



SAP Learning Hub

# **SAP® Learning Hub**

## Activation Code Redemption Guide



Run Simple

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# Introduction

Welcome to SAP® Learning Hub, a cloud-based program that provides instant activation for 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 redeem your activation code.

# Getting Started

1. By now, you should have received an e-mail from SAP Education (see Figure 1). This contains an activation code for your online training. Click the activation code link at the bottom of the e-mail.

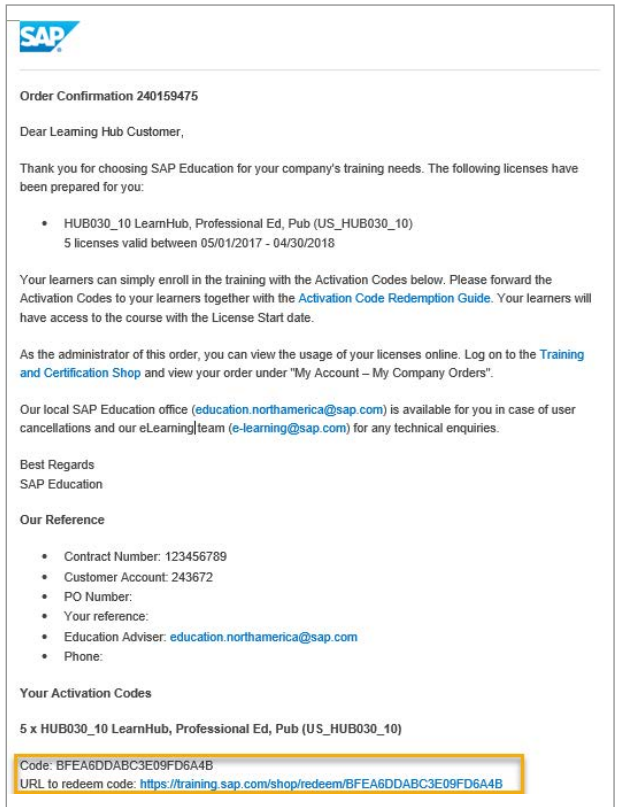


Figure 1: E-Mail from SAP® Education

2. You will see the following screen (see Figure 2). Click *Redeem*.

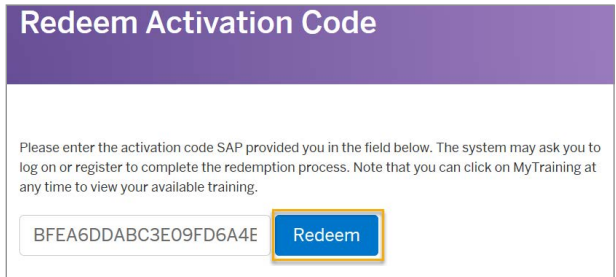
The image shows a web interface for redeeming an activation code. It has a purple header with the title 'Redeem Activation Code'. Below the header, there is a text instruction: 'Please enter the activation code SAP provided you in the field below. The system may ask you to log on or register to complete the redemption process. Note that you can click on MyTraining at any time to view your available training.' Underneath this text is a text input field containing the alphanumeric code 'BFEA6DDABC3E09FD6A4E'. To the right of the input field is a blue button with the word 'Redeem' in white text. The button is highlighted with a yellow rectangular border.

Figure 2: Redeem Activation Code

# 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.

1. Click *Create SAP User Account* (see Figure 3).

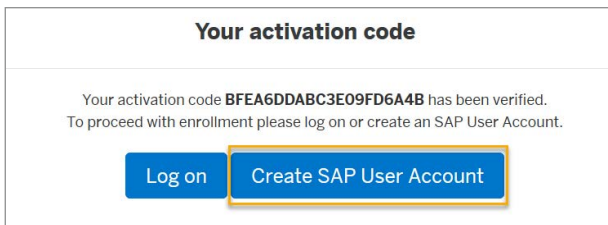


Figure 3: Create SAP User Account

2. You will reach the checkout screen, which has different sections for you to complete. Read and confirm that you have read the SAP privacy policy by selecting the check box. Also, read and confirm that you accept the terms and conditions by selecting the next check box. Click *Submit* (see Figure 4).

