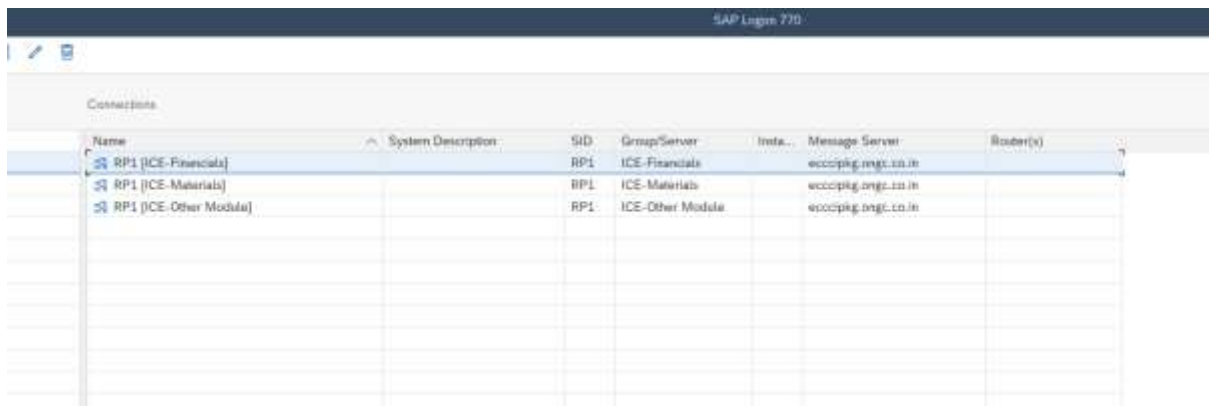
Low Speed Connection (Reduced Network Traffic)

OK Cancel Help

Step2 will not be required from next time onwards to login to SAP.

1.3 Step3. Login to SAP

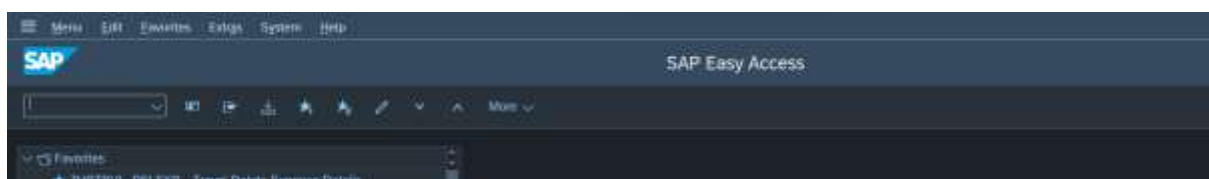
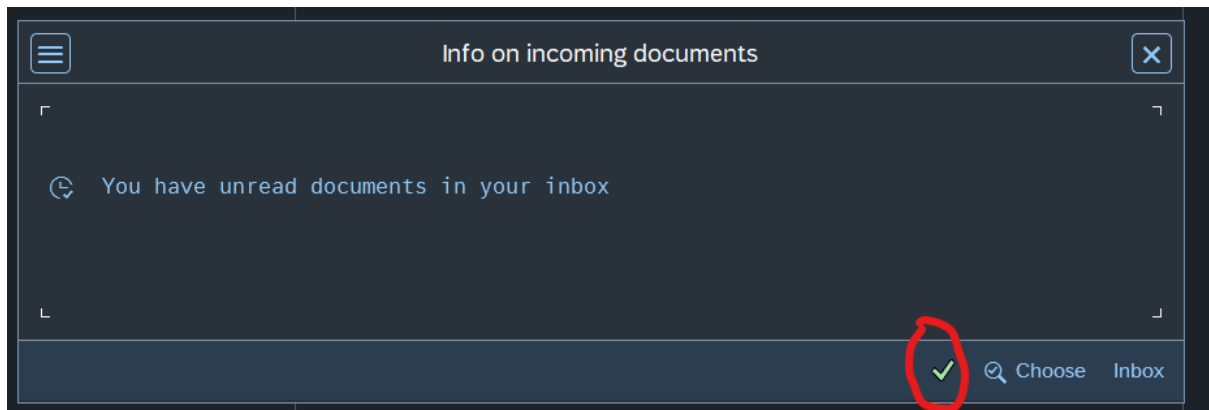
Double click on any one of the ICE-Financials or ICE-materials or ICE-Other Module entry to login in to SAP application.



The screenshot shows the 'Connections' window in SAP. It contains a table with the following columns: Name, System Description, SID, Group/Server, Inst..., Message Server, and Router(s). Three entries are listed:

Name	System Description	SID	Group/Server	Inst...	Message Server	Router(s)
RP1 (ICE-Financials)		RP1	ICE-Financials		eccppkg.nsgt.co.in	
RP1 (ICE-Materials)		RP1	ICE-Materials		eccppkg.nsgt.co.in	
RP1 (ICE-Other Module)		RP1	ICE-Other Module		eccppkg.nsgt.co.in	

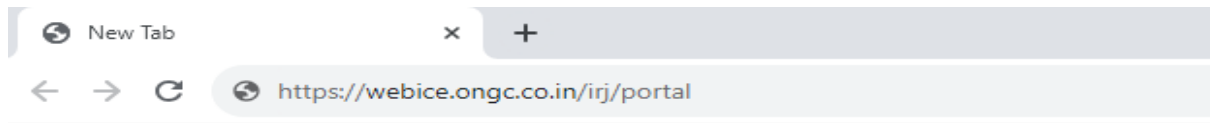
Click Continue or press Enter to continue



