SAP® Learning Hub
Registration Guide

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The Best-Run Businesses Run SAP

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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.

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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).

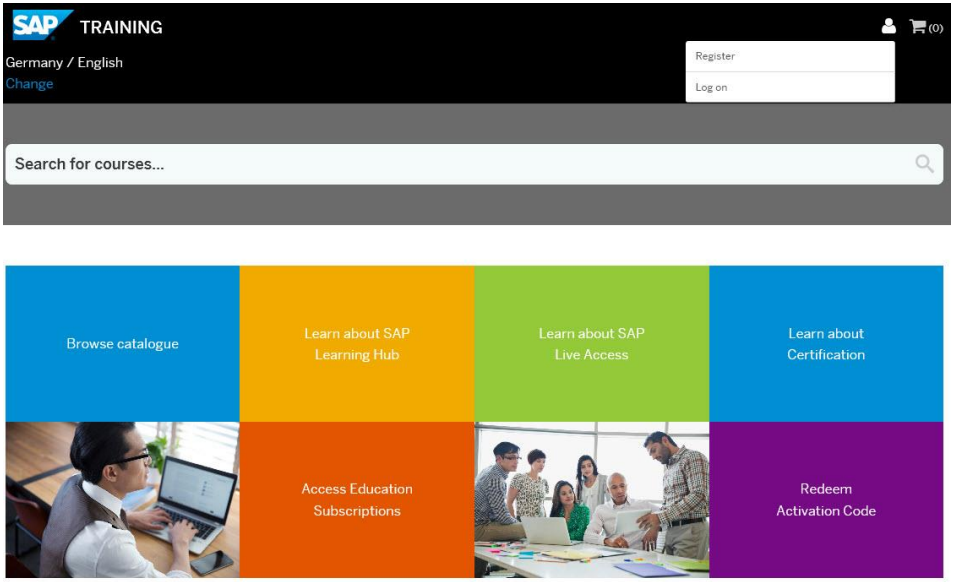

Figure 1: SAP Learning Hub – Register/Login

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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).

