

SAP Learning Hub

SAP® Learning Hub

Registration Guide



The Best-Run Businesses Run SAP®

Table of Contents

3	Introduction
4	New Users
14	Existing User with a Booking for SAP Learning Hub
28	Existing User Without a Booking for SAP Learning Hub





Introduction

Welcome to SAP® Learning Hub, a cloud-based solution that provides [instant access to a vast array of learning resources](#) from the SAP Education organization. All materials are available online, so there is no need to schedule courses or travel to training sessions.


SAP Learning Hub can be purchased for a single user or thousands of users. It's the perfect way to build and maintain skills for working with SAP solutions, and you can get fast and easy access to all our latest learning materials as and when you need them.

This guide shows you how to get started using SAP Learning Hub.



New Users

You are a new user if you have no profiles set up on any sap.com sites and this is your first enrollment with the SAP Education organization. Please take the following steps to set up your profile.

1. Go to <https://training.sap.com> and click on the  icon to reveal *Register and Login* link at the top right-hand corner of the screen. Then select *Register* (see Figure 1).

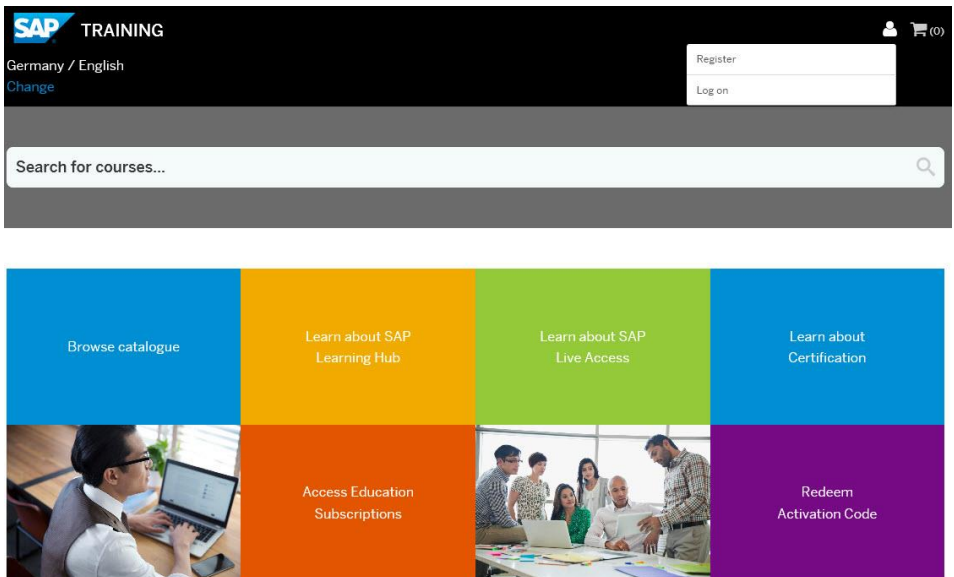


Figure 1: SAP Learning Hub – Register/Login





2. Fill out the user registration form and confirm that you have read the privacy policy by selecting the check box. Then click on *Submit Details* (see Figure 2).

SAP User Registration

By creating an SAP User you will have access to premium content across most SAP websites. You will also be able to check your booking status on the Training and Certification Shop as well as consume any purchased e-learning content.

Title *

- ☐ Mr
☐ Ms

First name *

Last name *

Email address *

Password *

Password confirmation *

Your password must be at least 8 characters long, be of mixed case and also contain a digit or symbol

Contact preferences

In addition to communications that will result from this registration, would you also like to receive news and event notifications from SAP that are specific to your interests?

By email address *

- ☐ Yes
☐ No

By phone number *

- ☐ Yes
☐ No

☐ Please tick this box to confirm you have read and agree to the [SAP Privacy Policy](#)

Submit Details

Figure 2: User Registration



3. You will receive a registration confirmation message (see Figure 3).
Click on *Log on* to confirm your registration.

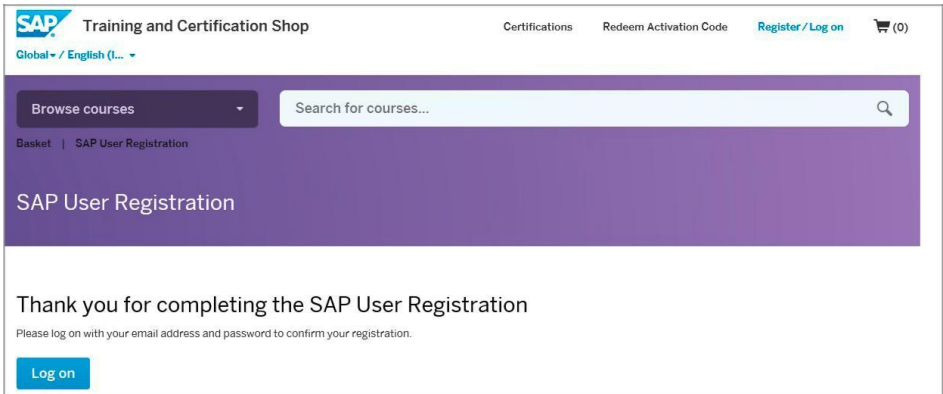


Figure 3: Confirmation of User Registration

4. To view available subscriptions for SAP Learning Hub, click on *Learn about SAP Learning Hub* (see Figure 4).

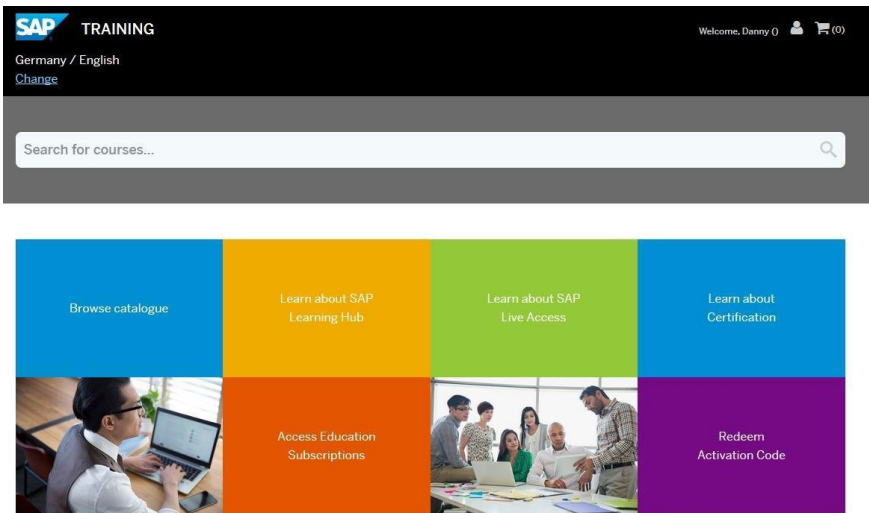


Figure 4: SAP Learning Hub – Find Available Subscriptions





5. Select the edition of SAP Learning Hub that you would like to purchase (see Figure 5).

Available SAP Learning Hub Subscriptions for United States of America

SAP Learning Hub, Professional Edition, Public Cloud Version
For professionals who run, implement or support SAP software. Unlimited access to high-quality training content enhanced by social learning and peer collaboration.