Please note: If you select *I work for the company of the activation code*, you will immediately activate SAP Learning Hub. If you select *I am self-employed* or *I work for another company*, you will receive an e-mail within the following 24 business hours that will enable you to activate SAP Learning Hub.

Review your order

Back to basket

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

Details >

Please note: Because you are booking this SAP Learning Hub subscription using an activation code, the activation date of this product will be set with the same date when your activation code became valid. You will be able to access your subscription for 1 year from this date.

If you have attempted to set a custom access date previously, this setting will no longer be valid.

Your company details:

Company booking

☒ I work for the company of the activation code
 ☐ I am self-employed
 ☐ I work for another company

Company name \*

Company A

Customer number

12345678

VAT Number (EU)

Your contact details:

Title \*

☐ Mr
 ☐ Ms

First name \*

Last name \*

Email address \*

Phone number \*

Your billing address details:

Street number \*

Street name \*

Street A

City \*

City A

Post code \*

1234

Country \*

United States

State \*

New Jersey

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

Password \*

Password confirmation \*

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

☐ Add an additional billing contact and address
 ☒ Please tick this box to confirm you have read and agree to the [SAP Privacy Policy](#)

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

Figure 4: Checkout

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3. You will receive an activation-code redemption confirmation message (see Figure 5).

Activation code redemption confirmation - from SAP Education North America

Thank you for your order. If you do not receive a confirmation email within two business days, please contact your local SAP Education office.

Order Number 349478

Course	Attendees	Price
HUBQ30 - SAP Learning Hub, Professional Edition, Public Cloud Version	Ms Test User	
		Payment not required

You are on your way to start your SAP Learning Hub experience!

Order ID: 349478 is currently being processed. If you are not already enrolled to SAP Learning Hub, you will receive an email shortly once your access has been setup.

[Print this page](#)

Continue shopping

Figure 5: Activation-Code Redemption Confirmation



4. You can also go to the Training Web shop (see Figure 6). Log in with your account and access content on SAP Learning Hub by clicking *Access purchased subscriptions* and then *Access SAP Learning Hub* (see Figure 7).

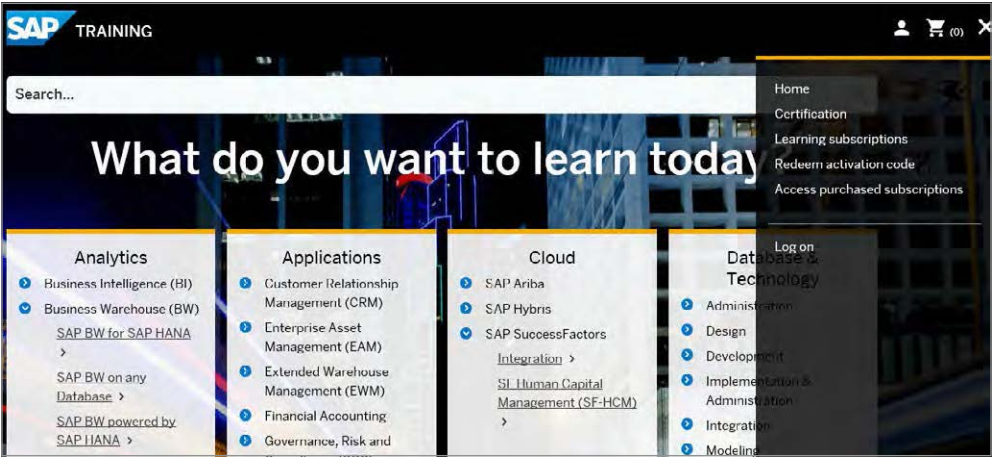


Figure 6: Access SAP® Learning Hub Through the Training Web Shop

Access SAP Subscription				
Subscription Edition	License Start Date	License End Date	Time Remaining	Access
SAP Learning Hub	28 Sep 2016	27 Sep 2017	6 Months	Access SAP LearningHub

Figure 7: SAP® Learning Hub Subscriptions

5. You will also receive a booking confirmation e-mail from SAP Education (see Figure 8). This process might take 1–2 business days to complete.