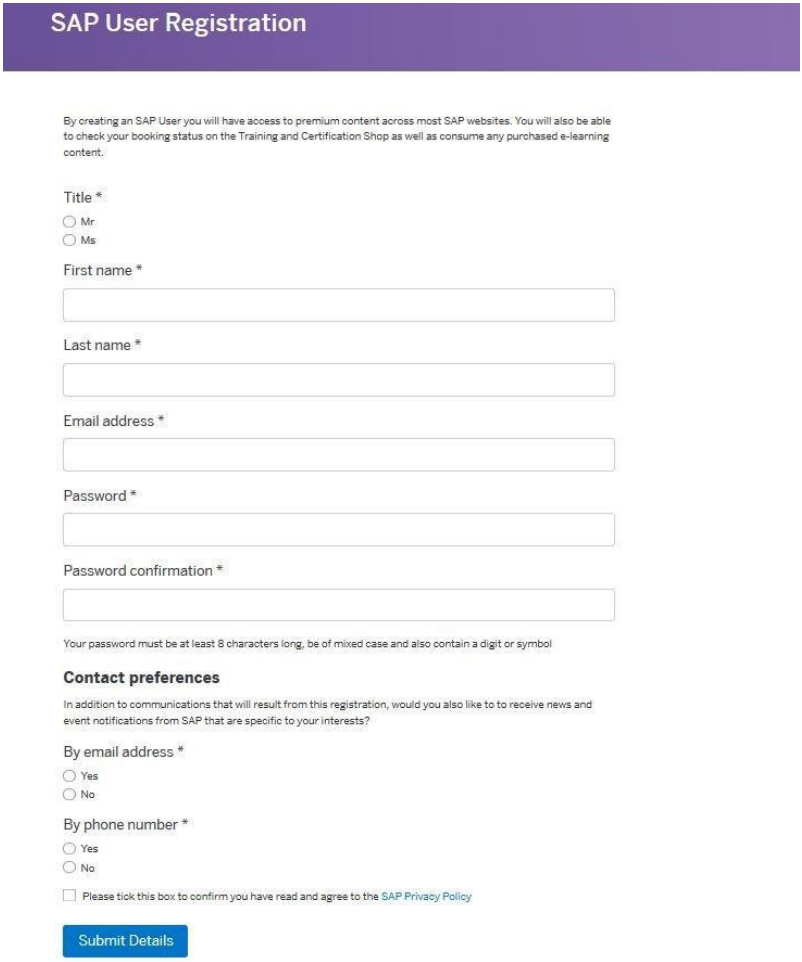

Figure 2: User Registration

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

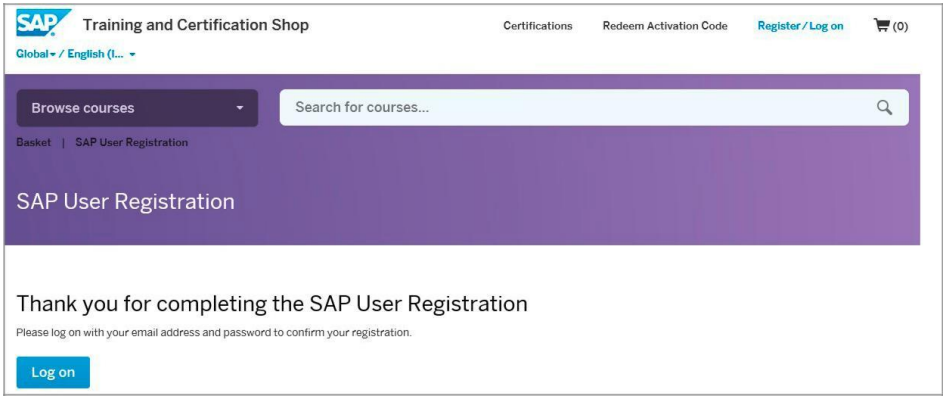

Figure 3: Confirmation of User Registration

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

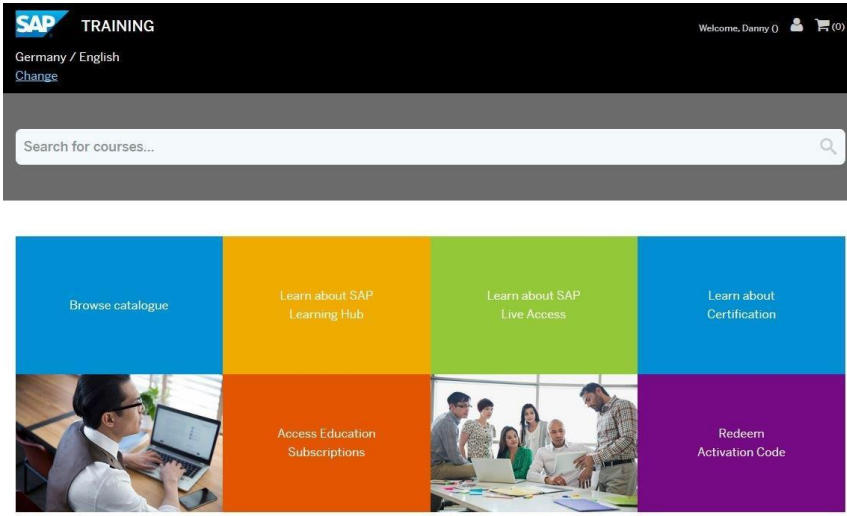

Figure 4: SAP Learning Hub – Find Available Subscriptions

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

Figure 5: Select Edition

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

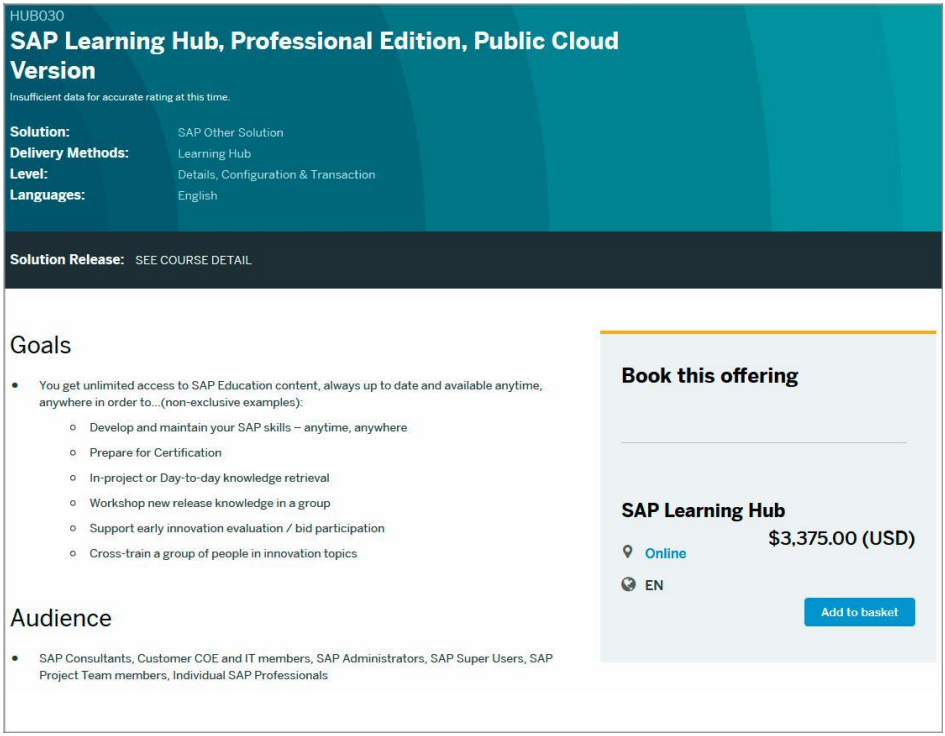

Figure 6: Add Your Chosen Edition to the Basket

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

Figure 7: Proceed to Basket

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

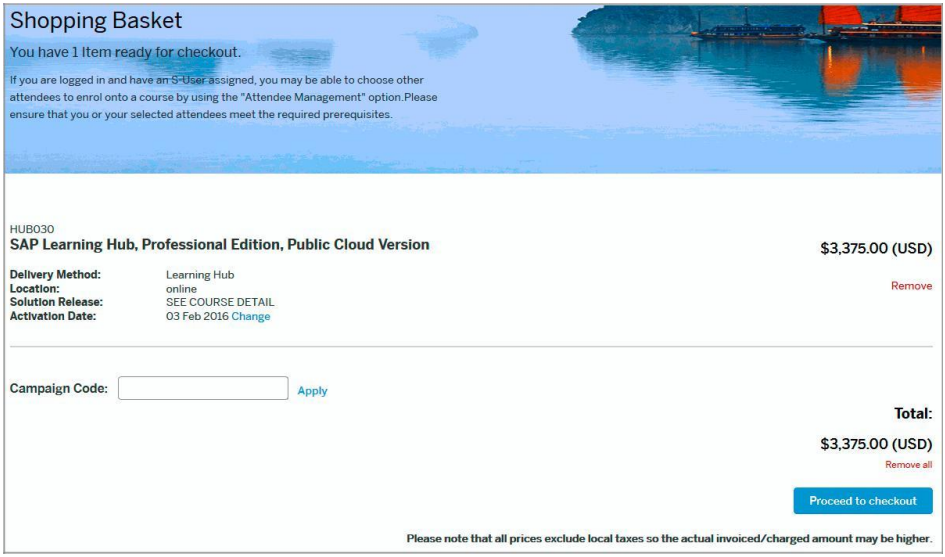

Figure 8: Proceed to Checkout

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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.

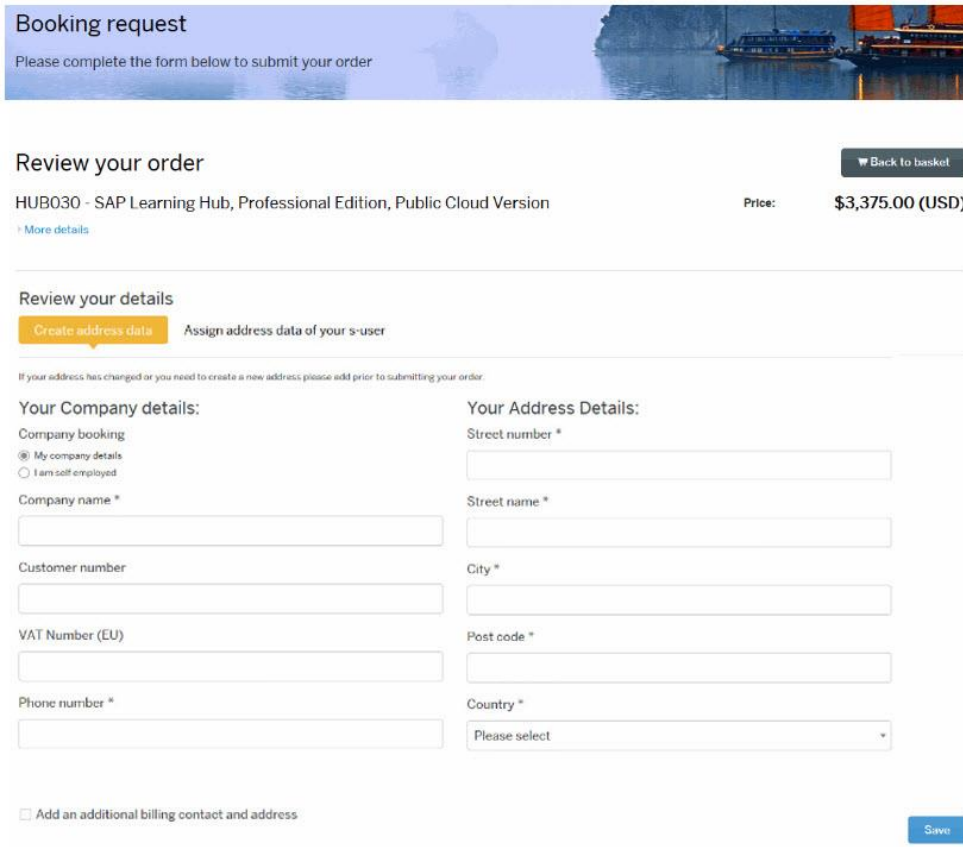

Figure 9: Create a New S-User ID

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

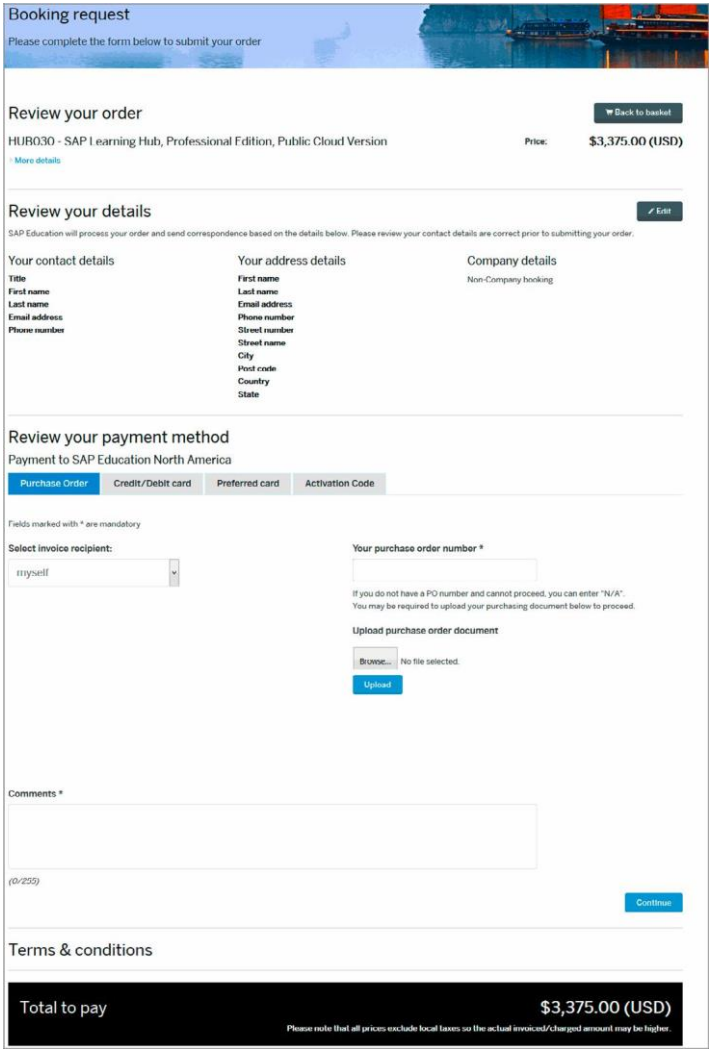

Figure 10: Training and Certification Shop – Submit Order

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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).