SAP Learning Hub, User Edition, Public Cloud Version
For users of SAP technology who want to acquire or maintain their knowledge of using SAP software. Unlimited access to user-oriented content and peer collaboration via social learning.

Figure 5: Select Edition

6. Click on *Add to basket* to add your chosen edition of SAP Learning Hub to your basket (see Figure 6).

HUB030

SAP Learning Hub, Professional Edition, Public Cloud Version

Insufficient data for accurate rating at this time.

Solution:

SAP Other Solution

Delivery Methods:

Learning Hub

Level:

Details, Configuration & Transaction

Languages:

English

Solution Release: SEE COURSE DETAIL


Goals


- You get unlimited access to SAP Education content, always up to date and available anytime, anywhere in order to...(non-exclusive examples):
 - Develop and maintain your SAP skills – anytime, anywhere
 - Prepare for Certification
 - In-project or Day-to-day knowledge retrieval
 - Workshop new release knowledge in a group
 - Support early innovation evaluation / bid participation
 - Cross-train a group of people in innovation topics

Audience

- SAP Consultants, Customer COE and IT members, SAP Administrators, SAP Super Users, SAP Project Team members, Individual SAP Professionals

Book this offering

 Online

 EN

SAP Learning Hub

\$3,375.00 (USD)

Add to basket

Figure 6: Add Your Chosen Edition to the Basket

◀ 8 / 39 ▶

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7. Click on *Proceed to basket* to go to your basket (see Figure 7).

Added to basket

HUB030

SAP Learning Hub, Professional Edition, Public Cloud Version

\$3,375.00 (USD)

Remove

Delivery Method: Learning Hub

Start Date: 03 Feb 2016

Solution Release: SEE COURSE DETAIL

< Continue browsing

Proceed to basket >

Figure 7: Proceed to Basket

8. Click on *Proceed to checkout* (see Figure 8).

Shopping Basket

You have 1 Item ready for checkout.

If you are logged in and have an S-User assigned, you may be able to choose other attendees to enrol onto a course by using the "Attendee Management" option. Please ensure that you or your selected attendees meet the required prerequisites.

HUB030

SAP Learning Hub, Professional Edition, Public Cloud Version

\$3,375.00 (USD)

Remove

Delivery Method: Learning Hub

Location: online

Solution Release: SEE COURSE DETAIL

Activation Date: 03 Feb 2016 [Change](#)

Campaign Code:

Apply

Total:

\$3,375.00 (USD)

Remove all

Proceed to checkout

Please note that all prices exclude local taxes so the actual invoiced/charged amount may be higher.

Figure 8: Proceed to Checkout

9. Fill in the fields in the form shown in Figure 9 to create your S-user ID. This will give you access to services on SAP Learning Hub as well as other Web sites of SAP.

Booking request

Please complete the form below to submit your order

Review your order

HUB030 - SAP Learning Hub, Professional Edition, Public Cloud Version

Price: \$3,375.00 (USD)

[More details](#)

[Back to basket](#)

Review your details

Create address data

Assign address data of your s-user

If your address has changed or you need to create a new address please add prior to submitting your order.

Your Company details:

Company booking

☒ My company details

☐ I am self-employed

Company name *

Customer number

VAT Number (EU)

Phone number *

Your Address Details:

Street number *

Street name *

City *

Post code *

Country *

Please select

☐ Add an additional billing contact and address

Save

Figure 9: Create a New S-User ID



10. Review the order and select your payment type (see Figure 10).

Booking request

Please complete the form below to submit your order

Review your order

HUB030 - SAP Learning Hub, Professional Edition, Public Cloud Version

Price: \$3,375.00 (USD)

[More details](#)

[Back to basket](#)

Review your details

SAP Education will process your order and send correspondence based on the details below. Please review your contact details are correct prior to submitting your order.

Your contact details

Title

First name

Last name

Email address

Phone number

Your address details

First name

Last name

Email address

Phone number

Street number

Street name

City

Post code

Country

State

Company details

Non-Company booking

Review your payment method

Payment to SAP Education North America

Purchase Order

Credit/Debit card

Preferred card

Activation Code

Fields marked with * are mandatory

Select invoice recipient:

myself

Your purchase order number *

If you do not have a PO number and cannot proceed, you can enter "N/A".
You may be required to upload your purchasing document below to proceed.

Upload purchase order document

Browse...

No file selected

Upload

Comments *

(0/255)

Continue

Terms & conditions

Total to pay

\$3,375.00 (USD)

Please note that all prices exclude local taxes so the actual invoice/charged amount may be higher.

Figure 10: Training and Certification Shop – Submit Order

◀ 11 / 39 ▶

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11. Review your order. Then confirm you have accept the terms and conditions by selecting the check box and clicking *Submit* (see Figure 11).

Booking request

Please complete the form below to submit your order

Review your order

HUB030 - SAP Learning Hub, Professional Edition, Public Cloud Version

Price: **\$3,375.00 (USD)**

[More details](#)

Back to basket

Review your details

SAP Education will process your order and send correspondence based on the details below. Please review your contact details are correct prior to submitting your order.

Your contact details

Title

First name

Last name

Email address

Phone number

Your address details

First name

Last name

Email address

Phone number

Street number

Street name

City

Post code

Country

State

Company details

Non-Company booking

Edit

Review your payment method

Credit/Debit card to SAP Education
North America

Additional Information *
Comments

Card type

Cardholder name

Credit/Debit card number

Expiration date

Edit

Terms & conditions

☐ I have read, understand and agree to the [Terms and Conditions](#).

All prices exclude local taxes; tax amount will be calculated when order is processed by SAP Education.

Submit

Total to pay

\$3,375.00 (USD)

Please note that all prices exclude local taxes so the actual invoiced/charged amount may be higher.

Figure 11: Training and Certification Shop – Review and Confirm Order





12. You will then see a Booking confirmation page (Figure 12). Please keep your transaction reference code, or take a screenshot for future reference.

