SAP Learning Hub

SAP® Learning Hub
Registration Guide
Table of Contents

3 Introduction

4 New Users

15 User with a Subscription to SAP Learning Hub
   User with an sap.com Account and a Booking for SAP Learning Hub
   User Without an sap.com Account and with a Booking for SAP Learning Hub

32 Existing User Without a Subscription to 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 My Account icon (outlined in red in Figure 1) to reveal the Register and Log On links at the top right-hand corner of the screen. A logon and register screen will appear (Figure 2). Select Register.

![Figure 1: SAP® Learning Hub – Welcome Page](image-url)
Figure 2: SAP® Learning Hub – Logon and Register Screen
2. Fill out the user registration form, scroll down, and confirm that you have read the privacy policy by selecting the check box. Then click on Register (see Figure 3).

![Figure 3: User Registration](image)

3. You will receive a registration confirmation message (see Figure 4).

![Figure 4: Confirmation of User Registration](image)
You will receive an e-mail confirmation (Figure 5). Click on *Click here to activate your account*.

You will then receive an account confirmation (Figure 6). Click on *Continue*. 

---

**Figure 5: E-Mail Confirmation of Registration**

**Figure 6: Confirmation of Account Activation**
4. To view available subscriptions for SAP Learning Hub, click on SAP Learning Hub (see Figure 7).

![Figure 7: SAP® Learning Hub – Find Available Subscriptions](image)

5. Select the edition of SAP Learning Hub that you would like to purchase (see Figure 8).

![Figure 8: Select Edition](image)
6. Click on *Add to basket* to add your chosen edition of SAP Learning Hub to your basket (see Figure 9).

![Figure 9: Add Your Chosen Edition to the Basket](image-url)
7. Click on Proceed to basket to go to your basket (see Figure 10).

![Figure 10: Proceed to Basket](image)

8. Click on Proceed to checkout (see Figure 11).

![Figure 11: Proceed to Checkout](image)
9. Fill in the fields in the form shown in Figure 12 to create your S-user ID. This will give you access to SAP Learning Hub as well as other Web sites of SAP.

Figure 12: Create a New S-User ID
10. Review your order and select your payment type (see Figure 13).

Figure 13: Training Shop – Submit Order
11. Review your order. Then confirm you accept the terms and conditions by selecting the check box and clicking on **Submit** (see Figure 14).
12. You will then see a booking confirmation page (Figure 15). Please keep your transaction reference code or take a screenshot for future reference.

![Order Summary - from SAP Education North America](image)

Figure 15: Training 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 after 48 hours, please contact your regional team from SAP or e-mail e-learning@sap.com for support.
User with a Subscription to SAP Learning Hub

If your company has purchased a valid subscription to SAP Learning Hub for you, you may have been given an activation code. Please follow the link below for information on how to redeem your activation 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 subscription to 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.
**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, please log in to the training site.

1. Go to [https://training.sap.com](https://training.sap.com) and click on the *My Account* icon (outlined in red in Figure 16). Select *Log On* (see Figure 17).

![Figure 16: SAP® Learning Hub – Welcome Page](image-url)
Figure 17: Logon Screen
2. If you have not yet associated your S-user ID to your sap.com account, you will see a pop-up prompting you (see Figure 18). Select your S-user ID and click on Trigger Assignment.

Figure 18: Assign S-User
3. Check your e-mail for a message from SAP to verify your S-user ID assignment. Click on the Verify Assignment link within the e-mail (see Figure 19).

Please note: You must be logged in to the Training Shop when you click on 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 19: E-Mail to Verify Assignment](image)

4. Once the assignment is verified, you will receive a success message on the screen (see Figure 20). Click on Done.

![Figure 20: Successful Assignment](image)
5. Click on the option in the extreme right (outlined in red in Figure 21) and select My Training (see Figure 22). This will take you to the training course area.

![Figure 21: SAP® Learning Hub – Access to Training](image)

![Figure 22: Welcome Page – Navigation Options](image)
6. Click on Go to SAP Learning Hub (see Figure 23).

You can also go to the Training Webshop (see Figure 24). Log in with your account and access content on SAP Learning Hub by clicking on Access purchased subscriptions and then Access SAP Learning Hub.
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 Login now link. (see Figure 25).

Figure 25: Booking Confirmation – Register to Activate Your S-User
2. In https://training.sap.com, click on My Account (red-outlined icon in Figure 26) then Register (see Figure 27) to create your SAP user account.