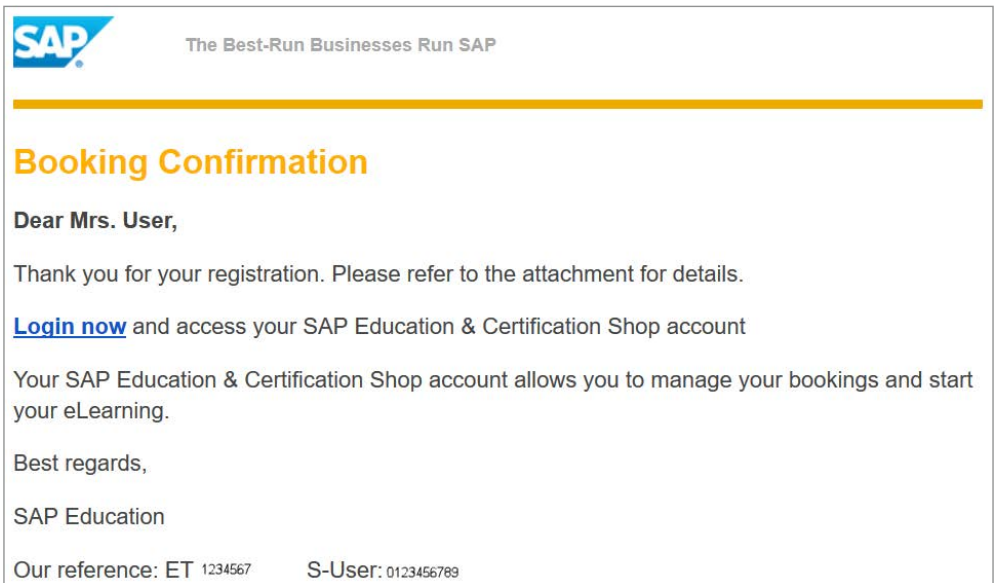


Figure 8: Booking Confirmation E-Mail

# Existing Users

You are an existing user if you already have a profile set up on an sap.com site.

1. If you are an existing user, click the *Log on* button (see Figure 9).

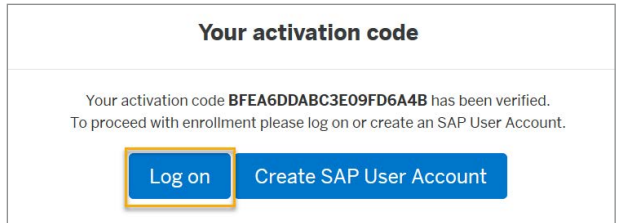


Figure 9: Logon

2. Enter your e-mail address and password. Then click *Log On* (see Figure 10).

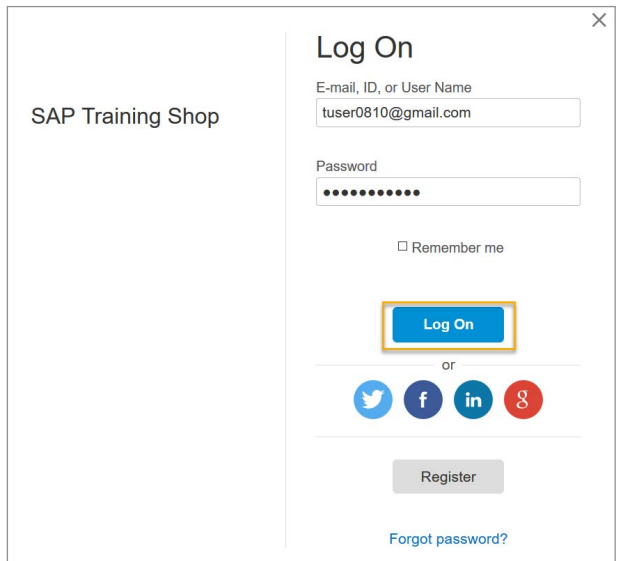


Figure 10: Training Shop Logon

The option below to add attendees is a buyer option. It is available to users who have permission to perform bookings and who have an SID that was assigned to their cloud ID logon profile. Scroll down to step 3 and make sure your details are correct. *Click Add attendees* button to add yourself to the order and proceed (see Figure 11).