Order Summary - from SAP Education North America

Order Number 233397

Course	Attendees	Price
HUB030 - SAP Learning Hub, Professional Edition, Public Cloud Version		\$3,375.00 (USD)

Basket total: \$3,375.00 (USD)

Start your SAP Learning Hub experience now!

Please bear with us while we set-up your Learning Hub Subscription. In the meantime, you can get started with our Learning Hub Discovery Edition.

Click below to get access and start discovering.

[Get Discovery Edition](#)

[Print this page](#)

[Continue shopping](#)

Figure 12: Training and Certification Shop – Booking Confirmation

13. For paid editions of SAP Learning Hub, you will receive a confirmation e-mail. When you have received this e-mail, please refer to the section titled “User with an [sap.com](#) Account and a Booking for SAP Learning Hub” to complete your profile setup.

Please note: The enrollment confirmation e-mail can take up to 48 hours to arrive. If you haven’t received your confirmation e-mail from SAP Education after 48 hours, please contact your regional team from SAP Education or e-mail e-learning@sap.com for support.



Existing User with a Booking for SAP Learning Hub

If your company has purchased a subscription for SAP Learning Hub for you, you may have been given an access code. Please follow the link below for information on how to redeem your access code:

<https://training.sap.com/shop/help-center/learning-hub/article/how-do-i-redeem-my-access-code-for-sap-learning-hub->

If you have a booking for SAP Learning Hub and you have already received a confirmation e-mail, your S-user ID should have already been created. This is a unique identification code that gives you access to SAP Learning Hub as well as other services from SAP. Please refer to the following two scenarios to start your courses, depending on whether you have an [sap.com](https://www.sap.com) account.



USER WITH AN sap.com ACCOUNT AND A BOOKING FOR SAP LEARNING HUB

If you have an account on an sap.com site and have received a confirmation e-mail from SAP Education, please log in to the training site.


1. Go to <https://training.sap.com> and click on the  icon to reveal *Register and Login* link at the top right-hand corner of the screen. Then select *Login* (see Figure 13).



Figure 13: SAP Learning Hub – Register/Login



2. If you have not yet associated your S-user ID to your sap.com account, you will see a pop-up prompting you to do this (see Figure 14). Select your S-user ID and click *Trigger Assignment*.



Figure 14: Assign S-User

3. Check your e-mail for a message from SAP Education to verify your S-user ID assignment. Click on the *Verify Assignment* link within the e-mail (see Figure 15).

Please note: You must be logged in to the Training and Certification Shop when you click the *Verify Assignment* link. You must open the link in the same browser. Alternatively, you can copy and paste the link to a new tab.