Figure 26: S-User Management – Create User Account
Figure 27: Logon Screen
3. Fill out the user registration form and scroll down and confirm that you have read the privacy policy by selecting the check box. Then click on Register (see Figure 28).

![Registration Form](image_url)
4. You will receive a registration confirmation message (see Figure 29). Click on Log on to confirm your registration.

Click on **Click here to activate your account** in the e-mail you receive (see Figure 30).
5. You are successfully logged in to the Training Shop if you see your name in the upper right-hand corner (Figure 31).

![Figure 31: SAP® Learning Hub – Login Success](image)

6. You will see a pop-up prompting you to assign your S-user ID to your sap.com account (see Figure 32). Select your S-user ID and click on Trigger Assignment.

![Figure 32: Assign S-User](image)
7. Check your e-mail for a message from SAP to verify your S-user ID assignment. Click on the Verify Assignment link within the e-mail (see Figure 33).

Please note: You must be logged in to the Training Shop when you click on 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.

8. Once the assignment is verified, you will receive a success message on the screen (see Figure 34). Click on Done.

Figure 33: E-Mail to Verify Assignment

Figure 34: Successful Assignment
9. Click on the option in the extreme right (red-outlined icon in Figure 35) and select *My Training* (see Figure 36). This will take you to the training course area.

![Welcome user icon with training access](image)

**Figure 35: SAP® Learning Hub – Access to Training**

![Welcome page with navigation options](image)

**Figure 36: Welcome Page – Navigation Options**
10. Click on Go to SAP Learning Hub (see Figure 37).

You can also go to the Training Shop. Log in with your account and access content on SAP Learning Hub by clicking on Access purchased subscriptions (see Figure 38) and then Access SAP Learning Hub (Figure 39).
<table>
<thead>
<tr>
<th>Subscription Edition</th>
<th>License Start Date</th>
<th>License End Date</th>
<th>Time Remaining</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP Learning Hub, Discovery Edition</td>
<td>12 Dec 2015</td>
<td>15 Nov 2020</td>
<td>4 Years</td>
<td>Access SAP LearningHub</td>
</tr>
<tr>
<td>SAP Learning Hub</td>
<td>17 Feb 2016</td>
<td>16 Feb 2017</td>
<td>4 Months</td>
<td>Access SAP LearningHub</td>
</tr>
</tbody>
</table>

Figure 39: Accessing Subscriptions
Existing User Without a Subscription to 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 My Account icon (red-outlined icon in Figure 40) to reveal the Register and Log On links at the top right-hand corner of the screen. Select Register (see Figure 41).

Figure 40: SAP® Learning Hub – Welcome Page
Figure 41: SAP® Learning Hub – Logon Screen
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 42). 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 42: Assign S-User](image-url)
3. Check your e-mail for a message from SAP to verify your S-user ID assignment. Click on the Verify Assignment link within the e-mail (see Figure 43).

Please note: You must be logged in to the Training Shop when you click on 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 43: E-Mail to Verify Assignment](image)

4. Once the assignment is verified, you will receive a success message on the screen (see Figure 44). Click on Done.

![Figure 44: Successful Assignment](image)
5. To view available subscriptions for SAP Learning Hub, click on **SAP Learning Hub** (see Figure 45).

![Figure 45: SAP® Learning Hub – Find Available Subscriptions](image)

6. Select the edition of SAP Learning Hub that you would like to purchase (see Figure 46).

![Figure 46: Select Edition](image)
7. Click on *Add to basket* to add your chosen edition of SAP Learning Hub to your basket (see Figure 47).

![Add Your Chosen Edition to the Basket](image_url)
8. Click on *Proceed to basket* to go to your basket (see Figure 48).

![Image of Added to basket](image-url)

Figure 48: Proceed to Basket
9. Click on *Proceed to checkout* (see Figure 49).

Figure 49: 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 50, to continue with the booking. Your S-user ID will give you access to SAP Learning Hub as well as other Web sites of SAP.

Figure 50: Create a New S-User ID
11. Review your order and select your payment type (see Figure 51).
12. Please review your order. Then confirm you have accepted the terms and conditions by selecting the check box and clicking on Submit (see Figure 52).

Figure 52: Training Shop – Review and Submit Order
13. This is your order summary. Please keep your order number or take a screenshot for future reference (see Figure 53).

![Order Summary - from SAP Education North America]

Figure 53: Training 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 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 after 48 hours, please contact your regional team from SAP 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 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.