Redeem Activation Code

Please use the form below to add additional attendees to this enrolment or click on continue to proceed.

Continue

Step 1: Choose how to select or find attendees:

☒ I want to manually enter my attendee(s)

☐ I want to upload a list of my attendees

Step 2: Use the form below to add individual attendees to your course(s).

Title \*

☐ Mr.

☐ Ms.

First name \*

Last name \*

Email address \*

Add to list

Step 3: Review and Add Attendees to HUB030 - HUB030: SAP Learning Hub, Professional Edition, Public Cloud Version

Title	First Name	Last name	Email Address	Manage
Ms.	Test	User	tuser0810@gmail.com	

Remove All

Add attendees

Figure 11: Selection of Attendees

3. To review the details of your account, click *Edit*. (See figure 13). You will see a screen (Figure 12) where you can review your order and click Save. Once the changes are saved, accept the terms and conditions by checking the box on figure 13. Then click *Submit*.

Review your order

Back to basket

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

Details

Please note: Because you are booking this SAP Learning Hub subscription using an activation code, the activation date of this product will be set with the same date when your activation code became valid. You will be able to access your subscription for 1 year from this date.

If you have attempted to set a custom access date previously, this setting will no longer be valid.

Review your details

Edit

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

Ms

First name

User

Last name

Test

Email address

tuser0810@gmail.com

Phone number

2508521334

Your address details

Title

Ms

First name

User

Last name

Test

Email address

tuser0810@gmail.com

Street number

1234

Street name

Street A

City

City A

Post code

1234

Country

US

State

NJ

Company details

Company name

Company A

Customer Number

12345678

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

Figure 12: Review Details and Accept Terms and Conditions

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### Activation code redemption

Please complete the form below to redeem activation code : BFEA6DDABC3E09FD6A4B

Review your order

Back to basket

HUB030 - SAP Learning Hub, Professional Edition, Public Cloud

Version

Details >

Please note: Because you are booking this SAP Learning Hub subscription using an activation code, the activation date of this product will be set with the same date when your activation code became valid. You will be able to access your subscription for 1 year from this date.

If you have attempted to set a custom access date previously, this setting will no longer be valid.

Review your details

Create address dataAssign 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

☒ I work for the company of the activation code

☐ I am self-employed

☐ I work for another company

Company name \*

Company A

Customer number

12345678

VAT Number (EU)

Phone number \*

Your billing address details:

Street number \*

Street name \*

Street A

City \*

City A

Post code \*

1234

Country \*

United States

State \*

New Jersey

☐ Add an additional billing contact and address

Save

Figure 13: Activation Code Redemption

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4. Please refer to the following three scenarios for redeeming your activation code.

**Accurate contact details are already associated with your sap.com account**

If you already have contact details assigned to your sap.com account, the name of the primary contact will be used to redeem your activation code. If it is correct, click *Continue*, as shown in Figure 14. Now proceed to step 5.

Review your order

Back to basket

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

[Details >](#)

Please note: Because you are booking this SAP Learning Hub subscription using an activation code, the activation date of this product will be set with the same date when your activation code became valid. You will be able to access your subscription for 1 year from this date.

If you have attempted to set a custom access date previously, this setting will no longer be valid.

Review your details

Your address data

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.

Default Address:

Company of Activation Code

S0123456789 - Company A, Street A, City A, NJ, 1234, US

Other Addresses:

No other addresses set.