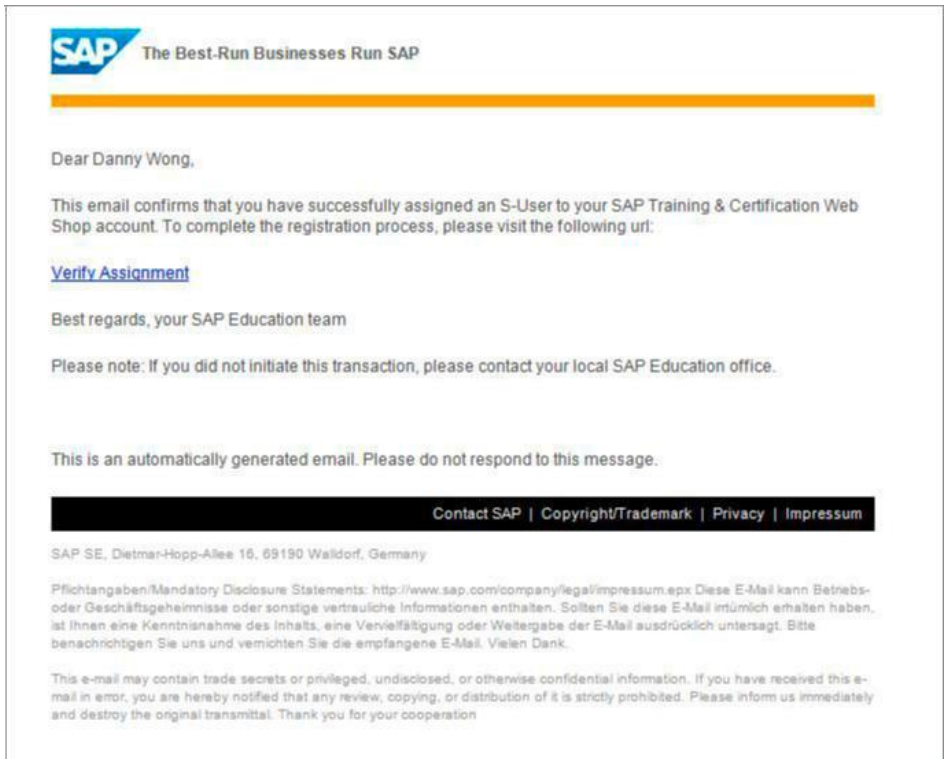


Figure 15: E-Mail to Verify Assignment



4. Once the assignment is verified, you will receive a success message on the screen (see Figure 16). Click *Done*.

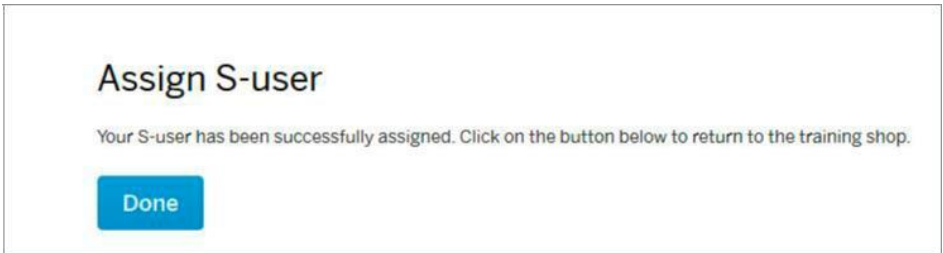


Figure 16: Successful Assignment

5. Click on *My Account* and select *My Training*. This will take you to the training course area (see Figure 17).

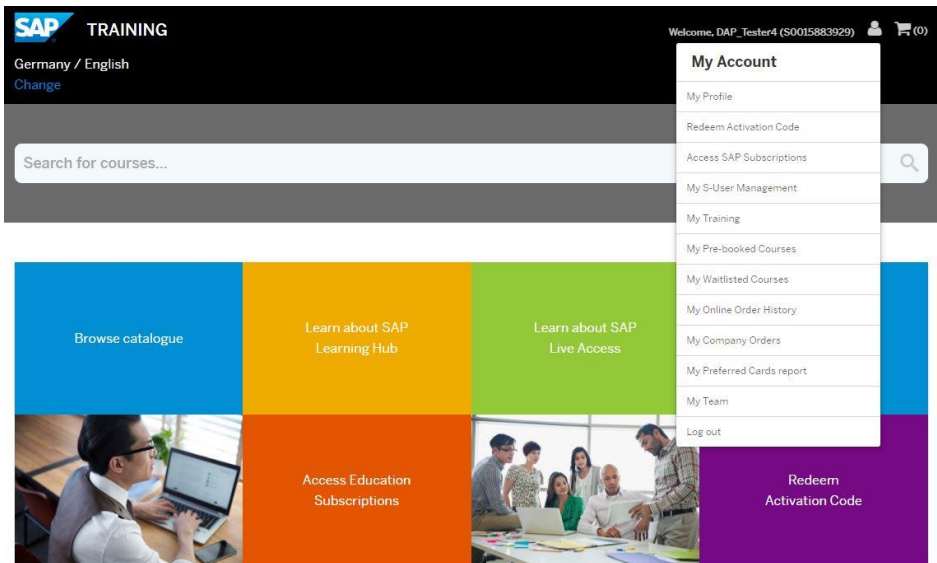


Figure 17: SAP Learning Hub – Access to Training



6. Click on *Go to Learning Hub* (see Figure 18).



The screenshot displays the 'My Training' section of the SAP Learning Hub. On the left, there is a sidebar with a 'Search' section containing a search bar and a 'Clear All' link. Below the search bar is a 'Delivery Method' section with a dropdown arrow and a checkbox for 'Classroom'. The main content area on the right features the title 'SAP Learning Hub' and a subtitle 'HUB030 – SAP Learning Hub, Professional Edition, Public Cloud Version'. A date range '17 Feb 2016 - 16 Feb 2017' is shown below the subtitle. A blue link 'Go to SAP Learning Hub' is located in the top right corner of the main content area.

Figure 18: Go to SAP Learning Hub



USER WITHOUT AN [sap.com](https://www.sap.com) ACCOUNT AND WITH A BOOKING FOR SAP LEARNING HUB

1. If you already have a subscription for SAP Learning Hub, you should have received a confirmation e-mail. In the e-mail, click on the *Register to activate your S-user now* link (see Figure 19).

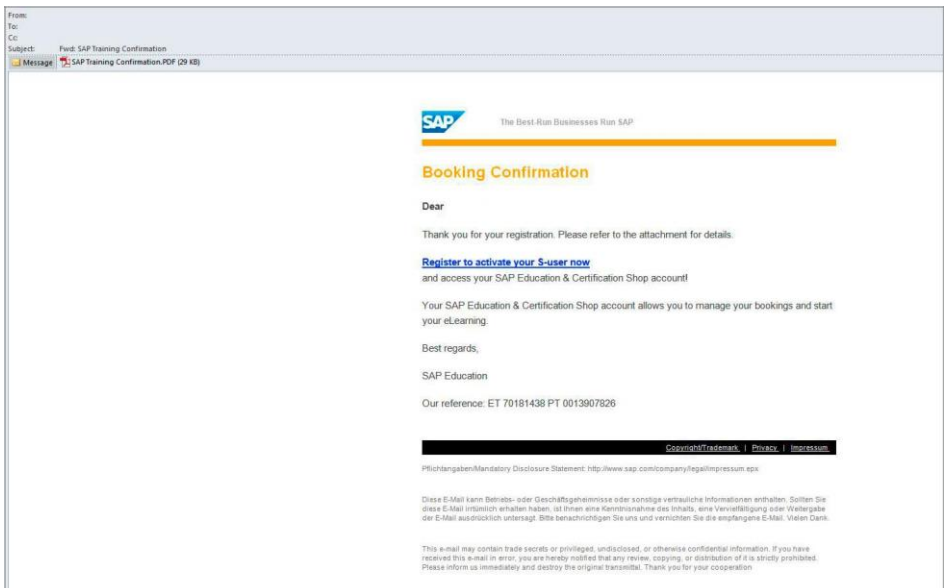


Figure 19: Booking Confirmation – Register to Activate Your S-User





2. Click on *Create SAP User Account*, as in Figure 20.

S-user Management

Please login or create a SAP User Account to continue with your s-user assignment.

[Log In](#) [Create SAP User Account](#)

Figure 20: S-User Management – Create User Account

3. Fill out the user registration form and confirm that you have read the privacy policy by selecting the check box. Then click on *Submit Details* (see Figure 21).

SAP User Registration

By creating a SAP User you will have access to premium content across most SAP websites. You will also be able to check your booking status on the training shop as well as consume any purchased e-learning content.

Title * ☐ Mr ☐ Ms

First name *

Last name *

Email address *

Phone number *

Password *

Password confirmation *

Your password must be at least 8 characters long, be of mixed case and also contain a digit or symbol

Contact preferences

In addition to communications that will result from this registration, would you also like to receive news and event notifications from SAP that are specific to your interests?

By email address * ☐ Yes ☐ No

By phone number * ☐ Yes ☐ No

☐ Please tick this box to confirm you have read and agree to the [SAP Privacy Policy](#)

Figure 21: User Registration

*Required fields



4. You will receive a registration confirmation message (see Figure 22).
Click on *Log on* to confirm your registration.

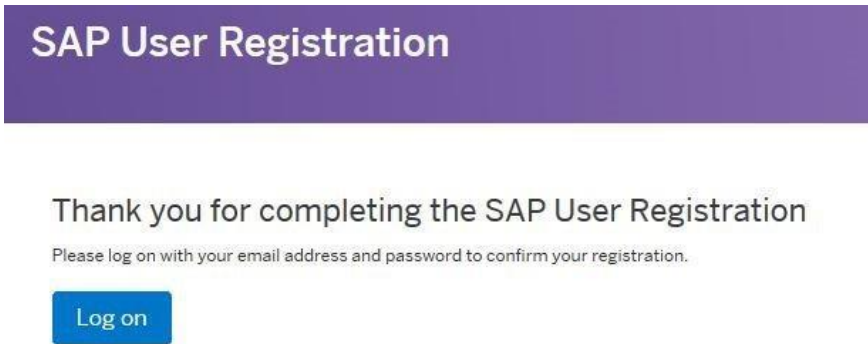


Figure 22: Confirmation of User Registration

5. You are successfully logged in to the Training and Certification Shop if you see your name in the upper right-hand corner (Figure 23).