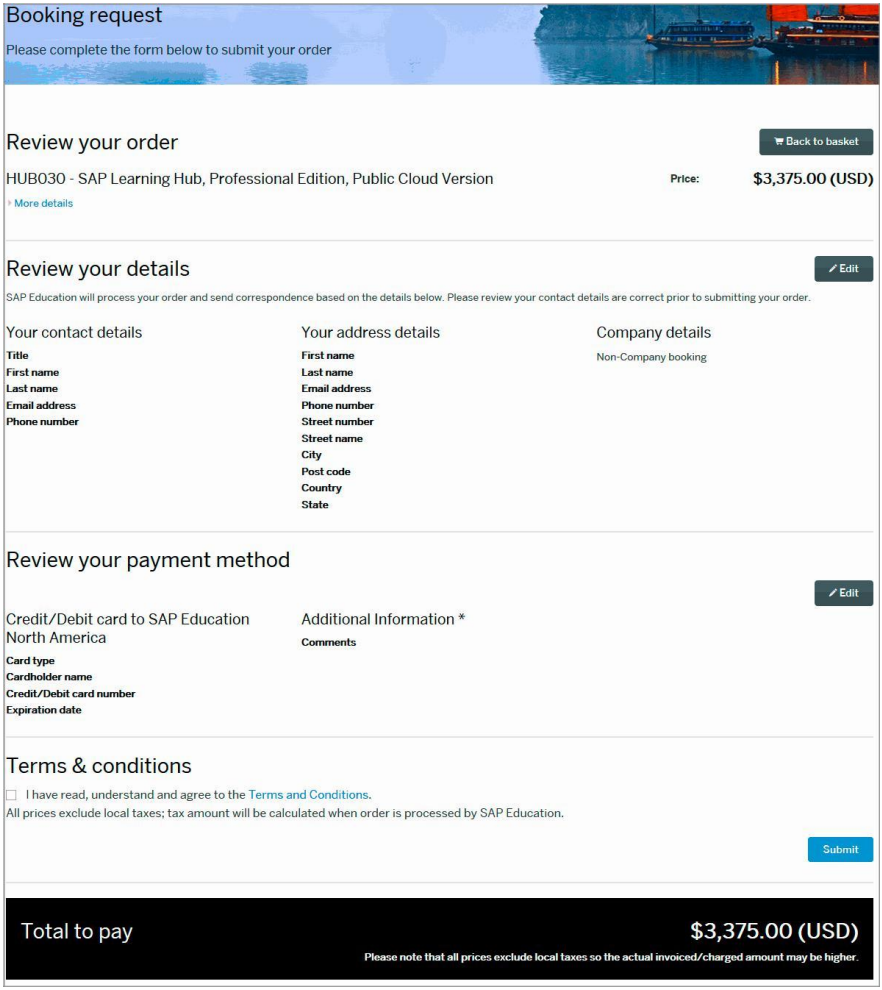

Figure 11: Training and Certification Shop – Review and Confirm Order

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

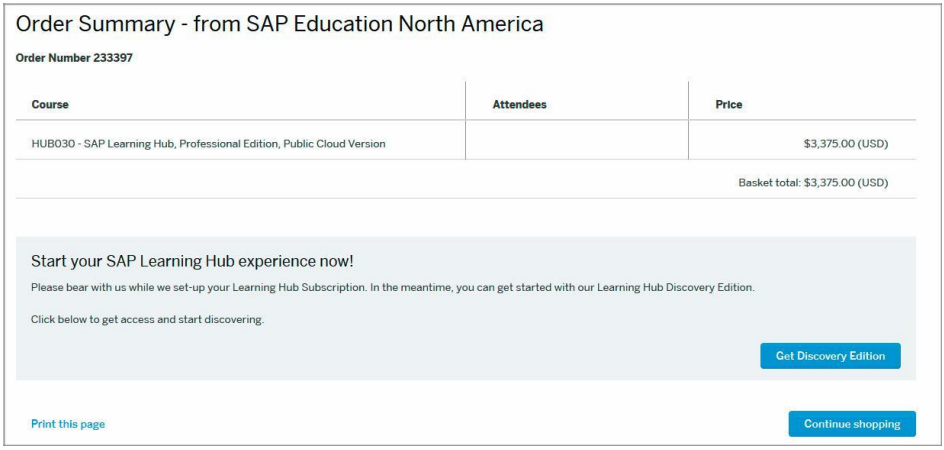

Figure 12: Training and Certification Shop – Booking Confirmation

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.

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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 infor-mation 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 account.

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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).

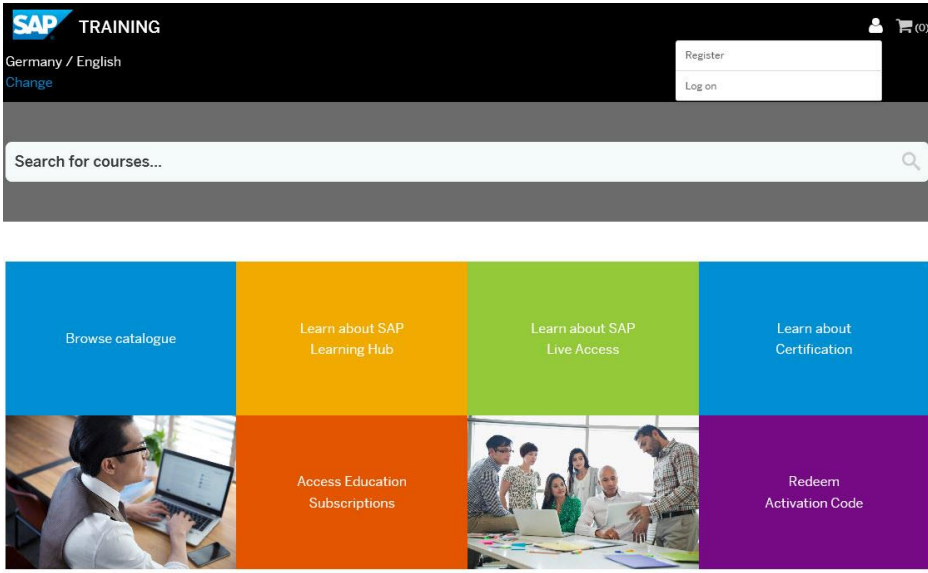

Figure 13: SAP Learning Hub – Register/Login

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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

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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.