Continue

Figure 14: Your Address Data

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## No contact or incorrect details are associated with your sap.com account

If you have no contact details assigned to your sap.com account or if your details are incorrect, select the *Create address data* tab, as shown in Figure 14. Complete all of the fields in the *Your Company details* and *Your billing address details* sections, as shown in Figure 15. Then click *Save*.

Please note: If you select *I work for the company of the activation code*, you will immediately activate SAP Learning Hub. If you select *I am self-employed* or *I work for another company*, you will receive an e-mail within 24 business hours that will enable you to activate SAP Learning Hub.

Proceed to step 5.

The screenshot shows a web form titled "Review your details" with three tabs: "Your address data", "Create address data" (which is highlighted with an orange callout), and "Assign address data of your s-user". Below the tabs is a note: "If your address has changed or you need to create a new address please add prior to submitting your order." The form is divided into two main sections: "Your company details:" and "Your billing address details:". The "Your company details:" section includes a "Company booking" section with three radio buttons: "I work for the company of the activation code" (selected), "I am self-employed", and "I work for another company". Below this are input fields for "Company name \*" (containing "Company A"), "Customer number" (containing "1234567"), "VAT Number (FI)" (empty), and "Phone number \*" (empty). The "Your billing address details:" section includes input fields for "Street number \*" (empty), "Street name \*" (containing "Street A"), "City \*" (containing "City A"), and "Post code \*" (containing "1234"). Below these are dropdown menus for "Country \*" (set to "United States") and "State \*" (set to "New Jersey"). At the bottom left of the form is a checkbox labeled "Add an additional billing contact and address". At the bottom right is a blue "Save" button with a yellow border.

Review your details

Your address data   **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

☒ I work for the company of the activation code

☐ I am self-employed

☐ I work for another company

Company name \*

Company A

Customer number

1234567

VAT Number (FI)

Phone number \*

☐ Add an additional billing contact and address

**Your billing address details:**

Street number \*

Street name \*

Street A

City \*

City A

Post code \*

1234

Country \*

United States

State \*

New Jersey

Save

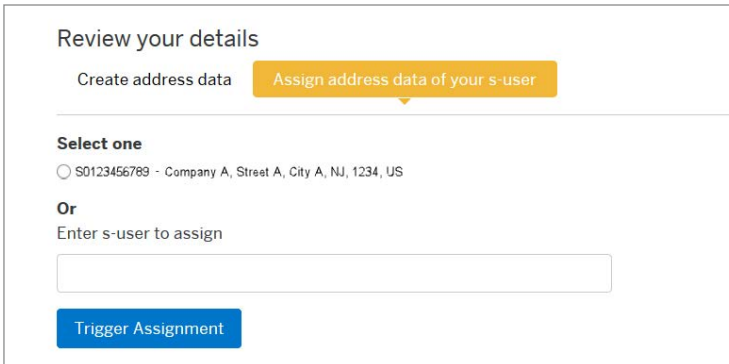
Figure 15: Create Address Data



**Contact details are already associated with your sap.com account, but you want to select or assign a new S-user**

If you want to select a different S-user or assign a new one, select the *Assign address data of your s-user* tab, as shown in Figure 16.

Once you have selected an additional S-user or entered the new S-user to be assigned, click *Trigger Assignment*.



The screenshot shows a web form titled "Review your details". At the top, there are two tabs: "Create address data" and "Assign address data of your s-user". The second tab is highlighted in orange and has a small downward arrow below it. Below the tabs, the text "Select one" is followed by a radio button and the text "S0123456789 - Company A, Street A, City A, NJ, 1234, US". Below this, the word "Or" is followed by the text "Enter s-user to assign" and a text input field. At the bottom left of the form is a blue button labeled "Trigger Assignment".

Figure 16: Assign Address Data of Your S-User

If you are assigning a new S-user, you will receive an e-mail. Click the link *Verify Assignment* to complete the S-user assignment (see Figure 17).