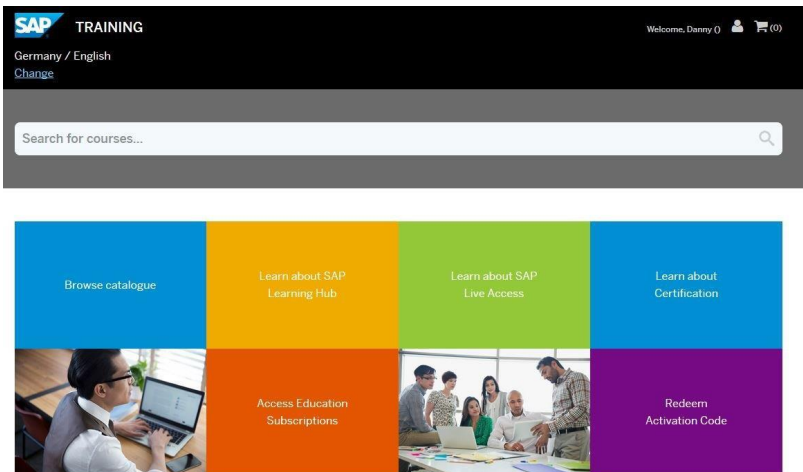


Figure 23: SAP Learning Hub – Log-In Success





6. You will see a pop-up prompting you to assign your S-user ID to your sap.com account (see Figure 24). Select your S-user ID and click on *Trigger Assignment*.

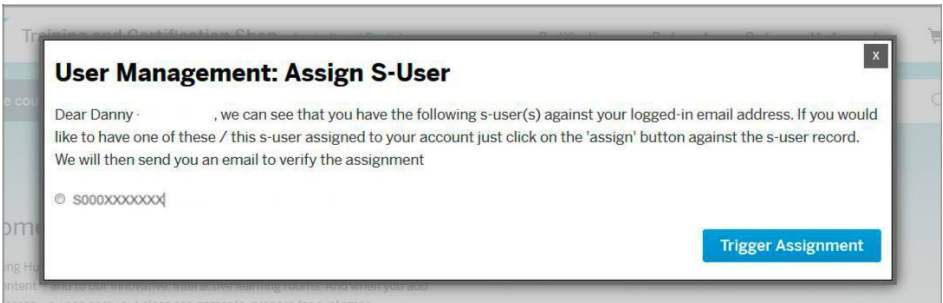


Figure 24: Assign S-User

7. Check your e-mail for a message from SAP Education to verify your S-user ID assignment. Click on the *Verify Assignment* link within the e-mail (see Figure 25).

Please note: You must be logged in to the Training and Certification Shop when you click the *Verify Assignment* link. You must open the link in the same browser. Alternatively, you can copy and paste the link to a new tab.