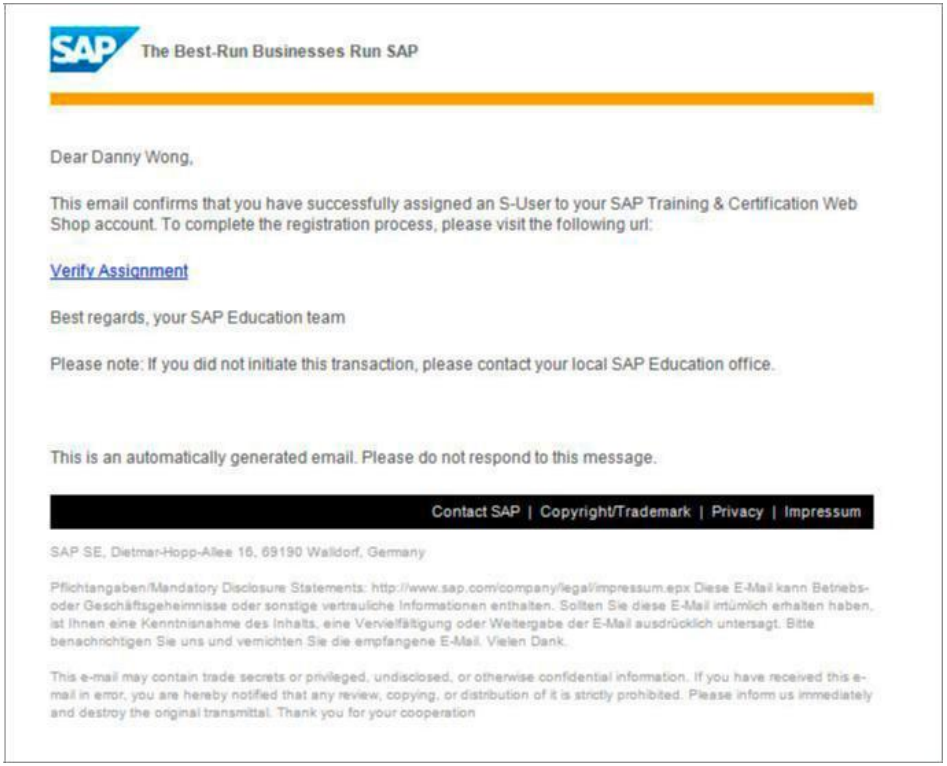

Figure 15: E-Mail to Verify Assignment

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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).

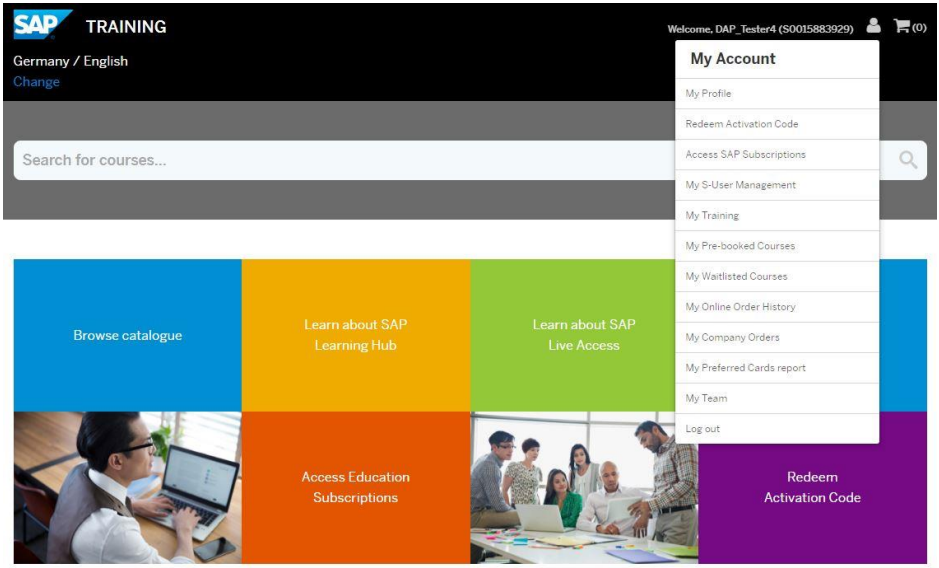

Figure 17: SAP Learning Hub – Access to Training

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

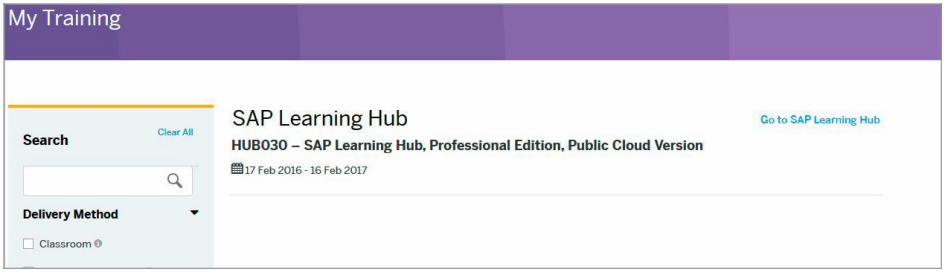

Figure 18: Go to SAP Learning Hub

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USER WITHOUT AN 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).

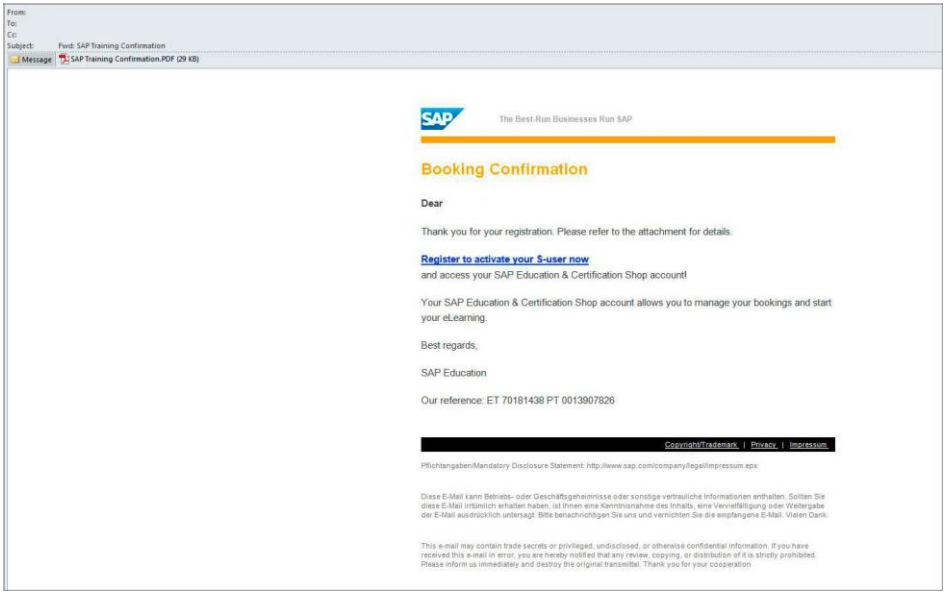

Figure 19: Booking Confirmation – Register to Activate Your S-User

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

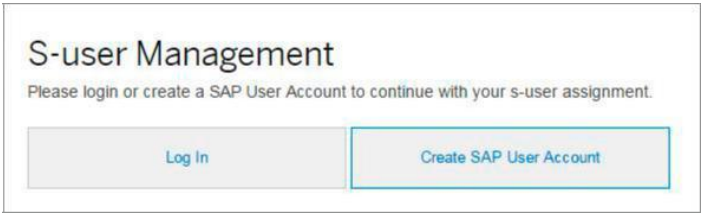

Figure 20: S-User Management – Create User Account

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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).

