Create a new Shortcut for the user (for example on the User's Desktop) for system: SAP RPT Cloud - Urgent

1. Right-click on an empty space on your Desktop and Select New > Shortcut

2. Click on Browse button and navigate to the following location:

   **Note:** You will have to scroll through a long list of file names in alphabetical order to find *SAPgui.exe*

   Computer > OS Disk (C:) > Program Files (x86) > SAP > FrontEnd > SAPgui > SAPgui.exe

   Then select OK.
3. The window should look like this. Now **click Next**

4. Enter the **Shortcut name** RPT [Cloud – Urgent] and **click Finish**
5. Now **Right-click** on the newly created shortcut and select **Properties**

![Properties settings](image1.png)

6. We are going to **add new text** at the end of the field called “**Target**” under the tab name “**Shortcut**” as shown in the screenshot below:

![Shortcut settings](image2.png)
7. **Copy** the following text to where the arrow above appears: /H/rpt.easi.utoronto.ca/S/3210

*Paste* this text **at the end** of the “Target” field (check the screenshot below)

**NOTE:** Be sure to include **a space** between the existing text (ending in `SAPgui.exe`”) and the copied earlier text (beginning with `/H/rpt`)

![RPT [Cloud - Urgent] Properties dialog box](image)

The **complete text** in the Target field should appear as follows:

```
"C:\Program Files (x86)\SAP\FrontEnd\SAPgui\SAPgui.exe" /H/rpt.easi.utoronto.ca/S/3210
```

8. **Click** Apply and then OK to close
9. Try to Login to SAP using the newly created Shortcut: **RPT [Cloud – Urgent]**