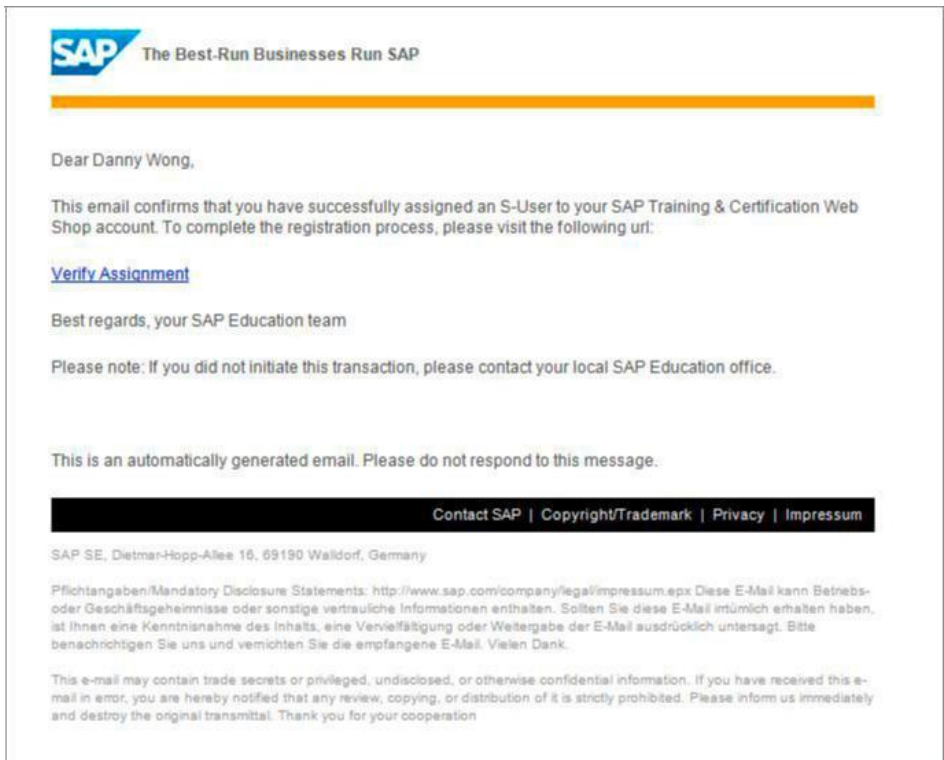


Figure 25: E-Mail to Verify Assignment

8. Once the assignment is verified, you will receive a success message on the screen (see Figure 26). Click *Done*.

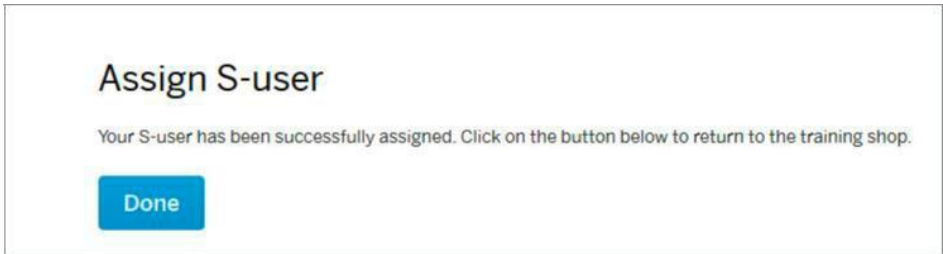



Figure 26: Successful Assignment

9. Click on the  icon and select *My Training*. This will take you to the training course area (see Figure 27).

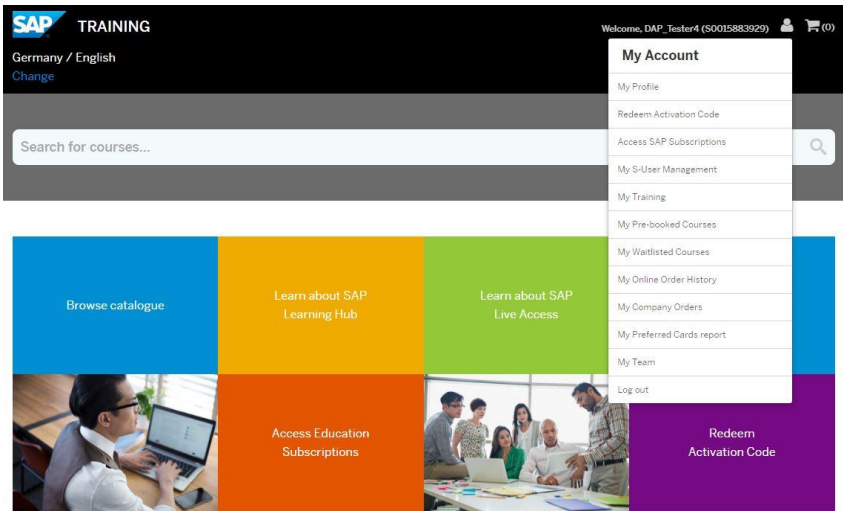


Figure 27: SAP Learning Hub – Access to Training

10. Click on *Go to Learning Hub* (see Figure 28).




Figure 28: Go to SAP Learning Hub



Existing User Without a Booking for SAP Learning Hub

If you have an [sap.com](https://training.sap.com) account and you don't have a subscription for enrollment in SAP Learning Hub, please take the following steps.

1. Go to <https://training.sap.com> and click on the  icon to reveal *Register and Login* link at the top right-hand corner of the screen. Then select *Login* (see Figure 29).

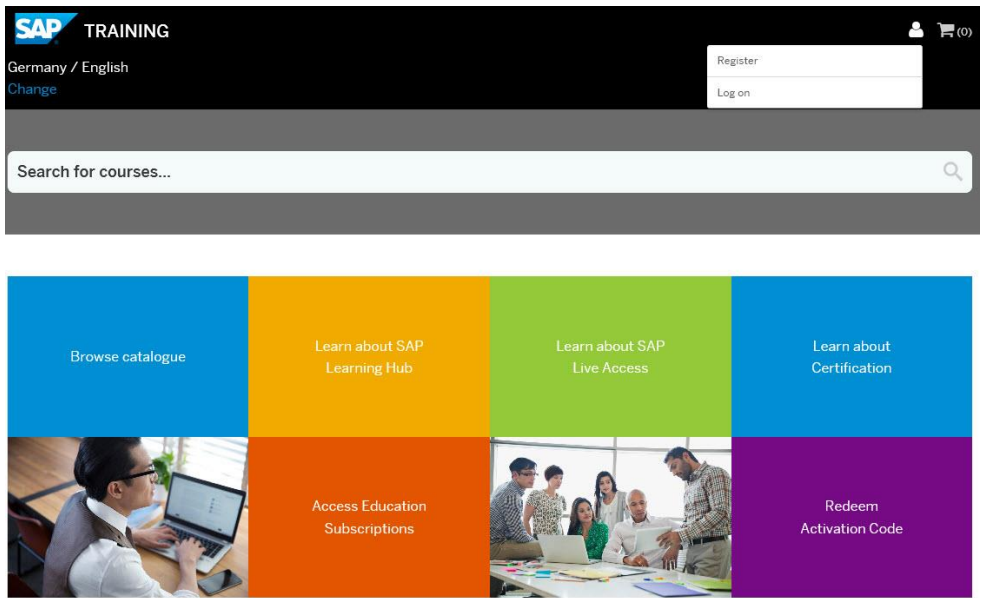


Figure 29: SAP Learning Hub – Register/Login



2. If you have not yet associated your S-user ID to your sap.com account, you will see a pop-up prompting you to do this (see Figure 30). Select your S-user ID and click on *Trigger Assignment*. If you don't have an S-user ID, please go to [step 5](#).

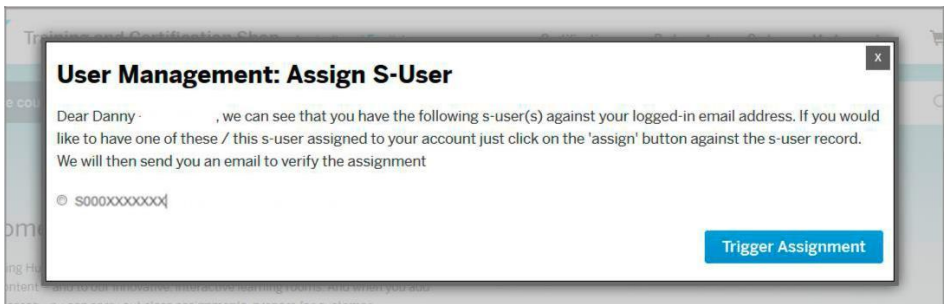


Figure 30: Assign S-User

3. Check your e-mail for a message from SAP Education to verify your S-user ID assignment. Click on the *Verify Assignment* link within the e-mail (see Figure 31).

Please note: You must be logged in to the Training and Certification Shop when you click the *Verify Assignment* link. You must open the link in the same browser. Alternatively, you can copy and paste the link to a new tab.