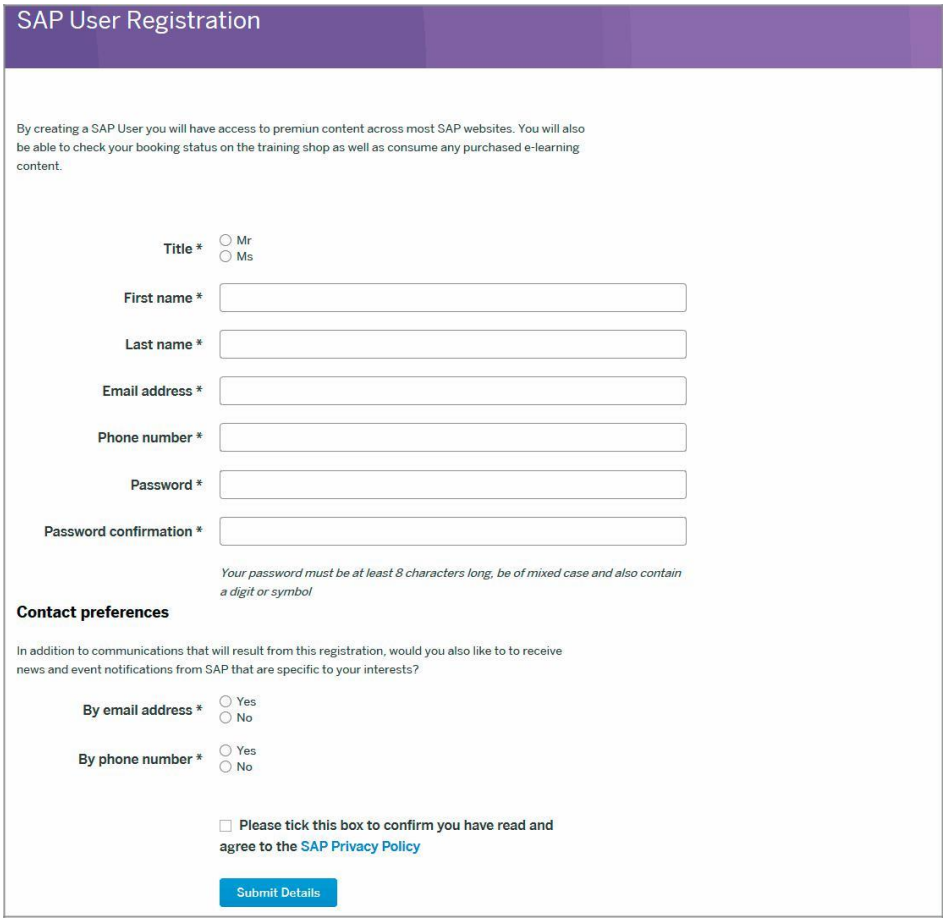

Figure 21: User Registration

*Required fields

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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).

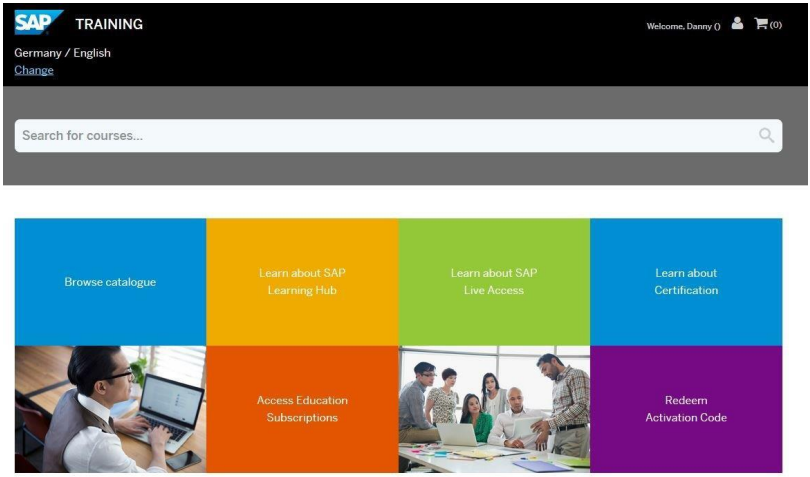

Figure 23: SAP Learning Hub – Log-In Success

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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

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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.

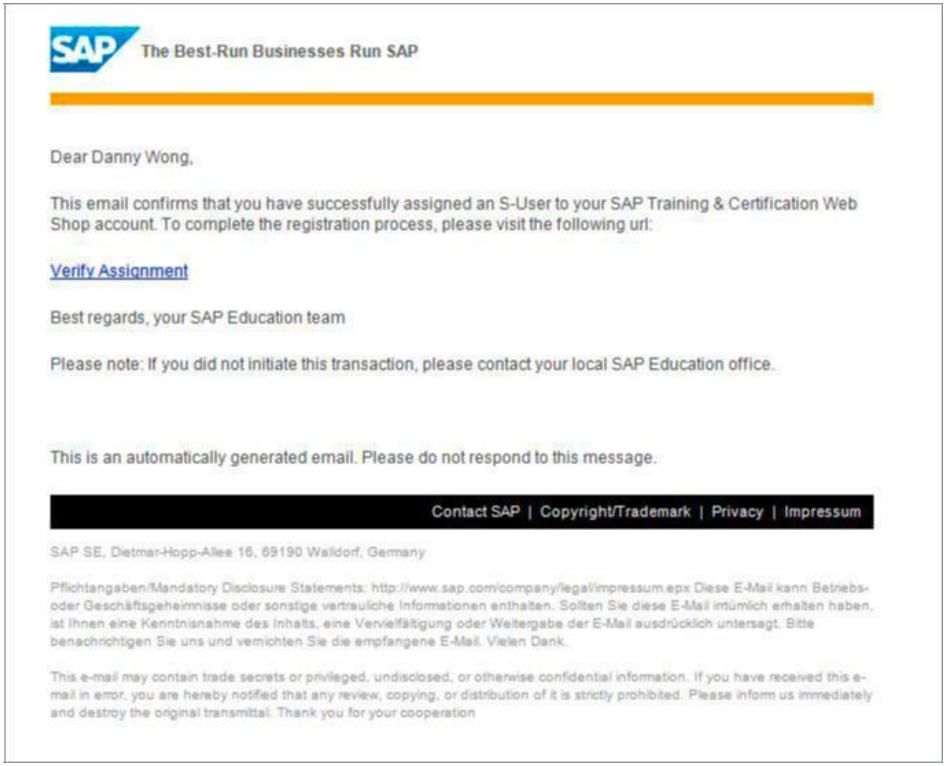

Figure 25: E-Mail to Verify Assignment

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

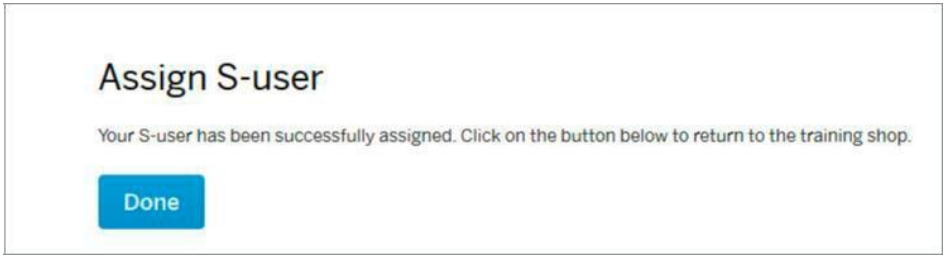

Figure 26: Successful Assignment

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

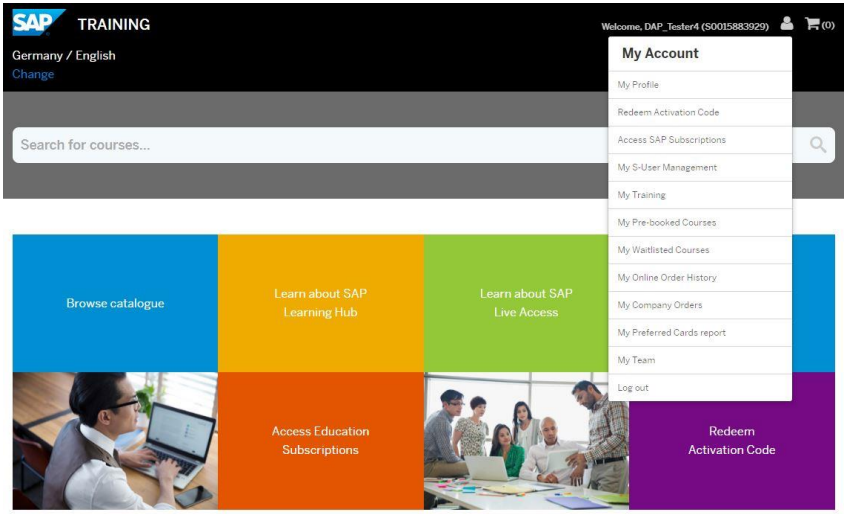

Figure 27: SAP Learning Hub – Access to Training

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

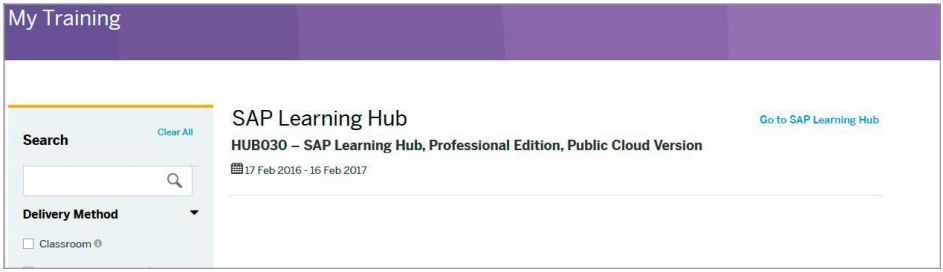

Figure 28: Go to SAP Learning Hub

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Existing User Without a Booking for SAP Learning Hub

If you have an 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).