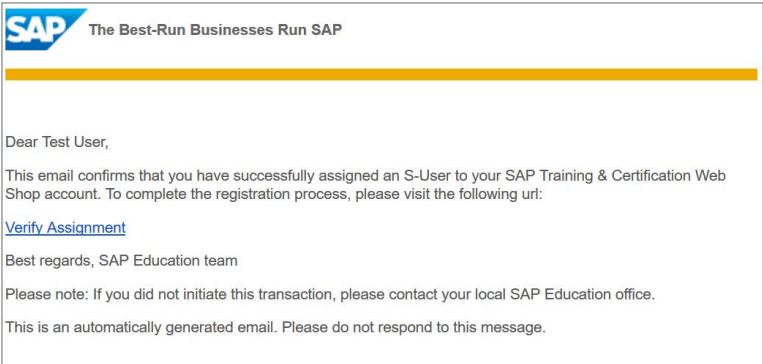


Figure 17: S-User Assignment Verification E-Mail

Confirm that you accept the terms and conditions of use by checking the box, and click *Submit* (see Figure 18).

### 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

Figure 18: Terms and Conditions

5. You will receive an activation-code redemption confirmation message (see Figure 19). You will also receive a booking confirmation e-mail from SAP Education. This process might take 1–2 business days to complete.

### Activation code redemption confirmation - from SAP Education North America

Thank you for your order. If you do not receive a confirmation email within two business days, please contact your local SAP Education office.

Order Number 349478

Course	Attendees	Price
HUB030 - SAP Learning Hub, Professional Edition, Public Cloud Version	Ms Test User	
		Payment not required

You are on your way to start your SAP Learning Hub experience!

Order ID: 349478 is currently being processed. If you are not already enrolled to SAP Learning Hub, you will receive an email shortly once your access has been setup.

[Print this page](#)[Continue shopping](#)

Figure 19: Activation-Code Redemption Confirmation

6. You can also go to the Training Web shop (see Figure 20). Log in with your account and access content on SAP Learning Hub by clicking *Access purchased subscriptions* and then clicking *Access SAP Learning Hub* (see Figure 21).