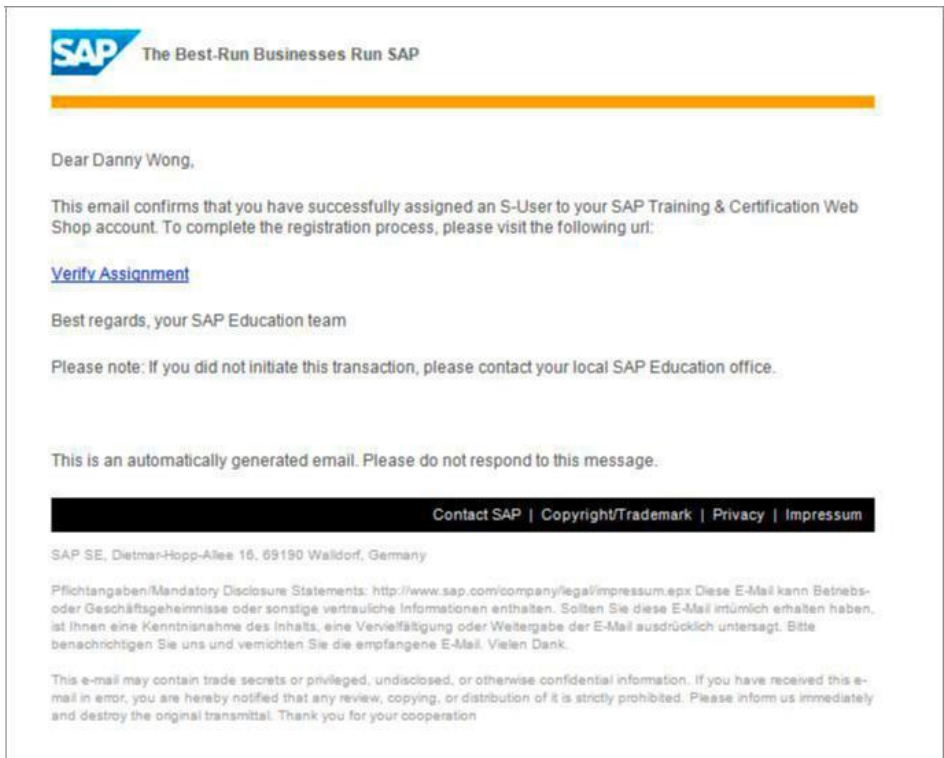


Figure 31: E-Mail to Verify Assignment

- Once the assignment is verified, you will receive a success message on the screen (see Figure 32). Click *Done*.

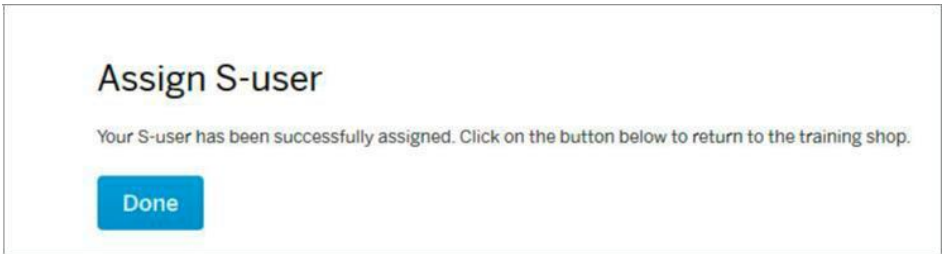


Figure 32: Successful Assignment

- To view available subscriptions for SAP Learning Hub, click on *Learn More about SAP Learning Hub* (see Figure 33).

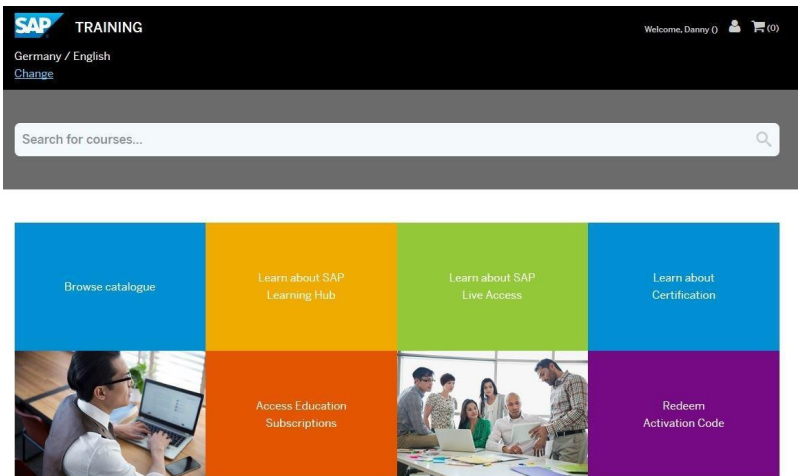


Figure 33: SAP Learning Hub – Find Available Subscriptions



6. Select the edition of SAP Learning Hub that you would like to purchase (see Figure 34).

Available SAP Learning Hub Subscriptions for United States of America

SAP Learning Hub, Professional Edition, Public Cloud Version
For professionals who run, implement or support SAP software. Unlimited access to high-quality training content enhanced by social learning and peer collaboration.

SAP Learning Hub, User Edition, Public Cloud Version
For users of SAP technology who want to acquire or maintain their knowledge of using SAP software. Unlimited access to user-oriented content and peer collaboration via social learning.

Figure 34: Select Edition

7. Click on *Add to basket* to add your chosen edition of SAP Learning Hub to your basket (see Figure 35).

HUB030

SAP Learning Hub, Professional Edition, Public Cloud Version

Insufficient data for accurate rating at this time.

Solution:

SAP Other Solution

Delivery Methods:

Learning Hub

Level:

Details, Configuration & Transaction

Languages:

English

Solution Release: SEE COURSE DETAIL

Goals

- You get unlimited access to SAP Education content, always up to date and available anytime, anywhere in order to...(non-exclusive examples):
 - Develop and maintain your SAP skills – anytime, anywhere
 - Prepare for Certification
 - In-project or Day-to-day knowledge retrieval
 - Workshop new release knowledge in a group
 - Support early innovation evaluation / bid participation
 - Cross-train a group of people in innovation topics

Audience

- SAP Consultants, Customer COE and IT members, SAP Administrators, SAP Super Users, SAP Project Team members, Individual SAP Professionals

Book this offering

SAP Learning Hub

📍 Online

🌐 EN

\$3,375.00 (USD)

Add to basket

Figure 35: Add Your Chosen Edition to the Basket

◀ 33 / 39 ▶

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8. Click on *Proceed to basket* to go to your basket (see Figure 36).



Figure 36: Proceed to Basket

9. Click on *Proceed to checkout* (see Figure 37).

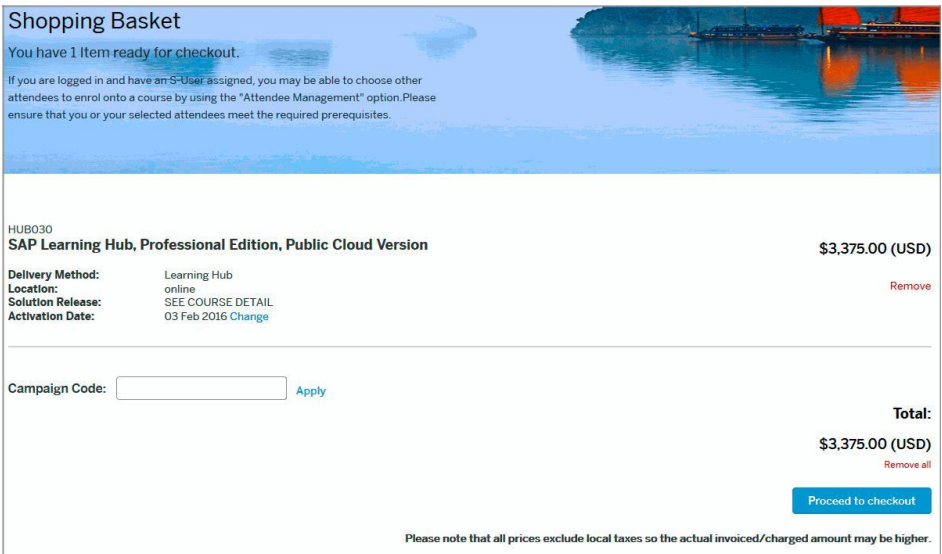


Figure 37: Proceed to Checkout



10. If you don't have an S-user ID, you will be required to create a new one by filling out a form, as seen in Figure 38, to continue with the booking. Your S-user ID will give you access to services on SAP Learning Hub as well as other Web sites of SAP.