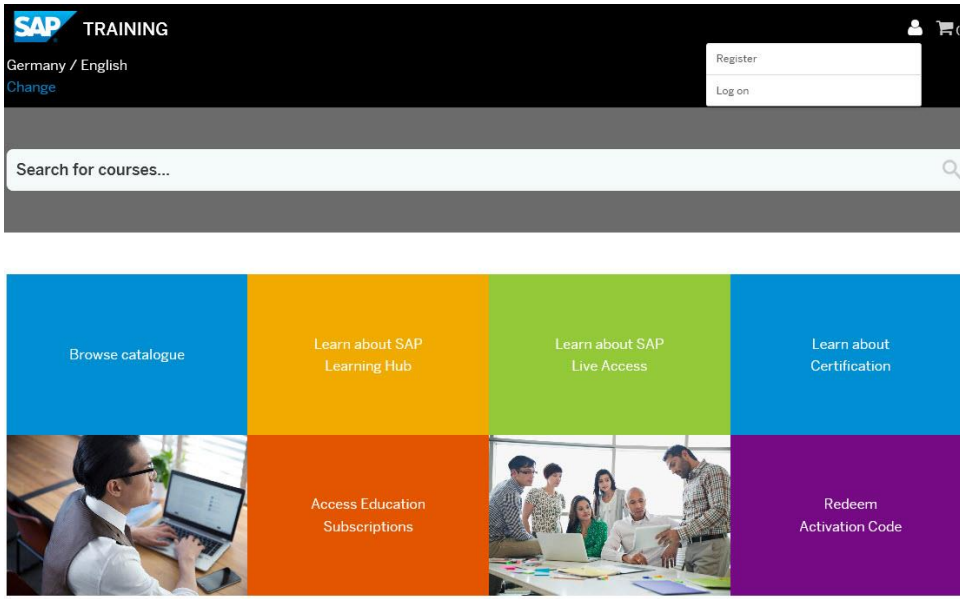

Figure 29: SAP Learning Hub – Register/Login

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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

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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.

