Logging into the Desktop MIM

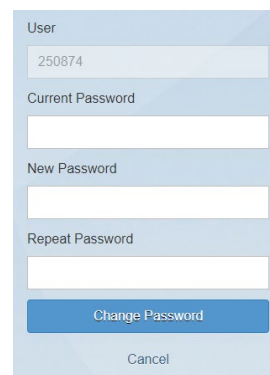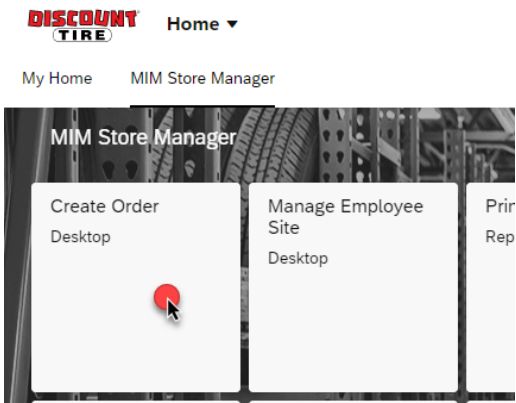|	
Purpose	First-time SAP users and transferred employees need to log in to the Desktop MIM and verify that they are assigned to the correct site before they log into the Handheld Scanner: 1) Open the SAP Fiori and log in. 2) For first-time login, you will be prompted to change your password. 3) Verify that you are assigned to the correct site.

Logging into the Desktop MIM

Follow these steps to log in to the Desktop MIM:

Step	Action	
1	Double-click the icon labeled **SAP Fiori** on your desktop.	
2	**NEW HIRES:** Log in using login information emailed to your manager. The email subject line will be "New SAP Account Creation - <New user name>". **CONTRACT WORKERS**: Managers with contract workers will need to create a Service-Now EIF request to set up accounts. Contractors use Windows login name and password to log in.	
3	The first time you log into the Desktop MIM, you will be prompted to change your password: **Note:** We are inside the DTC network, so you may ignore warning messages about security and passwords. **Password Rules:** - Expire every 90 days - You cannot reuse a password - Must have at least 7 characters - Must contain at least 1 upper case letter - Must contain at least 1 number	

Verifying Your Assigned Site

After you log in, if you are new user or just transferred to a new site, follow these steps to confirm that you are assigned to the correct site:

Step	Action	
1	Click the **Create Order** tile.	
2	On the 'Create Order' screen, verify that the correct site number displays in the 'Site' field.	

If …	Then …
The site number on this screen matches your correct site number	You can close the Desktop MIM, and log into the Handheld MIM Scanner.
The site number on this screen does **NOT** match your correct site number	Contact your manager immediately. Do not log into the Handheld MIM Scanner until your Manager changes your assigned site.

Changing Employee Assigned Site

Managers can change assigned sites for employees in the Desktop MIM. Follow the Manager Change Employee Site instructions.

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