2. How to login to WEBICE

Open WEBICE URL in browser

<https://webice.ongc.co.in/irj/portal>



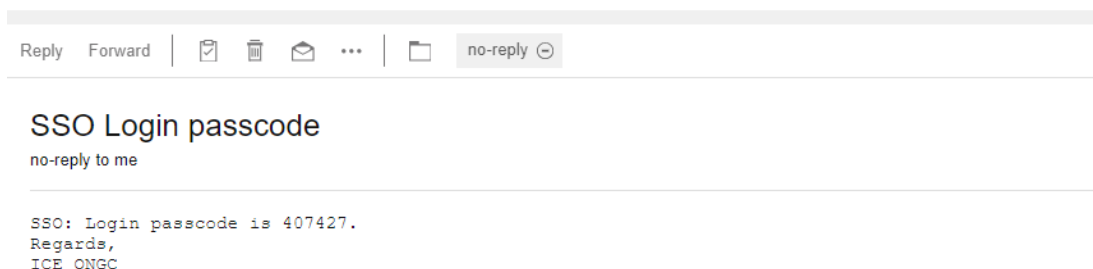
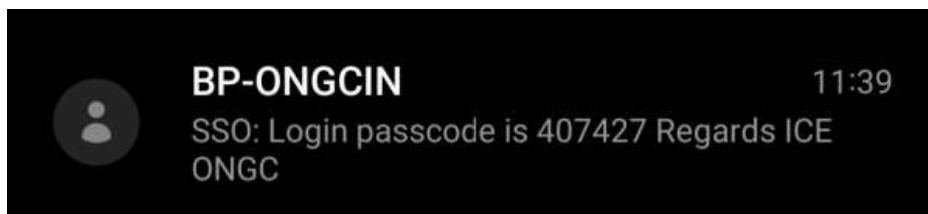
If user has already logged in to SAP Secure Login Client, it will prompt to select a certificate with CPF number of the user. Just click on OK and proceed



On the following screen enter **passcode** (also called as **OTP**) sent to the registered mobile number and ONGC mail id.



Enter the passcode you have received on this screen passcode field.



Once you enter your passcode correctly you will be redirected to your WEBICE Employee Self-Service Welcome page.



In case user accessing WEBICE from internet or is not logged in to SLC and tries to open WEBICE URL (<https://webice.ongc.co.in/irj/portal>)

It will redirect the user to the following screen



User is required to enter his/her SSO credentials and proceed

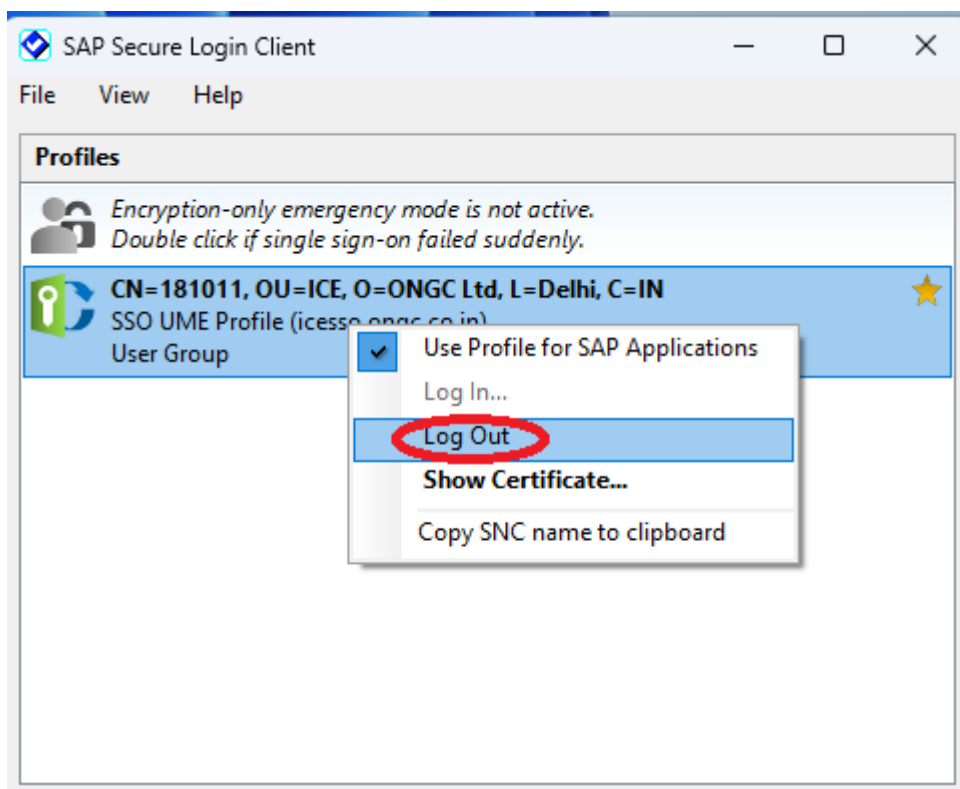
User id: **CPF number**

Password: **WEBICE password**

After successful authentication the OTP screen will be displayed as depicted in the above steps

3. How to Logout from SAP Secure Login Client

Logout from SAP Secure Login Client, by right click and click on Log Out



4. How to reset SSO password

To Reset SSO password, send SMS from your ONGC registered mobile number to 9485500200.

Format is RST SSO CPFNO e.g. RST SSO 12345

New password will be sent to user's registered mobile number and ONGC email id.