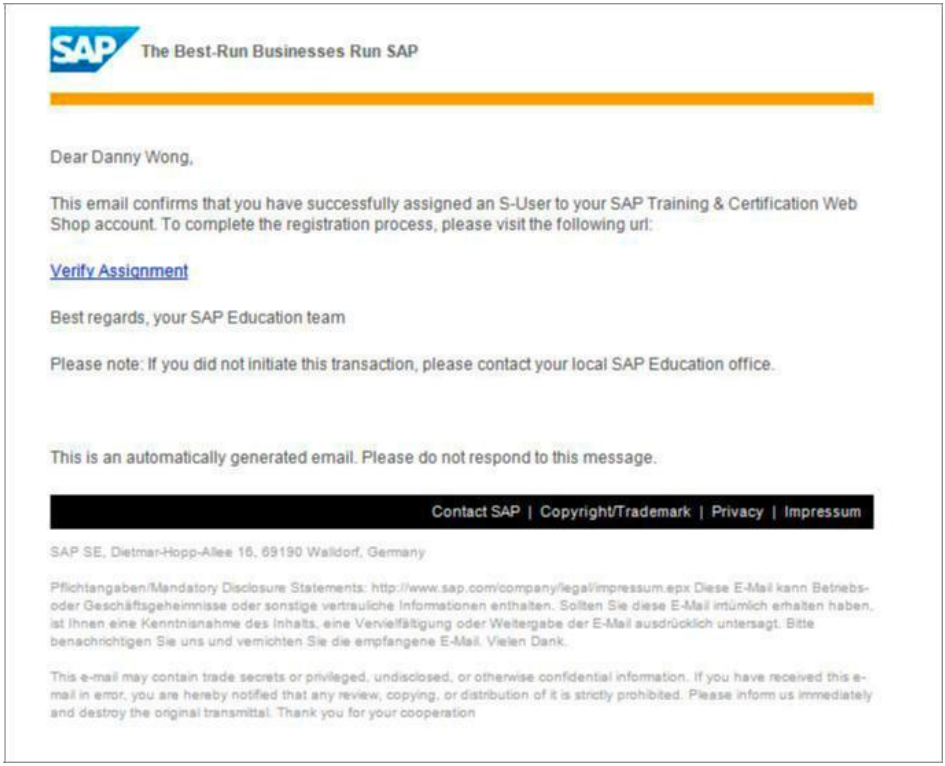

Figure 31: E-Mail to Verify Assignment

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

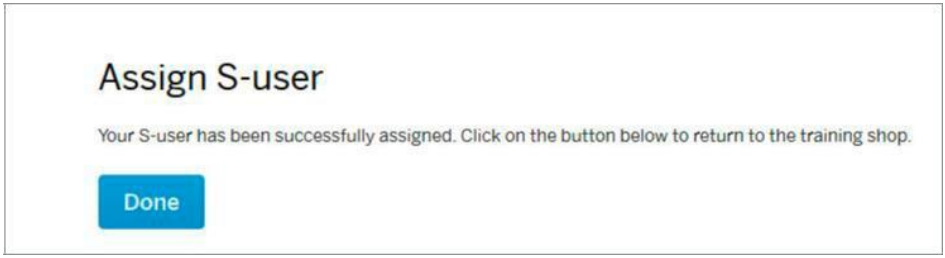

Figure 32: Successful Assignment

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

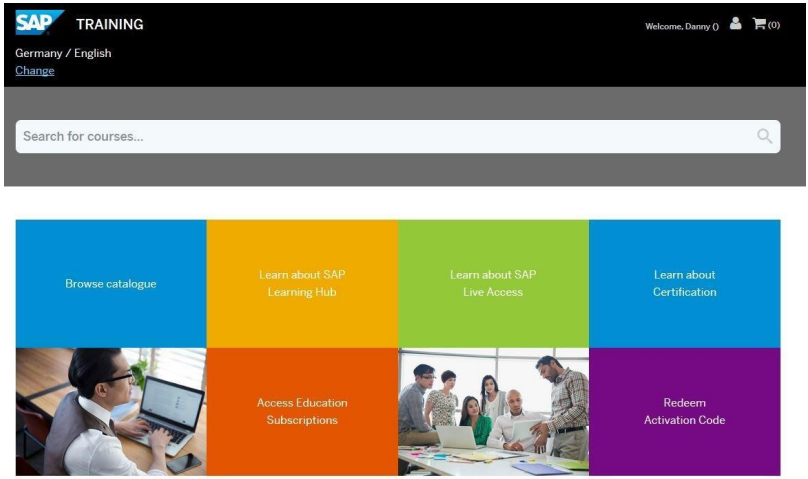

Figure 33: SAP Learning Hub – Find Available Subscriptions

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

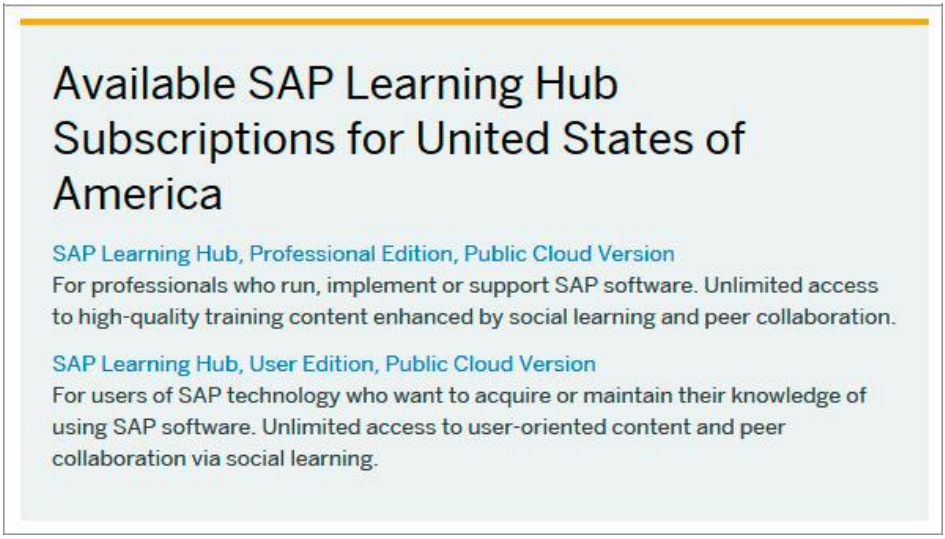

Figure 34: Select Edition

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

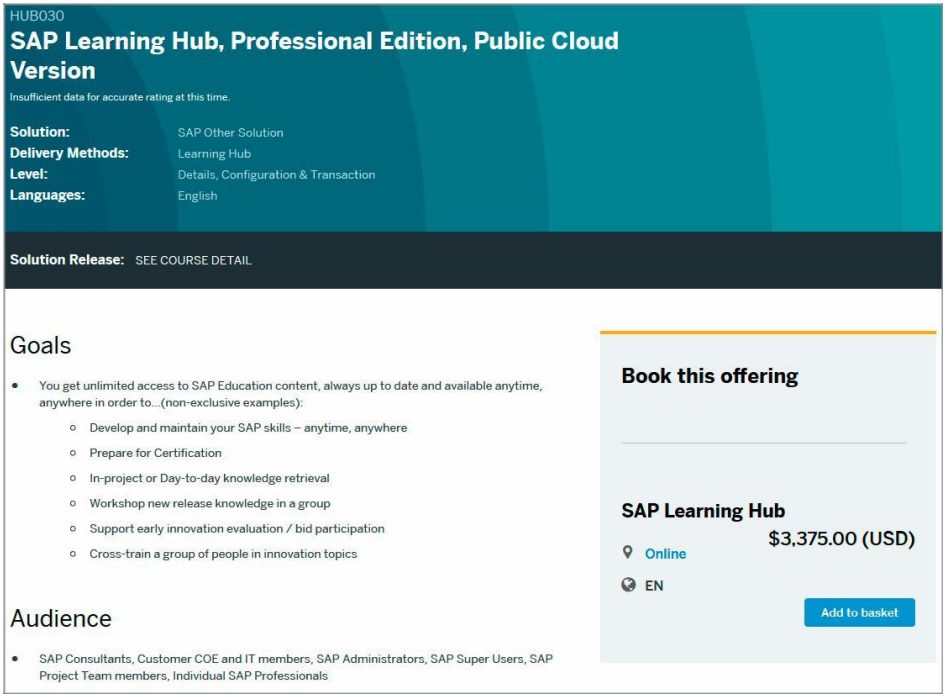

Figure 35: Add Your Chosen Edition to the Basket

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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).

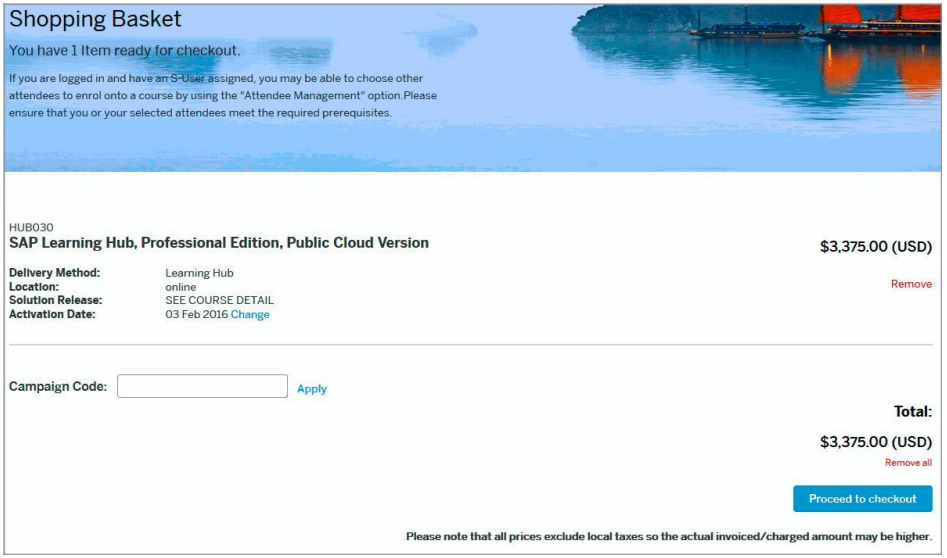

Figure 37: Proceed to Checkout

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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.