Booking request

Please complete the form below to submit your order

Review your order

Back to basket

HUB030 - SAP Learning Hub, Professional Edition, Public Cloud Version

Price: \$3,375.00 (USD)

[More details](#)

Review your details

Create address data

Assign address data of your s-user

If your address has changed or you need to create a new address please add prior to submitting your order.

Your Company details:

Company booking

☒ My company details

☐ I am self-employed

Company name *

Customer number

VAT Number (EU)

Phone number *

Your Address Details:

Street number *

Street name *

City *

Post code *

Country *

Please select

☐ Add an additional billing contact and address

Save

Figure 38: Create a New S-User ID

◀ 35 / 39 ▶

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11. Review your order and select your payment type (see Figure 39).

Booking request

Please complete the form below to submit your order

Review your order

HUB030 - SAP Learning Hub, Professional Edition, Public Cloud Version

Price: \$3,375.00 (USD)

[More details](#)

[Back to basket](#)

Review your details

SAP Education will process your order and send correspondence based on the details below. Please review your contact details are correct prior to submitting your order.

Your contact details

Title

First name

Last name

Email address

Phone number

Your address details

First name

Last name

Email address

Phone number

Street number

Street name

City

Post code

Country

State

Company details

Non-Company booking

Review your payment method

Payment to SAP Education North America

Purchase Order

Credit/Debit card

Preferred card

Activation Code

Fields marked with * are mandatory

Select invoice recipient:

myself

Your purchase order number *

If you do not have a PO number and cannot proceed, you can enter "N/A". You may be required to upload your purchasing document below to proceed.

Upload purchase order document

Browse

No file selected.

Upload

Comments *

(0/255)

Continue



Terms & conditions

Total to pay

\$3,375.00 (USD)

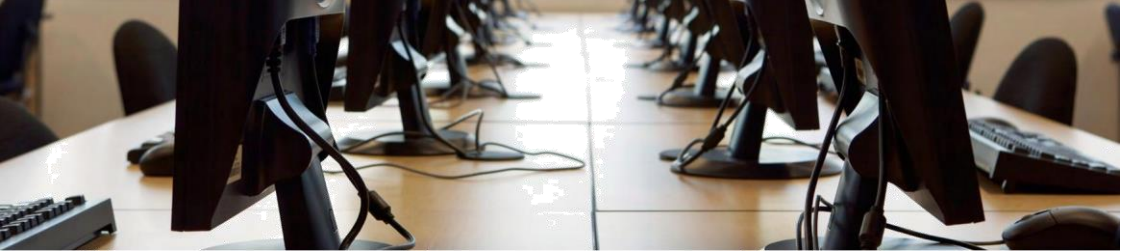
Please note that all prices exclude local taxes so the actual invoiced/charged amount may be higher.

Figure 39: Training and Certification Shop – Review Order



◀ 36 / 39 ▶

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12. Please review your order. Then confirm you have accepted the terms and conditions by selecting the check box and clicking *Submit* (see Figure 40).

Booking request

Please complete the form below to submit your order

Review your order

HUB030 - SAP Learning Hub, Professional Edition, Public Cloud Version

Price: **\$3,375.00 (USD)**

[More details](#)

[Back to basket](#)

Review your details

SAP Education will process your order and send correspondence based on the details below. Please review your contact details are correct prior to submitting your order.

Your contact details

Title

First name

Last name

Email address

Phone number

Your address details

First name

Last name

Email address

Phone number

Street number

Street name

City

Post code

Country

State

Company details

Non-Company booking

[Edit](#)

Review your payment method

Credit/Debit card to SAP Education

North America

Card type

Cardholder name

Credit/Debit card number

Expiration date

Additional Information *

Comments

[Edit](#)

Terms & conditions

☐ I have read, understand and agree to the [Terms and Conditions](#).

All prices exclude local taxes; tax amount will be calculated when order is processed by SAP Education.

[Submit](#)

Total to pay

\$3,375.00 (USD)

Please note that all prices exclude local taxes so the actual invoiced/charged amount may be higher.

Figure 40: Training and Certification Shop – Review and Submit Order

◀ 37 / 39 ▶

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13. This is your order summary. Please keep your order number, or take a screen shot for future reference (see Figure 41).

Order Summary - from SAP Education North America

Order Number 233397

Course	Attendees	Price
HUB030 - SAP Learning Hub, Professional Edition, Public Cloud Version		\$3,375.00 (USD)

Basket total: \$3,375.00 (USD)

Start your SAP Learning Hub experience now!

Please bear with us while we set-up your Learning Hub Subscription. In the meantime, you can get started with our Learning Hub Discovery Edition.

Click below to get access and start discovering.

[Get Discovery Edition](#)

[Print this page](#)

[Continue shopping](#)

Figure 41: Training and Certification Shop – Booking Confirmation



14. For paid editions of SAP Learning Hub, you will receive a confirmation e-mail. When you have received this e-mail, please refer to the section titled “User with an [sap.com](https://training.sap.com/shop/help-center) Account and a Booking for SAP Learning Hub” to complete your profile setup.

Please note: The enrollment confirmation e-mail can take up to 48 hours to arrive. If you haven’t received your confirmation e-mail from SAP Education after 48 hours, please contact your regional team from SAP Education or e-mail e-learning@sap.com for support.

SUPPORT

For more information about navigating SAP Learning Hub, please refer to the following user guide in the help center: <https://training.sap.com/shop/help-center>.

If you encounter any issues when accessing your course material, please feel free to contact our e-learning support team at e-learning@sap.com or a representative from your local SAP Education organization. Support services are available from the global e-learning support team 24 hours a day, Monday through Friday. Support services are provided in the English language only, and you will be asked to provide your S-user ID.



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