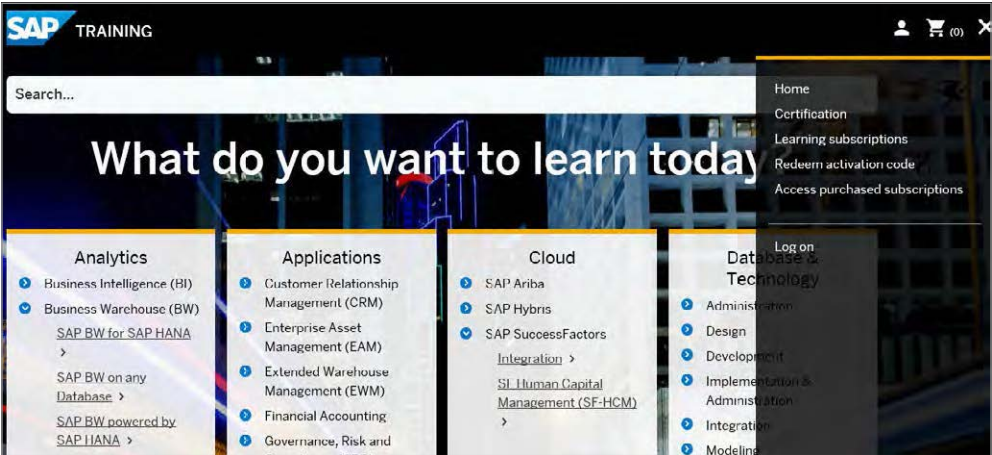
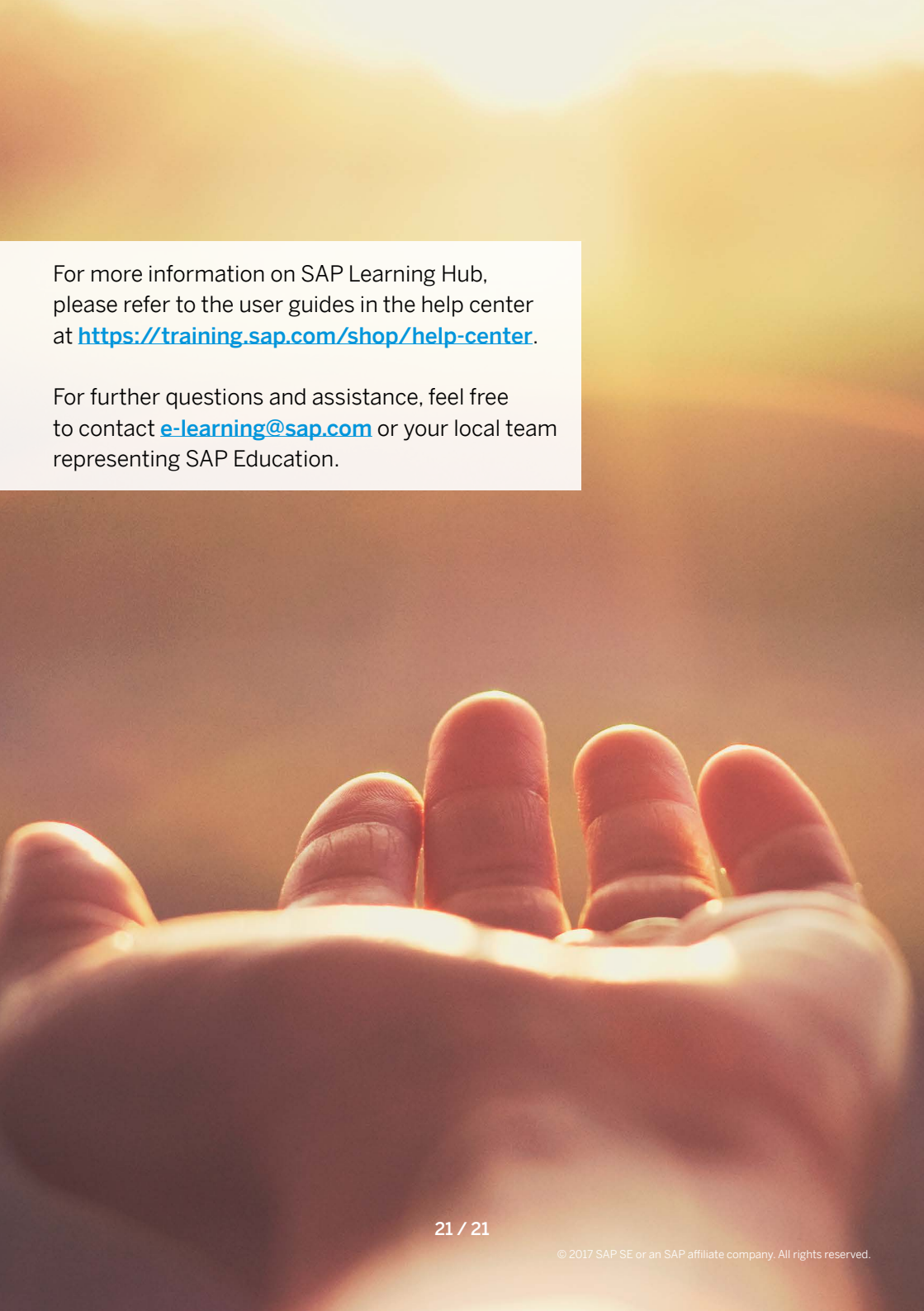


Figure 20: Access SAP® Learning Hub Through the Training Web Shop

Access SAP Subscription				
Subscription Edition	License Start Date	License End Date	Time Remaining	Access
SAP Learning Hub	28 Sep 2016	27 Sep 2017	6 Months	<a href="#">Access SAP LearningHub</a>

Figure 21: SAP® Learning Hub Subscriptions



For more information on SAP Learning Hub, please refer to the user guides in the help center at <https://training.sap.com/shop/help-center>.

For further questions and assistance, feel free to contact [e-learning@sap.com](mailto:e-learning@sap.com) or your local team representing SAP Education.

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