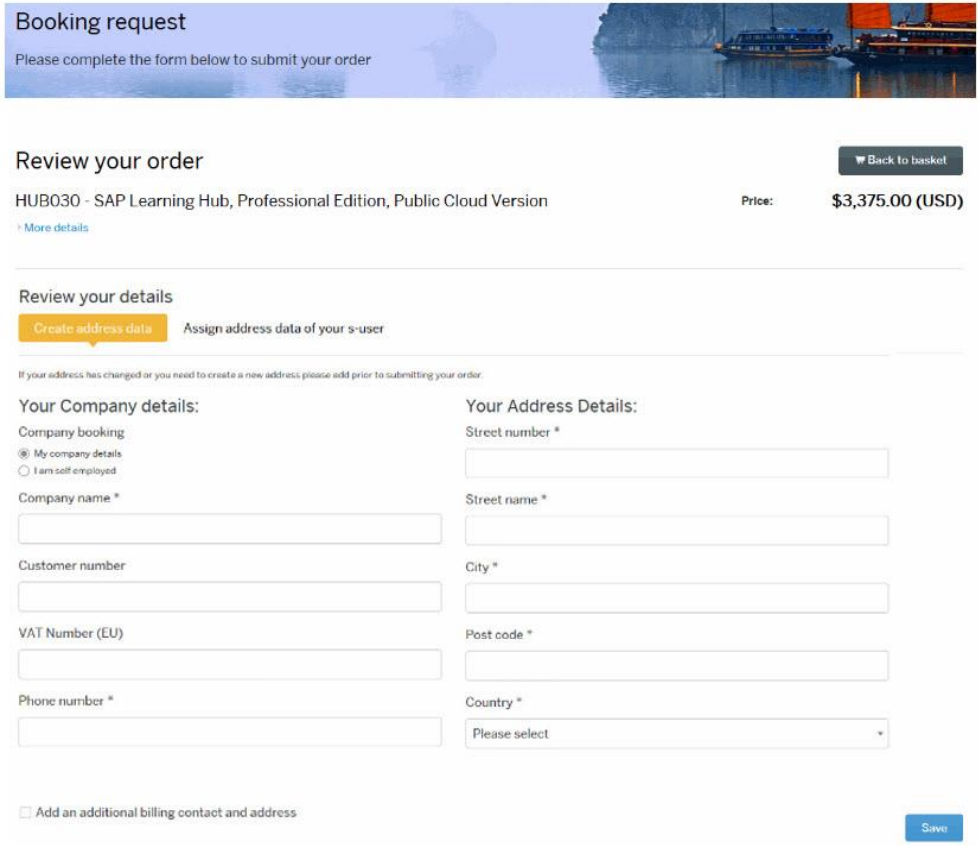

Figure 38: Create a New S-User ID

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

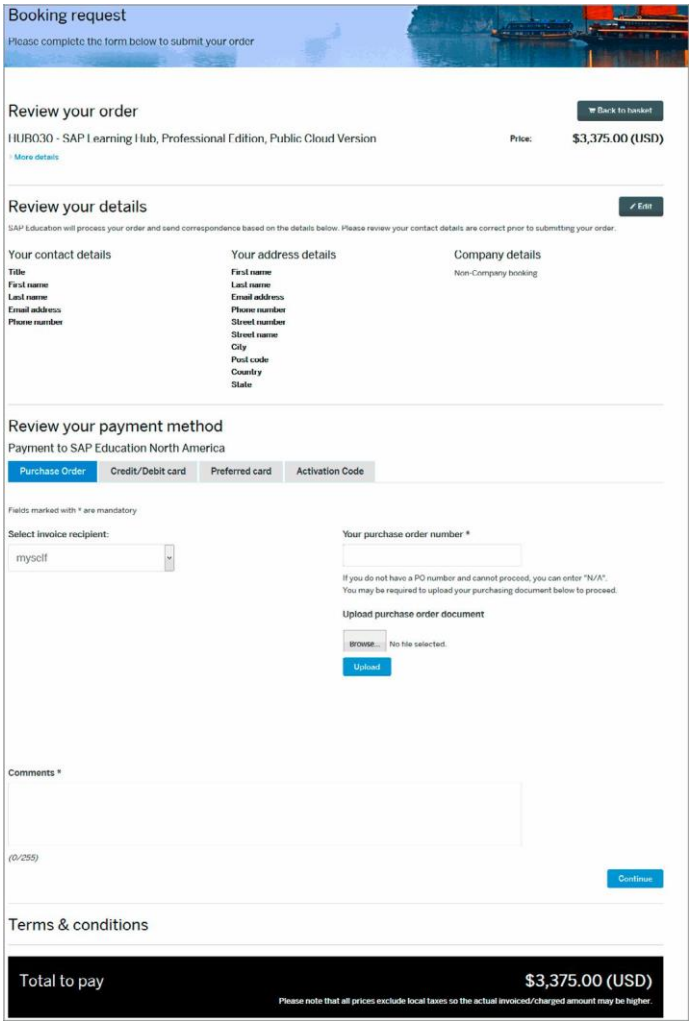

Figure 39: Training and Certification Shop – Review Order

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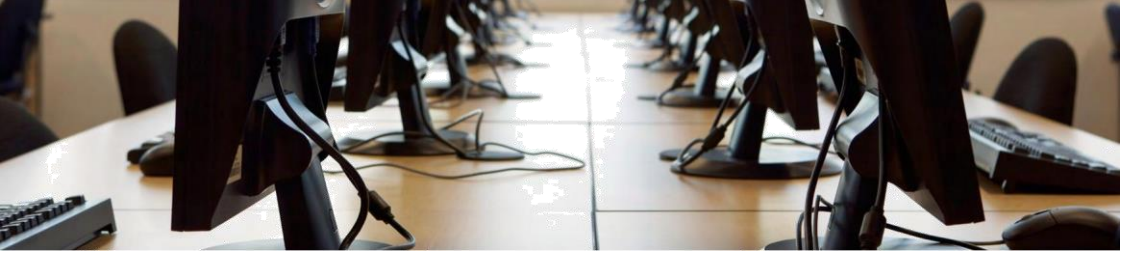

12. Please review your order. Then confirm you have accepted the terms and conditions by selecting the check box and clicking *Submit* (see Figure 40).

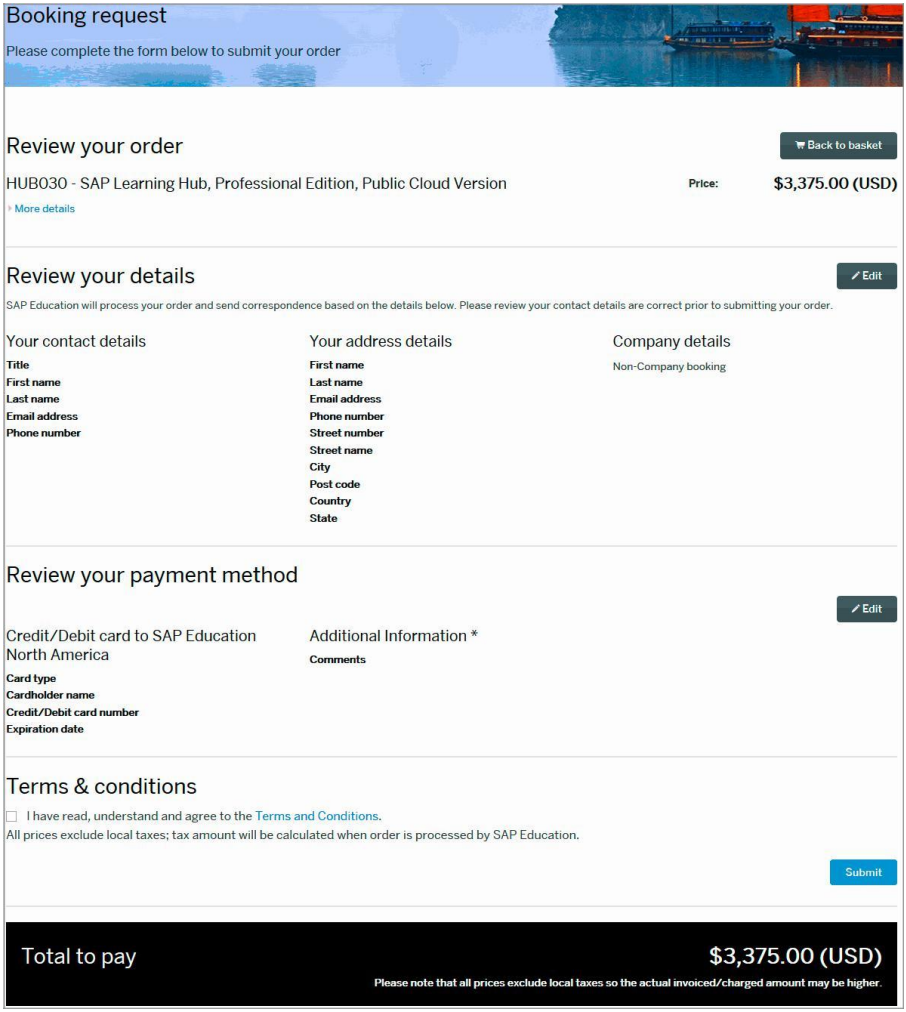

Figure 40: Training and Certification Shop – Review and Submit Order

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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).

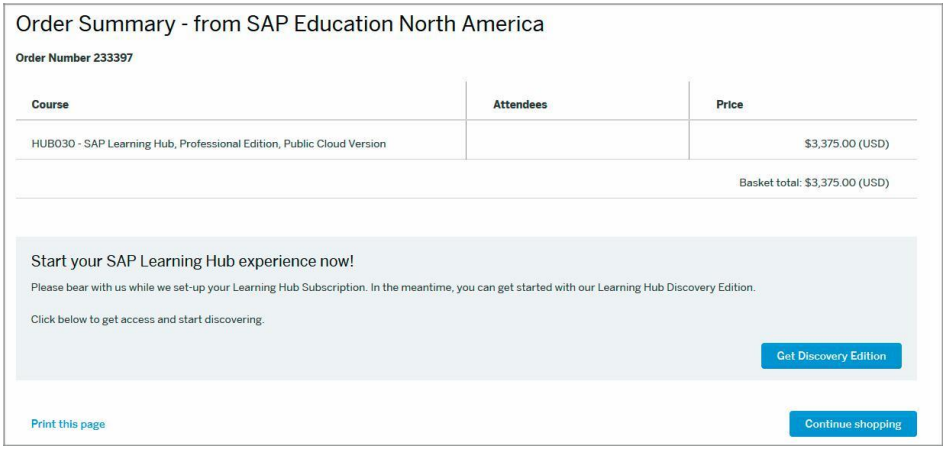

Figure 41: Training and Certification Shop – Booking Confirmation

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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 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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